

**VILLAGE OF HASTINGS-ON-HUDSON, NEW YORK
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 15, 2011**

A Regular Meeting was held by the Board of Trustees on Tuesday, February 15, 2011 at 7:36 p.m. in the Meeting Room, Municipal Building, 7 Maple Avenue.

PRESENT: Mayor Peter Swiderski, Trustee Bruce Jennings, Trustee Meg Walker, Trustee Nicola Armacost, Village Manager Francis A. Frobel, Village Attorney Marianne Stecich, and Village Clerk Susan Maggiotto.

ABSENT: Trustee Jeremiah Quinlan

CITIZENS: Five (5).

APPOINTMENT

Mayor Swiderski: We have one appointment to announce, Elizabeth Galletta to the Youth Council to fill out an unexpired term which is due to complete in 2012. Congratulations, and thank you for your service to the community.

APPROVAL OF MINUTES

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, the Minutes of the Regular Meeting of Feb. 1, 2011 were approved as presented.

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, the Minutes of the Executive Session of Feb. 1, 2011 were approved as presented.

APPROVAL OF WARRANTS

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, the following Warrant was approved:

Multi-Fund No. 48-2010-11 \$262,699.15

PUBLIC COMMENTS

John Gonder, 153 James Street: Last February 1, I happened to listen to the new governor of New York State with his budget. Near the end, he asked for two things: pass his budget, and also his ethics reform. Everybody is talking about ethics reform except Hastings. I wish you would put it on one of your agendas to look at. I know you are all Democrats, you are

all together. But maybe if there was a Republican, an independent, a Tea Party or a fish or something else there maybe you would consider looking at your ethics.

Mayor Swiderski: If you hang on to the Board discussion and comments there will be an item on that issue.

16:11 APPROVAL OF FEES FOR VILLAGE ARTS COMMISSION

On MOTION of Trustee Armacost, SECONDED by Trustee Walker the following Resolution was duly adopted upon roll call vote:

RESOLVED: that the Mayor and Board of Trustees approve the following fees to be applied in conjunction with the activities of the Village Arts Commission:

<u>Subject</u>	<u>Proposed Fee</u>
Application Fee for Proposals for Juried Art Shows	not to exceed \$50.00
Hanging Fee for Non-Juried Art Shows	not to exceed \$50.00
Commission on Sale of Displayed Art	not to exceed 50% of sale price

ROLL CALL VOTE

AYE

NAY

Trustee Bruce Jennings	X
Trustee Jeremiah Quinlan	Absent
Trustee Meg Walker	X
Trustee Nicola Armacost	X
Mayor Peter Swiderski	X

17:11 ADOPTION OF DESIGN GUIDELINES FOR THE CENTRAL COMMERCIAL DISTRICT

Mayor Swiderski: We have already reviewed and approved the Design Guidelines but never formally elevated the Design Guidelines by resolution in the vote, and so this will do that. Everybody has had a chance to take a look at the document. I have not heard anything back, so I am assuming its contents are as we discussed.

On MOTION of Trustee Jennings, SECONDED by Trustee Armacost the following Resolution was duly adopted upon roll call vote:

WHEREAS, Design Guidelines are widely used by villages and towns to describe features and details that are important elements defining the character of the downtown, and

WHEREAS, the Hastings-on-Hudson Design Guidelines Committee, consisting of architects, designers, and other volunteers from the community, devoted many hours to examining ways to create regulations that would project a vision for positive growth in the downtown, and

WHEREAS, the Committee developed user-friendly guidelines for Hastings to describe the community's aesthetic goals and priorities, and

WHEREAS, the Mayor and Board of Trustees have reviewed the Design Guidelines in Regular Meetings and a Work Session, now therefore be it

RESOLVED: that the Mayor and Board of Trustees adopt the Design Guidelines for the Central Commercial District.

ROLL CALL VOTE	AYE	NAY
Trustee Bruce Jennings	X	
Trustee Jeremiah Quinlan	Absent	
Trustee Meg Walker	X	
Trustee Nicola Armacost	X	
Mayor Peter Swiderski	X	

Mayor Swiderski: This formally puts to bed an item that was dear on our agenda for several years and something that the Architectural Review Board can use constructively that will protect our downtown. It is a big, and a good step. It puts us in the same league as a number of other communities that have these sort of guidelines that serve them well.

Village Manager Frobel: Congratulations, Mayor. Very nice job getting this adopted.

Trustee Walker: This is going to become readily available through a variety of means, I assume.

Mayor Swiderski: A note if this could get posted in its final form as quickly as possible on the Web site, and copies at the library as well.

VILLAGE MANAGER'S REPORT

Village Manager Frobel: Nothing to report, Mayor. Could we skip over number one under Board discussion? The people that are going to join me in that conversation are not here yet.

BOARD DISCUSSION AND COMMENTS

1. Quarry Park

Trustee Walker: I have been a de facto liaison to the Quarry Park Committee. Kevin Dawkins is here, the chair of the Quarry Park committee. I want to bring the Board up to speed on where we are. Quarry Park is a former landfill and former quarry located just off the Aqueduct south of Washington Avenue. It has been used for a variety of purposes over the years. It was a quarry for many years, from which marble was taken that was used in a lot of important buildings in New York and the northeast. After it was closed it became a lovely, privately-owned garden. It was once filled with water. It was bought, and I do not remember the order of all these activities, by Anaconda. They brought water down from the quarry and used it on their site. It was acquired by the Village I am not sure exactly when, and used as a landfill more recently for yard waste and originally for all kinds of waste.

It does require remediation. The DEC has agreed to a reduced remediation. Our engineers, Malcolm Pirnie, have done testing on the site and found that there is not serious contamination or serious methane gas that would have to be released gradually. They have allowed us to proceed with a limited remediation, which involves mostly capping two feet of clean fill. I do not think we are clear yet on what will need to be removed. We know that there are some large items like washing machines and tires that may have to be removed. Also, there will be some regrading.

I started meeting with the committee, which has been at this for more than three years. A report was written around four years ago, based on many community meetings and a lot of history of the quarry and its uses. The committee recommended that it be remediated, capped, and become a park for public use. This board has discussed that and has agreed. What we are trying to determine is the extent of the area that needs to be capped and then, consequently, the extent of the area that then would be redesigned, replanted, and landscaped to be used as a park. Initially, in the initial construction costs that we received from the engineer, as well as from the landscape architect, they were both looking at an area of almost seven acres. But that includes, quite a bit of the area around the landfill, everything from cliffs to forests to steep slopes that were not part of the landfill. They may be part of the overall property that is considered the quarry, but it is not what was used as a quarry, and was filled.

What I have been discussing with the committee is how we can reduce the scope of work in order to reduce costs. There are a number of moving parts here. We have tests already completed by Malcolm Pirnie that show a limited area, we guess it is about two and a half acres, that will need to be capped, not seven. We have a proposal, and we did sign a contract, for them to do a closure plan, which is what the DEC requires once we have determined what exactly we are going to do to the site. But they are mostly concerned about the cap and the regrading and the final planting. They would like to see that in a plan, and Malcolm Pirnie has given us a price of \$15,000 to draw that up. That does not include engineering costs. It is just the report to the DEC, and a plan.

The Village has received, thanks to the committee's diligence, several grants which will cover this \$15,000 closure. It has also covered the testing so far. That amounts to \$35,000 in grants. We received a grant just recently from the state parks department to pay for design and engineering costs. That could be up to \$85,000. But it needs to have a 50-50 match from the Village. We have been trying to determine the ball park cost of construction and design and engineering so we can determine how much of this grant we can use and how we can do this at the least amount of cost to the Village. We have been talking to the engineers and to the landscape architect, Matthews Nielsen, about how we can reduce the scope. Matthews Nielsen got back to us with a scope, without numbers attached yet, that we have been looking at. Kevin has reviewed it and had some thoughts about it. Once we have a chance to look at that scope, we are going to ask them to give us a number. We realize that their previous number did not include the engineering for the closure, so we have asked them to talk to their engineers as well as to Malcolm Pirnie about including that. Two weeks from now we may have a proposal from Matthews Nielsen to review with you.

We are trying to figure out if we can do this for as little as \$500,000 or \$600,000. That is a lot less than the \$2 million that was estimated a couple of years ago. But we still do not know where all this money is going to come from. It may be a combination of grants, it may be donations, it may be fund-raising. There is also the possibility of looking at the environmental trust fund for some of it. We have not determined what that amount should be yet. The committee would like to see the design completed before the summer so then we can use that design and the costs associated with it when we apply for grants again. The last one we did was Parks Department, was it not, HRP? The one that we were denied last fall.

