

Philipstown Recreation Commission
Tuesday, March 27
Philipstown Community Center – 7:30 P.M.

PLEDGE

MINUTES – February

FINANCIAL – February
CORRESPONDENCE

REPORTS

- a) Program
- b) Theatre
- c) Building and Grounds
- d) Fields
- e) Friends of Philipstown Rec

QUESTIONS FROM THE FLOOR

OLD BUSINESS

- 1. Fields – North Field RFP
- 2. North Highlands Park Update

NEW BUSINESS

- 1. Landscaping

Executive Session

PHILIPSTOWN RECREATION COMMISSION
MINUTES OF MEETING – February 28, 2012

The regularly scheduled meeting of the Philipstown Recreation Commission was held on February 28, 2012 at the Community Center at 7:30pm.

Commission Members Present:

Bill Mazzuca, Chair
Claudio Marzollo
Al Zgolinski
Phil Cotennec
Seth Dinitz
Stephanie Hawkins
Amber Stickle, Director of Recreation

Bill Mazzuca opened the meeting with a salute to the Flag and the Pledge of Allegiance.

Phil Cotennec made a motion, seconded Seth Dinitz and unanimously passed to accept the January minutes.

Financial Report

Gross Revenues for January:	\$ 64,664.80
Bank Charges:	\$ 121.64
Refunds:	\$ 0
Net:	\$ 64,543.16

Seth Dinitz made a motion, seconded by Phil Cotennec and unanimously passed to accept the January financial.

Financial Report

Gross Revenues for End of Year 2011:	\$ 629,237.08
Bank Charges:	\$ 1,541.00
Refunds:	\$ 5,111.00
Net:	\$ 625,666.37

Seth Dinitz made a motion, seconded by Phil Cotennec and unanimously passed to accept the year-end 2011 financial.

Town Board representative Dave Merandy informed the commission about the new open meeting law. It will require all meeting documents to be posted online one week prior to the meeting.

Program Reports – Amber Stickle reported that the spring classes were filling up. Registration opened on February 13. She reported that within 27 minutes the 2 parent-child cooking classes were full. She also reported that the family Renegades Night and Pasta and Bingo Night filled by the end of the day.

Depot Theatre – Stephanie Hawkins gave the report. Her report is attached.

Building and Grounds – Amber Stickle reported that the fire alarm company was here and changed out two of the sensors from smoke to heat. This should avoid the issues of the shower steam setting off the

alarms. She also reported that she has been working with the Kevin Donahue to file a FEMA application for the Hurricane Irene damage to the culvert at the pump house.

Fields – No new report at this time.

Friends of Philipstown Recreation – Amber Stickle reported at the Friends group will be holding a Spring Splatt Mudder and Mini-Mudder on April 1st.

Old Business

North Highlands Park & Dog Park – Amber Stickle reported talking to Supervisor Shea about the dog park. There have been an increased number of incidents lately. The commission discussed talking to the Town Board to codify the rules so they can be enforced as a law. It was decided that when the commission discussed the fields issue at the next town board meeting, they would also bring up the dog park. It was also decided to send the rules to the Town Attorney. Amber Stickle is going to talk to Quarry Pond about whether they have a few boulders that could be placed to help prevent vehicles from driving around the gates. She is also going to order new “No un-authorized vehicle signs”. Claudio Marzollo made the motion to discuss with the Town Board about making the North Highlands Park a “Residents-Only” park. The motion was seconded by Al Zgolinski and unanimously approved.

Fields – Amber Stickle reviewed with the commission to start field renovations at Philipstown Park with the North Field and the parking lot. This would include irrigation. She presented the attached primary budget estimates for the park. Seth Dinitz made the motion to present the north field cost estimates to the Town Board. The motion was seconded by Al Zgolinski and unanimously approved.

New Business

Gym Floor Repair – Amber Stickle reported that there are a few areas of the gym floor that seem to have lost their support and need to be addressed. She presented an estimate to have the gym floor repaired at a cost not to exceed \$2,500. The motion was made by Claudio Marzollo to recommend to the Town Board that the gym floor be repaired not to exceed \$2,500. The motion was seconded by Al Zgolinski and unanimously approved.

It was moved by Al Zgolinski and seconded by Claudio Marzollo to adjourn the commission meeting at 8:45pm. The motion was unanimously approved.

Respectfully submitted,
Amber Stickle
Director of Recreation and Parks

These minutes are subject to review by the Recreation Commission for corrections and approval thereof.

Report on the Depot Theatre

Depot Theatre (DT) Monthly Board Meeting Saturday, February 24th, 2012

OPERATIONS & PHYSICAL PLANT

Generator - DT proceeding in its discussion with the MTA w/r/t agreement; consideration of adding MTA as an additional insured to Philipstown's insurance policy; consideration of MTA's insurance requirements of the contractor who ultimately builds the concrete pad and enclosure for the LPG; DT has yet to issue an RFP for the project.

Lease with Garrison Landing Association (GLA) - GLA is requesting an annual increase in rent of \$2,000 per year – from \$6,000 to \$8,000, effective for the next 5 years. GLA reasons that it has spent \$270k replacing the roof and will spend another \$20,000 repairing the eaves and painting the exterior. The DT Board discussed further and considers this a reasonable request in light of the recent investment in the roof, the value of the facility and the length of time the rent has been held at \$6,000.