Village Manager Frobel: Yes.

Trustee Walker: They, I think, have two granting periods that we were thinking of getting one in perhaps in the summer. So that is our hope, to have this design completed and then a much better idea of what the costs will be. Then we come back to the Board for approval to

go after grants. We have to have some idea of how we are going to match it without dipping too deeply, or at all perhaps, into Village monies.

Trustee Armacost: Probably at all.

Trustee Walker: At all. I want to point out that this may take a number of years. This is not something that we need to rush into. I know the DEC wants to see us close it, and it is a requirement that we do it and the DEC is going to require it. But it does not necessarily have to be done in the next year. We have to look at the cost and we have to look at the timeline.

Kevin Dawkins, Chair, Quarry Park Committee: You did a great job of summarizing, in a couple of minutes, four or five years of efforts on the part of the committee and other folks, including the Board. We actually got two documents back from Matthews Nielsen, which are the result of a meeting that Fran and Meg and Chris Lomolino and myself had with Kim Matthews, the principal of the landscape architecture firm we have been working with. They want to be clear about what we are asking them to do, so there is a project understanding, where they laid out the parameters that we gave them in the meeting. That is what I was going through today, forwarding my thoughts to Meg and Christine and other members of the committee to make sure we all have the same understanding. Then Matthews Nielsen will create a preliminary design fee, which will include a number of commitments they are making to the process, who would be involved, the number of meetings, et cetera. Once that is done, they plan to present those materials to the Mayor and to the Board. Meg's involvement in this is invaluable. Her experience in landscape architecture is a skill set none of us had and it is going to shorten the process, although as you said, this is something that will be several more years in the making. But we are making incremental progress.

The other thing that has happened recently, and this came out of comments that the Board passed back to the committee when we were here in the hope of getting approval for a grant last summer, is that Fran and Margaret and Ray Gomes and myself have had a couple of meetings to look at the same grant mechanism and prepare information that was not clear, that was not exact. There was not a lot of economic data in that grant. We assume the state is going to issue that again, and we want to have what grant writers call a "bulletproof application" that covers all of the points that are in the grant. We have a good head start on that, and by the time we are ready to get approval before submission it should be in pretty good shape. Meg's characterization that there are a lot of moving parts is true. The numbers that we may get from Matthews Nielsen and from Malcolm Pirnie will give us the economic information you would like to have before going back to Riverkeeper to ask them to reconsider their decision.

We are making plans to come up with a public fund-raising plan that would include establishing a not-for-profit organization so it makes it easier for people to be comfortable. I wish we had residents like that woman in Dobbs Ferry that dropped a million and a half bucks on them, but maybe somebody will come along on a white horse here in Hastings. As we have said from the very beginning and Meg reiterated, the plan is to do this without dipping into the Village coffers at all. It takes a lot of energy, a lot of work, a lot of creativity and a lot of time, but we are making a lot of progress. We have come a long way and we have quite a ways to go, but we appreciate all the input of all of you.

Trustee Walker: We are using Matthews Nielsen because they went through an RFP process with the committee a couple years ago and they were selected by the committee. They are a strong landscape architecture firm with a lot of experience. But if we find their numbers too high, nothing is preventing us from issuing another RFP. Another way of looking at it is to ask an engineer to take the lead, with the landscape architect as a consultant or contractor. I, as a designer, prefer going the design route but we have to see what the numbers look like. We also talked about how the design would be modified so that it could still be a well-used park without costing us a fortune, not just in construction costs but particularly in maintenance costs. For example, she asked about irrigation. We said, Irrigation? What irrigation? We are not going to irrigate this park. Whatever gets planted there has to be self-sustaining. Maybe there can be some initial heavy-duty watering the first year, but we are not putting in pipes to irrigate this place. It is going to be as natural as possible and as simple to maintain. Yet, we still like the idea of using it for performances. Let's say it has natural meadow grasses. But if we wanted to have a Take Me To The River concert there we could mow the grass and set up a temporary stage, which could be fantastic, with the acoustics. It could be beautiful.

Trustee Armacost: Absolutely. I was taken down to visit it by the quarry group. It is ironic your irrigation comment, given that it used to have a pond there. But the acoustics there would be phenomenal. It would be also fascinating in terms of light shows, with both sides of the river. The escarpments on both sides would be very spectacular. So it has huge promise and it is fantastic that you are moving it forward.

Trustee Jennings: This is a suggestion about a fund-raising strategy. Meg, you were talking about this largely as a park and applying to the state parks department. Would there be any possibility of getting funding and grants as an environmental project? Is there something environmentally significant about this land: drainage, wetland preservation, something like that. There are monies out there for that, which might not be triggered by monies for designing and building a park.

Trustee Walker: That is a good point. When we were discussing it with Kim Matthews we talked about perhaps a restored or created wetland area because there is a drainage issue at the southeast corner where they had thought there could be a water feature. But instead of a water feature, a pond or something that would be difficult to maintain, why not plant wetland grasses there that can soak up the excess stormwater. That type of thing I think is grantable.

Mr. Dawkins: Yes, that is one of the things we are looking into, that water does seep down through the marble walls and collects in a low point. In the summer, that gets a little marshy and that is why we thought there may be a natural way to maintain something like that and perhaps provide some additional irrigation. But more to your point, Bruce, Fran regularly monitors grant opportunities. I know one of them is the environmental protection funds. Maybe you could speak to whether this is an appropriate project for something like that.

Village Manager Frobel: Well, we can look into that. One of the grants we were after initially was for the DEC, and that would have been for the full closure. With the elimination of that funding is where the DEC said let us look for that exemption for you which would be, of course, less expensive. But we will keep that in mind, if there is any money under estuary programs or something like that for restoration of a wetlands.

Trustee Armacost: Particularly if it does not involve matching. I think that makes the grant look much more attractive.

Village Manager Frobel: Most do require a local commitment, however.

Trustee Armacost: But if that can be in some other form of in-kind contribution that is much easier for us at this point in our financial situation.

Mr. Dawkins: We have been documenting the number of hours that citizen volunteers have been putting in, and we anticipate there would be some contribution from Parks and Rec or DPW if they provide any manpower or equipment. So we are very cognizant of other in-kind contributions that would reduce the dollar amount we may need to match a grant.

Trustee Jennings: Although state funding may require it, there might be private funding that would not require a match, for habitat preservation, environmental goals, given the location.

Mr. Dawkins: If we come out of this process with nice design renderings that people can see what we have in mind, it makes the project that much more real to them. For other grants that we apply for, getting to a certain point will demonstrate the Village's commitment to moving ahead with this, as well, and that will be helpful.

Trustee Walker: It makes me think that the \$85,000 grant that we have could cover both design and engineering costs, if we can figure how to match it. However, it is only the preliminary design that we need right away in order to go after the grants. Construction documents and engineering documents do not have to be done soon. They can be done later.

Mr. Dawkins: Maybe, Fran, you could clarify that. It seems like some of that information is asked for in the Parks Department grant application.

Village Manager Frobel: I believe so. But just to stress Meg's point, the design is critical to us for the exemption application the DEC is requiring. That is a critical part of the engineering program; a very rudimentary design as to what we want the park to look like at end in terms of grading and planting.

Trustee Walker: When we get Matthews Nielsen's prices back we look at it in phases, and the only piece that we need to think about by the spring is the preliminary design and grading. They would need to give us an idea of planting. It does not have to be construction specs, but that is something we should look into when we are talking to Matthews Nielsen next time.

2. Scanning Project for Building Department Files

Village Manager Frobel: I have asked Raf Zaratzian, our Technology Director, and Deven Sharma, our Building Inspector, to introduce the Board to a very innovative approach that they have suggested we take in terms of collecting data and providing data in the building office. These two gentlemen have taken it upon themselves to seek out ways that we can modernize how we keep our records in the building office. We see an opportunity where we can scan all the Building Inspector's records and have them readily available to architects, builders, bankers or anyone else who has a need to access those types of records in a way that we can reduce the amount of paperwork that we have to keep in that office.

Village Technology Director Zaratzian: What you said was perfect. As always, our ideas are to go as paperless as possible to save the environment as much as possible. This process would do that. It would also make documents much more available to the public in a home environment by going on the Internet and being able to see government documents at their leisure. So it is a win-win situation.