Railings in the Auditorium - New custom railings have been fabricated and installed by Dean Anderson. DT will connect with Alison Rooney about new railings for a little media coverage.

HVAC – discussed briefly as needed in not too distant future

Repairs to the Plaza – DT will discuss with MTA liability of disrepair and possible remedies.

Website – questions about content, features, broken links and repairs to be discussed with website administrator

Costume Storage – Jaime Copeland and the Garrison Volunteer Fire Company have offered space at the old Garrison Firehouse; DT board and volunteers taking steps this week to clean and ready the space to receive DT costumes; welcome opportunity to consolidate in one central location; many thanks to Jaime and to the Garrison Volunteer Fire Company!!!

FUNDRAISING

May 2012 fundraiser - Discussed. Ideally 120-160 people will pay to pack the venue of choice.

Dyson Foundation Grant Application – MJ Martin is assembling an application for a grant from the Dyson Foundation. DT Board members were polled about their professional affiliations.

PROGRAMMING

Theatre - Dead Dog Park 2nd – 18th ; something else in May

Music Tracks - (Mike LaRocco) has scheduled 6 of 7 dates, including a fiddler, 2 acts that rolled over from last year, an act that regularly sells out the Town Cryer (Pawling), and a cabaret. Chamber music possibly to be added.

Note about print and online media: Brown Paper Tickets logo and information needs to be more prominent.

**Preliminary Budget Estimates
North Field Philipstown Park & Parking Area**

Well:	\$10,000 - \$15,000
Expand and Improve North Field	\$250,000 - \$275,000
Parking Area Expansion	\$50,000-\$75,000
Irrigation for North Field	\$25,000
Total	\$335,000 - \$390,000

**Numbers are based on prepared budgets presented in Master Plan, Philipstown Field Study, and an irrigation estimate received in 2010.

Front Field	\$250,000
-------------	-----------

Tennis Courts:

Playground:	\$50,000
-------------	----------

Engineering Costs/Bid Administration

February 2012 Financial Report

	<u>Feb 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
BUILDINGS AND GROUNDS -- INCOME	70.00	0.00	70.00	100.0%
CREDIT	7.00	0.00	7.00	100.0%
DEPOT THEATRE -- INCOME	2,937.00	0.00	2,937.00	100.0%
ISF FEES (returned check fee)	0.00	0.00	0.00	0.0%
PROGRAMS -- INCOME	24,787.62	0.00	24,787.62	100.0%
YOUTH GRANTS -- INCOME	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Total Income	<u>27,801.62</u>	<u>0.00</u>	<u>27,801.62</u>	<u>100.0%</u>
Expense				
CONTRACTUAL	20,486.37	0.00	20,486.37	100.0%
EQUIPMENT	0.00	0.00	0.00	0.0%
PERSONNEL SERVICES	<u>41,070.88</u>	<u>0.00</u>	<u>41,070.88</u>	<u>100.0%</u>
Total Expense	<u>61,557.25</u>	<u>0.00</u>	<u>61,557.25</u>	<u>100.0%</u>

Year to Date Financial

	<u>Jan - Feb 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
BUILDINGS AND GROUNDS -- INCOME	100.00	2,800.00	-2,700.00	3.57%
CREDIT	138.00	1,500.00	-1,362.00	9.2%
DEPOT THEATRE -- INCOME	5,917.29	165,403.00	-159,485.71	3.58%
ISF FEES (returned check fee)	0.00	100.00	-100.00	0.0%
PROGRAMS -- INCOME	85,933.97	435,000.00	-349,066.03	19.76%
YOUTH GRANTS -- INCOME	0.00	4,000.00	-4,000.00	0.0%
Total Income	<u>92,089.26</u>	<u>608,803.00</u>	<u>-516,713.74</u>	<u>15.13%</u>
Expense				
CONTRACTUAL	33,734.99	338,000.00	-304,265.01	9.98%
EQUIPMENT	0.00	5,500.00	-5,500.00	0.0%
PERSONNEL SERVICES	91,081.05	586,257.00	-495,175.95	15.54%
Total Expense	<u>124,816.04</u>	<u>929,757.00</u>	<u>-804,940.96</u>	<u>13.43%</u>

Philipstown Recreation Department

Request for Proposals – North Field

RFP Scope: Improvements to Philipstown Park North Field & Parking Lot

Project Location: Philipstown Park, Garrison, New York

Client: Town of Philipstown

Contact for Access: Amber Stickle, 845.424.4618

Contact for Questions: Amber@philipstownrecreation.com
(All Questions to be in writing)

Proposal Scope:

1. Provide engineering and design services to expand and improve the north field at the Philipstown Park to a full-size 360'x195' multi-use field.
2. Plans and specifications for an irrigation system particular to the North Field with the needs of the additional fields considered.
3. Specifications should include a topographic study and geotechnical investigation.
4. Provide engineering and design services to expand and improve the existing parking lot considering the conceptual plans in the Recreation Master Plan.

Proposal Due Date: May 7, 2012