Village Manager Frobel: What this would require is for us to enter into a relationship with the private vendor. The gentleman is here this evening from the company. They are currently working with two other communities in Westchester and two additional ones that

they are also attempting to become vendors of. They would scan the materials for us, provide us with the software, at an initial fee of about \$1,500 a year. They would take our files, scan them, and reduce them to a DVD. They would be available for us at all times to use in our office. The fee would be through a subscription. Whoever has need for the records would pay a subscription to access that information off-site. That is where the cost would come in, and that is their motive to getting into this industry.

Mayor Swiderski: What about the individual who wants to reference their own?

Village Manager Frobel: A person could come to Village hall at any time for no charge and still access through, we imagine, the computer at the counter where he would access the information, or until Deven would put it in cold storage, a lot of his records that he has today, hard copy. But Deven, why do you not address that for the Mayor?

Building Inspector Sharma: The management of information in the records for future use has been managed the way it has been managed from many, many years. But it is only now that the technology has become available to better manage and easily access the records. For that, we have to start over digitizing all our old records, and then staying current as we go forward. The cost of scanning and digitizing all records is more than seven years or 10 years worth of subscription that is being proposed. All the records, once they get scanned and digitized, can be accessed by anyone who needs to access them. The company, New York State GIS, hopes to make money by selling subscriptions to the service to people who need to access that kind of record.

We have people in our offices all the time, coming in, looking at our property files, property records, and our database. Besides digitizing and scanning all the data, all the information, for any future work we do there would be software so as we work, everything we do gets recorded in the proper places, available to us, or anyone for that matter, who gets to that portal to any record that they would like to see, including yourselves or myself or anybody from the outside.

As for the current services we provide to people coming into our office, like the title search company people who come in there all the time and architects and property owners who like to see what kind of work has been done in the past on the properties, those will still be available. They will be able to come to our office and, instead of one of us pulling out the physical folder out of the files there would be a computer set up to the printer so they will be able to look up the records and make copies of the document they need and, of course, pay for the documents. Everything will be exactly the same, but a great deal more convenient. The only added feature is, the vendors of this program and service will sell the subscription

to the third-party people who need to get into the records and be able to make copies of the documents and review the documents from their own offices.

We have a program which started out being DOS-based and currently changed to Windows, not using it much in our office, perhaps just one percent or two percent. With this new one every one of us will use it from the very beginning because that is what we have to do, so much so that when we go out to inspections we may have a tablet or something to make notes and entries. It would automatically get recorded, and would be available for anyone to see. A lot of times inquiries come in, Deven, what is happening with my such-and-such case? I either have to put them on hold and get back to them or find out where it is, what the standard is, and is it waiting for the Architectural Review Board or something. This way, anyone will be able to immediately get into the system and be able to know where this project is and what is happening with it.

Trustee Armacost: I totally understand the document management efficiency argument. It seems sensible to move this whole system forward. I have two questions. One is, are you going to destroy the original documents or retain them in a storage space? The second question relates to the fee structure. I understand that the company is charging a fee of \$1,400 from the Village, and I am wondering if they are also being paid for the subscriptions, if they are making an additional amount of income that way. I am wondering whether there is any income that offsets that \$1,400 for the Village that accrues back to the Village, so if there is a cut of the amount that they make which comes back to the Village, or if that kind of an arrangement can be made. It seems like we are giving our documents away for someone else's gain at this point.

Mayor Swiderski: Those are valid questions, but I would probably argue that those are contractual discussions behind closed doors.

Trustee Armacost: OK, certainly.

Village Technology Director Zaratian: We already are paying \$1,100 for maintenance on the current Building Department software, so we are only talking about a \$300 increase. Plus, for us to go out and scan these documents would have cost at least \$20,000. So if you put those together, this is a win-win for the Village. And the public does have free basic access to the information. It is when you want to submit something on a continuous basis that there is a subscription involved. It would also make architects and other people who are going to submit things more apt to use an electronic way of doing it so that there is less paper in the future. The Village has a problem with retention of documents. There is not enough room. At one point we were paying for storage. This is the kind of thing that is going to stop that in the future. It is the beginning of a paperless government.

Village Manager Frobel: But what about retention of the hard copy original?

Village Technology Director Zaratzian: I believe that is up to us what we want to do.

Building Inspector Sharma: Initially we will retain everything until we come to a point where we feel comfortable and the law allows us to do something with it.

Trustee Armacost: There are normally document retention policies, and you need to retain them, depending on the document, seven years, four years, three years depending on the nature of the document. But there is no reason why you need to retain them indefinitely, and there are plenty of documents that you can only find on microfiche. I just wanted to know what the intention was. Whether there was a plan around that, and whether a document retention policy for the Village exists.

Village Clerk Maggiotto: We operate under State Archives and Records Administration, and they have a very detailed and specific schedule for retention of documents. We would have to follow that. It has not fully moved into the electronic age yet, and whether electronic copies are sufficient is still not fully addressed. But a lot of the retention decisions would be made through their advice.

Trustee Armacost: Right. And we have computer backup systems, I assume, on and off so that there is a separation.

Village Technology Director Zaratzian: That is the great thing about this: we have it both ways. They are going to back it up and we are going to back it up. We have close to five terabytes of free storage right now, not counting the TV station and other things. One of the systems is backing up the other system continuously. So we are in good shape that way. Data storage is not a problem. Physical storage is our problem.

Trustee Jennings: If I understand what you are describing correctly, eventually the submissions will be done electronically on a template so at some point we will not have any paper records to archive at all; it will pretty much all be in electronic form. That is what is happening in medicine and happening generally. Who defines the template and how flexible will it be? Is this something that the company is going to give us and our building permit process will have to work with it, or do we have input?

Village Technology Director Zaratzian: That is one of the things that Deven liked about it most. One of the things he did not like about the software we have is that he was not happy

with the way it collected data. This system is customizable to the way he wants the data to come, and creates templates and forms in the way the Village wants to accept it.

Building Inspector Sharma: The old forms we have are really archaic. We have modified some forms and are in the process of modifying others. The site plan review forms are from the '70s or '80s, although I was able to work with the zoning application forms and get the right kind of information. We will be modifying the forms as we go and we will have the capability to modify and change. With this company, we will have the capability to review what other municipalities are doing. As a member of the New York State Building Officials Conference we check notes with one another and try and adjust things. There is something about uniformity. There is a uniform building code that we apply. That kind of uniformity can be brought in our forms also, the kind of information we seek and the information we provide.

Talking about the cost, currently our commitment is about \$1,500 a year. They are looking for a seven year contract. Over the seven year period we will give them maybe about \$12,000, even with an escalation every year. The cost of scanning our data currently is over \$20 thousand. The Village of Irvington is in the process of doing it. I do not want to use the words "loss leader," but for them to be able to make money they are depending on the subscription with no negative effect to the revenue that we are generating right now by giving access to the public. Sharing in the money they might make by selling subscriptions or people using the service, if that comes up at some point we could look into it. But at this point, there is absolutely no negative difference to us. If anything, it is a total positive in terms of what we are getting in return for the \$1,400 or \$1,500 a year. We expect that all the documents will be scanned in three to five months. By then, we would have already gotten a service which is worth, as I mentioned, \$20,000 or \$25,000. We also get the software to manage our Building Department operations. So cost-wise, there is no risk of any kind to us.

Trustee Armacost: I am going beyond having no risk to needing to generate income. If there is a way of drafting the contract which is even more mutually beneficial, where a little more of the benefit falls to us, I am not averse to that sort of negotiation. And beyond seven years, there is a point at which maybe we have sold ourselves short. We should be thinking about income-generating opportunities for ourselves, as well.

Trustee Jennings: My second question has to do with the way the structure works in terms of, let us say, architects in private practice. If I understood you correctly, if I am an architect and I work in projects in Hastings, in Mamaroneck, White Plains, all over, New York City, now I need to purchase a subscription into the system of the company that we work with in Hastings in order to input into their system and fill out our permit requirements. I could see the possibility, if it is a competitive marketplace and there are many companies that do this,

that I, as architect, could incur tremendous costs in subscribing to multiple companies, in order to do my work around different municipalities. If that were the case, and I chose as an architect not to subscribe to our company, would that mean that I would not be able to work with a client in Hastings? Or would it mean that I would have to fill out the Hastings paperwork by hand, or just what would happen there?

Building Inspector Sharma: Mike is one of the principals of the company that we have been meeting with, so I think I will let him address this issue.

Michael Monxhwedey, New York GIS Group: There will be nothing that prevents you as an architect from using the system to, say, submit an application whether or not you subscribe. The goal is for the Village to be efficient and streamlined. The general principle is that for your professional constituents, your architects, your title searchers, there is value in the savings in time. We have already established that part. So then if we say that those professionals that did not subscribe could not use the service, then it is double work on your side. That is not the approach we take. Anyone can use the system without having any subscription. However, when you go to a premium service, the *New York Times*, for example, if you wanted to read some of their articles that is free, or *The Wall Street Journal* online, those are free. But beyond a certain number of articles or beyond a certain point they will ask you for a subscription. It is the same kind of thinking.

The question about the Village wanting to share in the revenues because you also want to generate revenues, we offer that as well. After the first agreement, which is about five years, we begin to share the revenues with you, because at that point we have covered the cost, or most of the cost, for the work that we are doing in the first years of the system.

Trustee Armacost: I would, when it is finally presented to us in a formal way, love to hear more about that. That sounds very attractive.

Trustee Walker: You have talked about the Building Department aspect, which is independent of the town. But some of this, like the on-demand access to property information and that sort of thing like the enterprise portal that is described in the document, I am wondering if you need to interface with Greenburgh on that, and how you would do that once we have digitized our records. How do we coordinate that with Greenburgh's records?

Village Technology Director Zaratzian: We have an ongoing agreement with Greenburgh. We exchange tax information continuously back and forth. In fact, we just had a meeting with the assessor and her technology people here. So I do not see that as being a problem. We would get the data, provide it to them just like we do for the county so they can update

their GIS information. It is the same type of deal. It is an intermunicipal agreement with the town as we have with the county. Data flows back and forth as we want it.

Trustee Walker: Right. And the format that you are using would be completely interchangeable with whatever they are doing. So you are sending them digital data and it does not matter how we are sending it.

Village Technology Director Zaratzian: Yes. In this case, the only thing we want from the town would be probably assessment information. What they want is the Village's assessments so they have a record of what we are assessing and the information we have.

Trustee Walker: And then the taxpayer can get it all in one place. Is that right?

Village Technology Director Zaratzian: Well, it can get information. As of yet we do not have the tax system where people can pay online, but we are working on that.

Trustee Walker: The property cards that would be scanned are Village property cards.

Village Technology Director Zaratzian: We do not have property cards.

Trustee Walker: But the town has property cards.

Village Technology Director Zaratzian: We use the town's cards.

Trustee Walker: So when you access those, they are already available digitally.

Village Technology Director Zaratzian: Exactly. We will just ask the town for that data, and give it to them just for Hastings. We will not ask that for Dobbs Ferry and Ardsley. The Hastings data we will ask for, and that will be part of the data they have.

Trustee Walker: Then we can access it through the Village and you do not have to go to the town to look at it.

Village Technology Director Zaratzian: Exactly, yes. And since this is a GIS system, we are anticipating getting all the information we have from the county and all the information we have gotten over the years like the trailway maps and everything, giving it to them, putting it on this one system.

Trustee Walker: We will have the data sets for the mapping, as well.

Village Technology Director Zaratzian: Many layers, yes. We are hoping to get a very robust type of portal going that provides basic information, not just for the architects but for the public overall.

Trustee Walker: We already have our tax maps digitally available through GIS, so this is going to strengthen that geographic information as well as other Building Department data.

Mr. Monxhwedey: Another piece is the Village needs to give information to the Town of Greenburgh. For example, when you have building permits you have to give them information so they can do something with the assessments. This system facilitates that, whereby the Building Department information is being transmitted to them electronically so you are not shuffling the paper around. It is vice versa.

Village Clerk Maggiotto: Regarding the tax records and the assessment files, those are not strictly speaking Building Department records. Those are separate records, but they will be integrated with the whole system.

Village Technology Director Zaratzian: As they are now in the Building Department.

Village Clerk Maggiotto: I am looking at the conditions here and it says, "In support of this funding model the Village will no longer provide search information over the phone." Does that apply to title searchers and realtors who would call, for example, for information on taxes on a property or mortgage companies? We give a tremendous amount of information over the phone.

Mr. Monxhwedey: What we are saying with that is, a title search company generally wants a range of information about a property. If we are delivering half of that information online what we are trying to prevent is that they then pick up the phone and call you for every other piece of information. Because then that erodes, or defeats the ...

Village Clerk Maggiotto: I understand. But what about a realtor who is doing a listing, and calls and just wants to know tax information?

Mr. Monxhwedey: In those cases it is fine if they want one piece of information.

Village Clerk Maggiotto: If they are doing a bigger picture, that would be better for them anyway.

Mr. Monxhwedey: To get all of it in one shot, right. All we are getting at is that someone does not try to get around this by calling to say can you tell me this, can you tell me that, can you tell me that.

Building Inspector Sharma: Also, if somebody calls it will be a lot easier for us to get to that information and give it to the people than the way we do it now.

Village Clerk Maggiotto: But not for me. The tax information and the assessment information is right on my screen. That is not an issue.

Building Inspector Sharma: We only looked at how it will take all the information in the property folders; additional modules can be integrated into it at some point, if need be. But what we looked at is the operations of my office, the informational data that is kept by my office: planning data, zoning data, COs and things like that. That is what we are going to start off with. Besides the other intangible benefits, it will immediately save us a lot of time and money. The amount of paperwork, at times I am not able to find certain parts. It has happened that we open up more than one file and papers get misfiled. We go all over the office looking everywhere for that certain piece of paper. The risks of doing that misplacement of documents, suppose we did manage them the way we did up until several years ago. Now, given the opportunity and the right incentives money-wise and otherwise, it would seem advisable to do it now. We are already so many years behind, ever since I joined some five and a half years ago.

Fran and I used to sit down and say, these are our plans for this year, what we are going to do? Computerizing our operations always used to be on the list, and for one reason or another other priorities took over and we could never do it. Cost was many times the reason. Many people had approached us, even jointly doing this with other municipalities, and \$12,000 or \$15,000 was the upfront cost for just the software. When this concept came along, they are building up a portal for people who would like to have the convenience of getting through that portal and looking up records without having to come here.

Trustee Armacost: I am sure you have done a lot of due diligence and looked at this company very thoroughly. But have you looked at competitors, or can you tell us if there are similar organizations where you have evaluated what they have to offer.

Building Inspector Sharma: The only way we know is when we get approached when we go to business conferences where vendors come, and I do not think there is any other company that works on this principle, this concept.

Mr. Monxwedey: We are doing this project in the village of Mamaroneck right now. They put out an RFP to get some competitive bidding. The prices came back, and what we found is companies say this is the price to scan the documents. That is slightly different from ours, because we are teaming up with a scanning operation. Usually you find that a vendor of permitting software is selling software and the vendor that sells scanning services sells scanning services. Those two things are independent. We have brought the two together because we think there is tremendous value. You will find our competition if you split up those services.

Trustee Armacost: So what you are saying is you are unique: you are offering a business service that no one else offers.

Mr. Monxwedey: Right now, no one else is offering this. But I am pretty sure that ...

Trustee Armacost: They will realize how clever you are.

Mr. Monxwedey: Once we start to do this they will come into the space and do a similar thing. We do not think we are just combining services and finding the way it is funded. In the upfront we put up the funds for the later years, because we are interested in the long-term relationship rather than, say, taking money out of your budget, which today you probably do not have.

Trustee Jennings: In the proposal in section 5, Scope of Offering, there is a service request module down at the bottom. Is that module part of the services we are talking about tonight?

Mr. Monxwedey: Yes. Our service request module is an enterprise complaint management system whereby residents can call in with their complaints. Those complaints are streamlined so they are sent off to the right departments. Anyone can go into the system and follow the phases of a complaint. You could pull up the system, punch in an address, and see where that complaint is, who has resolved it.

Mayor Swiderski: Complaints to do with what?

Mr. Monxwedey: With anything.

Village Manager Frobel: Highway department.

Mr. Monxwedey: Potholes, trees.

Mayor Swiderski: What is the fee for that?

Mr. Monxwedey: There is no fee. The system is not just one system. It is a complete set of tools that helps with managing property: complaints, inspections, GIS integrate, all of those things are one. We do not piecemeal it and charge you separately for the pieces.

Trustee Jennings: We had discussed this function before.

Mayor Swiderski: We had with some other firm, but it cost too much money.

Trustee Armacost: So you have integrated yet another function, which makes you more unique. I think you should sell yourself on those points.

Mr. Monxwedey: So far, this system has about 12 applications and you get all of it. I will speak briefly about one of the things that is going on in New Rochelle. You will get a module to manage open and/or expired permits. They have an issue where permits have been taken out and left open or they expired. The city loses revenues because they are not closing out the permits. We are adding a piece that will easily allow them to track those permits and generate the letters to say you need to close out this permit and here are the steps to do it.

Village Manager Frobel: That is something Deven has been doing by hand. They have been going through and following it up by hand. In the summertime they focused on that and mopped up a lot of those open files. I focus tonight on telling you that this is a piece of software that we are interested in. We think it addresses some efficiencies in the office, some efficiencies in the field, reduction of paperwork. We have talked about greening as part of our overall sustainability goal. I thought it addressed all those things, and I felt the price was very reasonable given the fact we are already paying almost \$1,000 for software that we have been dissatisfied with. We routinely buy software all year long as part of the administrative function, software that the Board does not necessarily even know about. But I asked this gentleman here tonight because I saw it as a very unique opportunity. There are still some legal issues. Marianne is going to look that over for us. There is a contract. But I have looked it over. It seems very straightforward to me, as a layman. That is the one remaining element that has to be addressed if we get Board approval to go forward on this.

Trustee Walker: In terms of scanning all the building permit folders, does that include the masses of large drawings?

Mr. Monxwedey: Yes, the drawings are included.

Trustee Walker: The Building Department has many hundreds, if not thousands, of rolls and large-scale drawings in the basement, as well. So that would be great because that takes up a huge amount of space.

Building Inspector Sharma: Yes, we have a lot of drawings, and future submissions would be done slowly, digitally. We may be able to do the views on-screen instead of on paper. So there is a good possibility that we will reduce the paperwork in the future. Not immediately, but over the next few years. We will reduce the paperwork to half, if not less than that.

Trustee Walker: A few years ago when Greenburgh digitized a lot of the property information and made it available to the public, there were some concerns about privacy. It almost seems now that that is an old-fashioned concept in this digital age. But does anybody express concerns about having too much information up there for everybody to see? And would we pick and choose the information we make available?

Building Inspector Sharma: Theoretically, all our records are public records.

Trustee Walker: Do you remember, Raf, when there was that concern?

Village Technology Director Zaratzian: I do remember that. I remember how much heat Gerry Iagallo got for trying that project. I want to point out one thing. If you go to Google Maps or Microsoft Maps or whatever right now, and put in somebody's address, you can get zeroed in right away, with their name and phone number, so it is very hard to justify saying that information cannot be provided. But I am sure if we asked them to mask the information it would be.

Village Clerk Maggiotto: But Greenburgh does not identify property owners, right?

Village Technology Director Zaratzian: When they scanned it they had it marked out. But if you have the address or if you have somebody's name you can track them very easily for free on the Internet, so it seems like a non-issue now. There is so much information.

Trustee Walker: Exactly. It was back in the day when they did not want to publish aerial maps, as well, for security reasons.

Village Technology Director Zaratzian: Yes, and remember after 9-11 the county had to wipe away a lot of things off the GIS. It is starting to relax now. More information is flowing. You have Google taking on-street pictures for Google Street View. There is a lot more information out there, but we are not trying to compete with Google.

Mr. Monxwedey: As Raf said, the policy drops to technology. You tell us how you want it handled, and the technology follows. Some of this information is public, yes. However, there is some that is not readily public, for example, the plans, or the drawings. So you could say, plans and drawings are not viewable without some other steps. For example, someone has to make a request that has to be reviewed here before you allow that. So I just say that the policy drops to the technology. And yes, there is some information that should be held back and not be made available.

That is why we try to distinguish between professional users, the architects and title searchers, and the everyday users. Those would be someone who says I just want to look around, look for information. For those people we make less available, but to the professionals we make more available. In certain cases we hold back until someone reviews the request in the case of drawings and plans.

Mayor Swiderski: Deven, I want to thank you. I am going to phrase in deference to your age. For somebody to look old you act awfully young in all the new challenges you seek to take on. You are tackling a green building code and automation. When most people are ready to retire and take it easy, you are tackling a host of new things. Good for you, and good for us.

Building Inspector Sharma: I need to buy a wig.

Mayor Swiderski: My only concern here, and it is not entirely trivial, that I do not know this firm particularly well and pioneers are often face down in the dirt with arrows in their back in any industry. Whatever data has been digitized, we need legal rights to should the firm go belly-up.

Mr. Monxwedey: Manager Frobel called me today to ask that. That is a good question.

Mayor Swiderski: To be explicit, the data needs to be available to us in a format that is retrievable. Is your software loaded on a local PC, or is it run as an ASP off a different server elsewhere?

Mr. Monxwedey: It runs on an ASP.

Mayor Swiderski: So if your server is shut down because you go bankrupt on a Monday, will we have access to the files on Tuesday?

Mr. Monxwedey: Yes. We do better than just giving you the data. As you are implying, or going to imply, the data is one thing. The program that makes everything function is

something else. In the event that we are no longer a going concern, we will give you the source code in addition to the data. That language is there.

Mayor Swiderski: OK. And that is some sort of third-party, some way that we can guarantee access to the data and to the programs. I am not sure we want to be compiling source code, so that we are not left in the lurch if you go under.

Mr. Monxhweedy: Right, exactly. We have about seven municipalities that will probably be on in the first half of the year. All of you will get that source code if we were interrupted.

Mayor Swiderski: But again, source code is not hugely useful to most private individuals because it involves knowing how to compile it, knowing how to set it and run it. I do not know what format you are storing the documents and the data in, but it should be documented in a way that if you stop operating on Monday and there are 40 applications in process we do not lose the statuses, we do not end up royally screwed.

Mr. Monxhweedy: Yes. Without getting you tired of being technical, the format is standard database.

Mayor Swiderski: This is what I do for a living, which is why you are in my wheelspace. That is why I am asking these questions.

Mr. Monxhweedy: The data is developed in microsoftplatform.net. You could hire someone tomorrow and they can get that stuff back up and running. All you would need to do is change IP addresses and it would be back up.

Mayor Swiderski: Good. It would be helpful if we had that as a disaster recovery should you either go under or explode or whatever it is that can happen to a centralized data site.

Mr. Monxhweedy: As Rafael was saying earlier, there are multiple backups. We are doing backups, and I am assuming you do backups.

Mayor Swiderski: Right. No, if we build our business on your back we become dependent in a way that needs some defenses.

Village Technology Director Zaratian: That is exactly my problem with the cloud. The cloud goes up, and then if the cloud crashes where is the cloud? But in this case, for what I see going on technologically in the world, this seems like the most logical step to go, and at least this cloud is nearby and we can say give me the data. And getting everything scanned would be an accomplishment way beyond my wildest dreams.

Mayor Swiderski: I entirely agree it is a big deal. I just want to have access and it to be indexed in a way we can use in a worst case scenario.

Village Technology Director Zaratzian: My information has been that it would be in a format of either TIFF or PDF, and hopefully PDF.

Mr. Monxhwey: In addition to DVDs.

Village Manager Frobel: Right. And that is the question I asked Michael. As a layman, how would we have the data. That is how he explained it to me: as a DVD.

Mr. Monxhwey: You have it in DVD, and you have in the server as well.

Mayor Swiderski: As a business model it entirely makes sense. I look at it, and I worked out how much you would be making a year off this. It seems entirely reasonable. It does not seem like you are going to bankrupt the architects and the title searchers.

Mr. Monxhwey: Yes, and our model is based on multiple municipalities rather than one or two.

Mayor Swiderski: It is like a retainer fee, and a stream of income from the certain level of activity that happens no matter what. There are always going to be applications and there is always going to be some building and renovation. When you factor in that sort of income stream you are building an income stream that accumulates as you add municipalities. It makes perfect sense. I just want to make sure we are covered if you wink out of existence.

Trustee Armacost: I hope you do not "wink out," as you put, of existence, because it is a very innovative business model, and it could really make a difference for us. Particularly, your comment about income-sharing was particularly attractive to me.

Mayor Swiderski: Sadly, even the most elementary back-of-the-envelope does not yield a whole lot of income for us. It is not going to make us rich, but we will take it. What do you need from us?

Village Manager Frobel: I would like the go-ahead this evening for these gentlemen to move forward and have Marianne review the contract, and then have this executed, and move forward as soon as possible.

Mayor Swiderski: I would like that, too. I would love to see the contract. I hate to get involved in nitty-gritty, but for once it is in my wheel-space so I am happy to do so. It is exciting. We did the Web site, but this is the infrastructure where automating is far more meaningful. One of the benefits that we did not dwell on, and it is not insignificant, is the workload reduction. It means we can add requirements, et cetera without it meaning we have to multiply debt. It means that this takes some load off of Deven so as we move to a green building code that might ask more of him, this may be asking less.

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, approval was given to proceed with the contract process with NYGIS Group, Inc.

Mayor Swiderski: This is segueing from *Jeopardy*: you are providing our robot overlords with easy maps to get to us after the revolution. Thank you.

3. Tourism Board

Trustee Walker: The Tourism Board met about three weeks ago. Bruce Bolger, the contractor who is producing our Web site, has a marketing company. He lives in Hastings, his business is located in Tarrytown, and his company runs a business called Short Escapes, which markets short day-excursions to a number of user groups. He is doing this not just in this area, but in other parts of the metropolitan area, and I think he was looking at other cities. He is not the one who came up with the original idea of a tourism board. I think our Economic Development Committee came up with the idea, but he is building on that idea. He came to us with this concept. First Irvington got on board and then the other villages. He did initiate it, but he is doing it at no cost to the Village. His revenues will come by selling sponsorships and ads.

That said, he has got a great promotion that he wants to sell to WFUV-Radio; he wants to focus on an excursion, or an escape, on June 4 and 5. They would advertise some things going on in Irvington that weekend at the Irvington village hall. We have Friday Night Live that weekend so we can market our events. It would be an opportunity to have some tour groups come up and walk the Aqueduct, putting together a whole package. WFUV's price is something like \$4,500. In order to pay for it, Bruce would like to include just for this promotion Tarrytown and Sleepy Hollow because he can get money from the hotels in that area. They say if Tarrytown and Sleepy Hollow are not included in this excursion and in this promotion there is no reason for them to sponsor it. So it is a reasonable request. But they will not become part of our Tourism Board. We will still continue with the other two villages as a Tourism Board.

Trustee Armacost: I understand that Bruce runs Short Escapes. But is he also running the Tourist Board or what is his involvement in the Tourist Board?

Trustee Walker: He is not responsible for the Board. He is kind of our contractor. He produced the Tourism Board's Web site, which is at rivertownsny.org, which has maps, excursions, destinations, resources, things to visit in the three villages. It is linked to his Short Escape Web site, which goes into great detail about how you get here and how you walk the Aqueduct and where you should go, that sort of thing.

Trustee Armacost: Is he on the Tourist Board in the way that you sit on the Board?

Trustee Walker: No.

Trustee Armacost: He is not. He is kind of an employee or contractor of.

Mayor Swiderski: Contractor.

Trustee Walker: At no cost to the Tourism Board, no cost to the villages.

Trustee Armacost: Right. But obviously he is doing it because there is a personal benefit through his other company.

Trustee Walker: Well, yes, it is kind of like our previous contractor. He has found other way to make money.

Trustee Armacost: Yes, but he is charging us.

Trustee Walker: Well, that is true. He is charging us. Bruce is not charging us and his company is doing all the work. We are talking about how we can use this concept, as a group, of marketing our villages as a regional tourist destination, and how we three villages build that. We are thinking about going after grants together to do some information kiosks, both at the train station and some other locations where people may be coming with bicycles or to walk. For example, we discussed putting an information kiosk at the parking lot, which is in Hastings, at the South County Trailway off of Farragut Avenue. It is very well used by people from all over the region. Putting some information there about resources and destinations in the three villages so people realize that just over the hill there are other places to bike and walk, and we can have a meal after we finish biking. Other places might be at major intersections where the Aqueduct crosses Broadway, for example Route 9. Bruce may be able to raise funds through sponsorships to pay for a few signs, but the information kiosks are going to be more costly. We were thinking what if we, as a group, go after grants to

build these information kiosks. This ties into something that our Chamber is interested in, our EDC was interested in, in terms of having a directory to the downtown and an information board about things happening in Hastings. I see it as a way to hit all three: provide information for visitors who are arriving in different parts of the Village, put some promotional materials about our local businesses, post events and maybe a map of the downtown, as well as a map of the region.

Trustee Armacost: The sponsorships that will accrue as a result of including Tarrytown and Sleepy Hollow are for who? Are they for Bruce?

Mayor Swiderski: For Bruce. He has got to get the money to pay for the ads to get the people for the commercial time on the radio.

Trustee Armacost: So why do we have to be involved with them? Why can it not be that he just has a deal with Sleepy Hollow and Tarrytown the same weekend that he has the deal with us? Why do we have to include them? That part seems over-engineered. If it is all about Bruce and about helping Bruce build his business, let us be clear that it is about Bruce building his business.

Trustee Walker: It is about driving people to Hastings, too.

Trustee Armacost: But not if it is Tarrytown and Sleepy Hollow. That is not driving them to Hastings.

Trustee Walker: There is the problem. Some of the members of the Tourism Board feel like we are competing with Tarrytown and Sleepy Hollow. But this is a one-time promotion.

Trustee Armacost: But to me, if it is all about Bruce he can do it at the same time himself. It is his promotion.

Trustee Walker: Yes, but this is one promotional package that is pushing this region. It is not two separate packages, one for Tarrytown and one for the river towns.

Trustee Armacost: But it really does not matter because it is about Bruce anyway. It has got nothing to do with the Tourism Board.

Mayor Swiderski: It is a private effort.

Trustee Armacost: Yes, it is a private effort is the point I am making. I think it gets very peculiar. If we are the river towns tourist board, then we are the river towns tourist board. If

there is a reason for us as a tourist board that we need to do these other things, then that is fine. But if we are doing it to benefit a private citizen, that seems like a peculiar thing for us to do if he can do that anyway. He does not need us to be on board in order to do this. He can do it independently. The promotions are accruing to him. They are not accruing to the tourist board. There is nothing that takes away from him in that situation. I am not hearing a compelling argument as to why it benefits us. I am hearing lots of arguments as to why it benefits him.

Trustee Walker: You mean generally, not just for this particular promotion.

Trustee Armacost: No, I mean for this particular promotion. Because it is only for this particular promotion that we need them on board, right?

Trustee Walker: Yes. I am feeling there may be others.

Trustee Armacost: Then let us rename ourselves. Then we are Villages Along the Hudson.

Trustee Walker: For now, let us see what happens. If they got involved in this one, it would be interesting to see if they want to get on board for others. There are definitely people on the Tourism Board who would rather not partner with them.

Trustee Armacost: I understand the argument in the sense that we are quite small villages so we could easily get lost. You would have to do a cost-benefit analysis of how much revenue you get that benefits us as opposed to a private individual or a private company from including those others. If we are trying to make our villages destinations as opposed to these other much larger places, it is not a thing we should do spontaneously. We should do more analysis to see whether that intuition proves to be true, or not. At the moment, I am not seeing a compelling reason because it seems that it is about a promotion that Bruce wants to do which he can do with or without a joining of forces. Our agreement is irrelevant. He can still do the promotion independently.

Trustee Walker: Right. But if it goes on to become bigger, if it means expanding the region, then we should weigh in.

Trustee Armacost: It could be a good test. Let us say he does the promotion, and we find that it is very effective and that we benefit tremendously and not just them. Then there is a reason to move forward.

Mayor Swiderski: Agreed.

Trustee Walker: It is unclear how we are going to measure the benefits at this point, but this is the first big promotion. We have something going on that weekend, so it would be interesting to see if it benefits us.

Trustee Jennings: I do not have any thoughts about the specifics of this particular radio commercial. I did attend the first meeting of this group when, even then, Tarrytown, Sleepy Hollow, the scope of the geography was under discussion. I am persuaded that specific village identity thinking will probably ultimately not help us, that tourism is a regional phenomenon and it is best thought of as such. The competition between the villages and the events going on is there. But I have a feeling that we need, for this one, to learn to think regionally. Maybe some people will just go to Tarrytown and not ever make it down here, but if we get people circulating along the river with our beauty and our interests and our historical stuff we will, in fact, benefit. And, of course, the government, the community, of Hastings does benefit indirectly from sales tax revenue and other things. So it is not just a benefit for private merchants and the private sector. It is also a benefit for the political community, the civic community, of our village. I think we do have a very good reason to be actively following this tourism business and trying to make sure that we take the best advantage of it that we can.

Mayor Swiderski: I completely concur. We have been talking tourism, we have been talking all these ideas. It takes a partnership with somebody who is going to make a dime off of it to generate the Web site and generate the maps and generate the effort, because all the goodwill in the world will not do that. We do not have the people who are willing to package this stuff and, ultimately, promote it. He does. Again, I have done back of the envelope analyses of his business. I know how many sponsorships he sold and at how much, and this is a labor of love. This is not an annuity that he is going to retire on. However, there is some chance that it might direct 50 people on a weekend to come up to Hastings and have breakfast here before they head off on a walk. Or end here, have dinner at Juniper before they head back to the city. If it brings 50 people on a Saturday, that is great. Not for him, for our village.

Trustee Armacost: It is wonderful if you can have a win-win scenario. But then let us not call it the river towns tourist board. Let us call it the Villages along the Hudson Tourism Board or the Hudson Valley Tourism Board or something else.

Mayor Swiderski: Well, the river towns do include Tarrytown. They are one of the six villages in Greenburgh.

Trustee Armacost: But does it include Sleepy Hollow? I do not think so.

Mayor Swiderski: It does not include Sleepy Hollow. River towns is a loose concept. We can call it what we will, we can still have a tourist board that does things like fund raise for kiosks and manages other efforts while working with Bruce. It all comes together. You just have to know where the dividing lines are.

Trustee Walker: Tarrytown has the Aqueduct, but it has a big gap in it. It is not a continuous trail from Irvington to downtown Tarrytown, unfortunately, because of 287. So we have that over them, and that is what we are promoting.

Trustee Armacost: The concern I have is bending the rules that apparently are fairly loose, but bending rules which appear to be less loose at the beginning, when it looks like it is going to benefit a particular person. I do not think that is a good practice for us. If we have a set of rules we should try and stick within those rules, or change them so that they reflect a set of reasoning that we have. We want to stay away from looking like we are benefiting a particular person. I do not think that is a healthy stance for us to take.

Mayor Swiderski: Of course. It is a good segue to a conversation later on tonight.

Trustee Walker: I will convey these opinions to Bruce. We see this upcoming promotion as an experiment. If we decide to partner with Tarrytown we may make an official decision to do it. But at this stage, this is just a one-off. I want to circulate some intermunicipal agreement models to the other villages. Fran or Marianne, maybe you have an example that is closer than what I found on the Department of State's Web site, which is only remotely similar to what we are looking for. Something that we could just look at in terms of going after grants together. I promised the others that I would find something and circulate it around.

4. Update on the Waterfront

Village Manager Frobel: The Chevron/Uhlich site is shut down for the winter months. They have begun the demobilization of their equipment on the site. They expect the crews to be back with the next phase of the cleanup beginning this summer. There is no further activity anticipated over the next several weeks, with the execution of removing some of the remaining soil. About 160 yards of soil is contained in these boxes that are going to need to be removed, probably some at the end of this month and the balance in early March. That will essentially shut down the site completely until the summer.

This next phase of the site work will be the treatment of the groundwater. That is going to require, prior to the installation of piping and that material, the removal of about 600 to 700

tons of soil and several trees. That means the company is going to require one of those tree permits that we had issued to them this past fall.

There have been several delays on the Exxon Mobil site. They are still waiting for receipt of a permit from the DEC which will allow them to remove some of the remaining soil that was part of their scope of work. The engineer fully anticipates that work will begin mid-week or late this week. That will include the removal of about 20 to 25 truckloads of soil. Currently, the work crews are removing the groundwater dewatering system that they had to install there, and they are draining the tanks that would hold the water until it could be off-site and treated. Once that is all demobilized and the soil is removed, they will be shut down for the rest of the season and they are complete for now.

Building 52. There was a meeting last week in which we expected to have a walkthrough with our safety personnel. That has been put off until probably early next week. I talked to a company representative today. Workers are still putting in the containment area. That is going to be totally encapsulated so none of the asbestos will leave the site. That is still in process. But the company does anticipate beginning the physical removal of the asbestos early next week.

Trustee Walker: When do we expect a report from the structural engineer?

Village Manager Frobel: That I did not ask Mr. Larsen today. When I last spoke with him the draft report was in his hands. The company was reviewing it, and I got the impression it would be delivered shortly. But he did not say anything today, and I did not think to ask.

5. Other

Trustee Jennings: Several weeks ago we were presented with a revision of the solid waste management regulations of the Village. We had some discussion at that time, and we resolved at the end to look at the document, do some track changes, put our comments in the margins. The Mayor was kind enough to saddle me with the job of collating those comments, then coming back to the Board with a further occasion for discussion and deliberation. Eventually we need to take some action on these revised regulations. At this point, I have not received any comments except my own. So you stand reminded.

Mayor Swiderski: Could you forward to us the document, just in case we have misplaced it?

Another item not on the list segues nicely from the conversation we just had on the tourist board. We have underway a number of initiatives that involve these public-private

partnerships. Friday Night Live, the Tourism Board, work we are doing with the Chamber, work we are doing with the Arts Council. Quite a few initiatives. It is an indication of energy and direction on the Board and in the volunteer community, as well as some of the fiscal realities we face, where the money that used to flow more freely from government flows less so and we have to rely more on these sort of partnerships to get things done.

What we have is this energy, this direction, and ideas. What we are lacking is a set of guidelines that can provide us with some policy choices to make as we head into these partnerships. Niki was tasked, when she joined, with reviewing the committee structure in this village. This is something that she and I have spoken about in the past. But it has crystallized more recently in discussions around the Village Arts Commission and Friday Night Live as we figure out exactly where it sits and how it is funded. These guidelines might exist, in part, in the rules we have set up in our ethics law, but only in part. We are doing new things here which are not covered by our existing guidelines. With that in mind, what Niki and I have agreed to is that we need an effort to come up with something a little more tangible than what I do not want to call seat of the pants, but case by case decision-making we engage in as we step through these various efforts.

This is not in any way questioning any decision made to date because I do not think there are any ethical lapses here. What we are seeking to do is create a framework where we can say clearly, the Tourism Board is an example or Friday Night Live, that funding is here, this is where the record-keeping should be, this is who should not be represented on the board of that particular organization, this is who could be. Let us get some guidelines here. None of this is untrodden territory. We have an ethics law and lots of communities probably have addressed this issue in some form or another. I am proposing that we set up not a committee but a working group. It should not be composed of Board members because, in part, it is to develop guidelines that are going to govern our behavior. Some of us are on boards and involved in these efforts, and taking a look at this from the outside benefits us. We would like a group of probably around five people. In the group would be, certainly, Judge McElroy of the ethics board and Marianne because she thinks like this. It will be advised by Susan Maggiotto, who is likely to be burdened with some of what might come out of this in terms of record-keeping or oversight. And also as an advisory member Bruce, whose ethical roots are deep and profound and can provide, as an advisory non-voting member, the Board's perspective. In addition to the two voting members I have mentioned, Judge McElroy and Marianne, we are going to find three civilians who will serve on this group. Rather than design something from scratch, which is t a recipe for a 60-page arcane effort, the right way to do it is to survey what is out there. There has got to be something. NYCOM must have something on this, and I imagine there are other municipalities, locally or elsewhere, that have something.

Whether it is Susan or Marianne who does the preliminary research, or even anyone else who might come up with samples, we collate some samples, present it to the group. The group at that point can beaver away to try to figure out what could apply to us, what would make sense. We do not want to apply too heavy a hammer to a problem that does not require a hammer. Let us not go 60 pages and arcane rules. Let us come up with sensible guidelines that will help us and protect us and guide us. I think that can be done in a reasonable time frame, and I am talking months, not quarters or years. The Board would review that and act on it. That is Niki's and my proposition. I have raised this with various Boardmembers ahead of time so there is no blindsiding here. I think it is needed. Everything we do might feel good in terms of we do not think we are stepping across boundaries. It would just be a lot easier if we knew where those boundaries were so we do not have to feel good about it, we just know.

Inevitably what happens with these sorts of efforts is you construct everything, and then along comes something that is outside the framework. So it is likely to be a work in progress that will have to be tweaked over time, but at least we will have given it some thought. We have headed off in this direction now, so let us put a framework around it.

Trustee Armacost: You have framed it very well. I wanted to add that in our conversations we were talking about three different kinds of things. There is one set of very simple, uncontroversial administrative procedures which should guide boards and committees which I have drafted and which would be something this committee can look at. The slightly more controversial ones which we need the citizens group to look at are issues around financial guidelines for boards and committees that, in one way or another, have to deal with finances. Either they are fund-raising or they are administering finances or they are collecting fees. And then a set of policies on corporate donations: under what contexts is it uncontroversial, under what context is it controversial, what are the rules to guide us in those situations so that it is transparent to people what kind of a situation we are dealing with vis-à-vis a corporate donor. That has come up in meetings. Mr. Gonder certainly has raised that topic a number of different times, and there are a range of different views on what is appropriate. It would be useful for us to have an explicit policy, whether people like it or not at the end of the day. But it is articulated and clear, and people know where we stand at least.

Trustee Jennings: I am pleased to serve the liaison function that you mentioned with this working group. I think it is important. We are necessarily engaged in public-private partnerships of various kinds. Our ethics law is very strong in terms of misconduct and abuse of office by public employees. But this is a range of more institutional kinds of relationships that are more complex, and we need to address them. I look forward to working on the problem. The goal that we will all have, probably, is to make sure that we do have transparency, we do have clear rules and regulations to maintain public trust. But at the same

time, we do not harm the Village by making it impossible to do things that beneficial to the Village, even if they are also mutually beneficial to other parties.

Trustee Walker: I have a couple of questions about whether there could be other related issues. One is about fund-raising in terms of the Village and/or its boards and committees competing for a limited pool of money. However we decide to go after corporate donations or grants, can we do it in a more integrated way so that we do not have each committee and each Friday Night Live seeking donations?

Mayor Swiderski: That is an important topic but it is an ethical issue. It is a separate issue.

Trustee Walker: I bring it up because it is related, and we are already confronting it.

Trustee Armacost: It only affects one board and commission, and one entity which it is not clear what it is. It is actually a detailed, specific question. I do not know whether a guideline can fix that problem.

Trustee Walker: Then it seems that, going beyond policies, and you may find this when you look at public-private partnerships, it may be at the level of agreements. We may look to having formal agreements, whether it is with Bruce Bolger and the Tourism Board, or between the Village and the Chamber of Commerce, that maybe it is not a policy, but one step above a policy. I would be interested in knowing what other communities are doing to formalize these partnerships. Some of it is personnel in terms of me chairing Friday Night Live, is there potential conflict there, and your role with Twelve Miles North. This is an ethical question.

Mayor Swiderski: Indeed, and this is an activist board with people engaged in the meat of implementation. There is nothing wrong with that. It is why we have gotten so much done. But that is why we are having this discussion, because we have now gone beyond a hands-off policy passing into policy implementing, which is hugely exciting and is why these things are happening. But it does pose some questions and they should be addressed. My intention is that it would be sorry if we shut down routes of funding or diminished an interest in participation because we impose too much overhead or regulation. I am fairly intent on hoping this lands up reasonably lightweight, whatever it is. You were referring to the Arts Commission and Friday Night Live when you counted two boards that this affects?

Trustee Armacost: Where there is competing funding. There are other commissions that collect money. The way I view it is, soliciting money, receiving money, and use of Village funds. There is the issue of, first, are you in the Village or not. If it is a board and commission, it is clearly in the Village. Friday Night Live is in a no man's land. It is not the

same as the Youth Council or the Village Arts Council or any other board or commission that is clearly one of the 23. Is it a subsection, is it in the Chamber of Commerce? Then to your point, and therefore what is the relationship of the Chamber of Commerce to the Village? Can it represent itself as part of the Village in its fund-raising? Is it beholden to the Village in any way? There is the question of what is the Village and what is not the Village. Twelve Miles North is clearly not in the Village. It is an outside entity so it does not have that issue. Some questions like that, to me, are not questions to be resolved through guidelines. They are questions where we resolve the status, and then a guideline applies or does not apply afterwards. But we do not need guidelines to decide that. There is a point at which we decide and a statement is made. Friday Night Live is part of the Chamber of Commerce, and therefore these rules apply. In terms of financing, the Village is not involved. It is the Chamber of Commerce. It is up to them to decide.

Trustee Walker: Or is there a benefit, or not. Or is there a benefit for it being a partnership between the Village and the Chamber, and are there precedents for that.

Mayor Swiderski: Right. Define "partnership" at that point. Is the partnership the \$1,000 cut a year, and if it is more than that what exactly is that? And if it is a Chamber function, then that should be defined. Just as it is with Twelve Mile North when we prep for Take Me To The River and explicitly laid out this year for the first time how many police would do exactly what and what the cost would be if we went overtime. We need that formalism where there are dollars or resources being utilized.

Trustee Armacost: Exactly. And also where Village staff is playing multiple functions, it can be confusing for people to understand. They are getting mixed messages.

Mayor Swiderski: There are massive issues, and they may be easily resolved with relatively few guidelines.

Trustee Walker: And it just reminded me of that issue that came up with the fire department because they also receive funds from other sources.

Trustee Armacost: But they are a private entity.

Trustee Walker: Right, but they are associated with the Village and we buy equipment for them.

Trustee Jennings: Millions of dollars, enabling to do their private thing.

Village Attorney Stecich: State law governs them.

Trustee Walker: So in terms of their fund-raising separately, that is under state law, too? Oh, OK.

Mayor Swiderski: Good. That is why I want Marianne on the committee, because there may be categories of issues here. I need to put this into a charter, or maybe Niki you and I can do it together and come up with a two-paragraph charter for this group. Then we can present it to the Board with the charter and some recommended members. It would be nice if we did it by the next meeting. It may not be realistic. It may be a month before that happens.

I did want to acknowledge Nancy's role in some of the thought around this, in that your newly-activist Village Arts Commission and desire for funding sources independent of having to come to us with hat in hand each time, and conversations around that, helped to precipitate this. So thank you.

Nancy DeNatale, Village Arts Commission: Thank you for addressing this. It is like a big bowl of noodles. It is just a matter of clarifying roles. I do not think it is a whole lot of guidelines, I do not think it is a whole lot of changing very much of anything. The discussion we had the other day was very helpful. I have had a discussion with Meg that was very helpful, and I have discussed things with you and with Sue and with Fran. It is nice to see it all coming together into something that will help everybody, because we all keep running into each other.

Mayor Swiderski: We may continue to run into each other, but it will be a bit more regulated. There will be some white lines on the road.

Ms. DeNatale: Maybe we will know how better to run into each other. The whole thing feels very positive, and I appreciate that.

Trustee Walker: This is a positive thing because it is a sign that we are, as you say, an activist board, that we are doing a lot of things that are innovative and new, and that we are looking for other sources of funding so that it is not all on the taxpayer's shoulder. Other municipalities are probably facing these questions, as well.

Trustee Armacost: There are a whole bunch of prototypes, templates, or examples from other places. We just have to choose what best suits our situation, even from other countries, but more progressive than our own.

Ms. DeNatale: My hope is that we will make those dollars go further when we work together, which we are trying to do, but it will be a little clearer.

Mayor Swiderski: Do we have a need for an executive session tonight?

Trustee Armacost: We have one candidate for the Village Arts Commission.

Mayor Swiderski: Let us have a motion for a short executive session.

EXECUTIVE SESSION

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, the Board scheduled an Executive Session immediately following the Regular Meeting to discuss personnel.

Trustee Walker: I wanted to thank Nancy and the Arts Commission for their participation in Friday Night Live. They are doing a terrific job in helping Friday Night Live. They are our guest producers for both the upcoming literary event and the Art Walk in April. Friday, March 4 is going to our first Friday Night Live of the year. It is our literary event, called Friday Night Live Off the Shelf, with a series of poetry slams, readings, kids' activities and a great jazz group playing at the Community Center. We are grateful to the Arts Commission, particularly Susan Soriano, who is our guest producer for this event. There is also a writing contest, and Bruce Jennings is going to be our host at the awards ceremony.

Mayor Swiderski: Are you going to advertise in the schools?

Trustee Walker: It is being advertised in the schools, we sent out an e-mail, and the details are going up on our Web site, at rivertownsguide.com/fnl.

ADJOURNMENT

Mayor Swiderski: We adjourn in honor of our colleagues in Egypt who pulled off something amazing last week. This is a small democracy, and they just engaged in that experiment nationally.

On MOTION of Trustee Armacost, SECONDED by Trustee Walker with a voice vote of all in favor, Mayor Swiderski adjourned the Regular Meeting in honor of the citizens of Egyptian at 9:45 p.m.