

**VILLAGE OF TARRYTOWN  
BOARD OF TRUSTEES  
WORK SESSION 6:00 P.M.  
WEDNESDAY, SEPTEMBER 11, 2013  
Tarrytown Village Hall  
One Depot Plaza, Tarrytown, New York**

---

Board of Trustees Concerns

Open Session

1. Policy Statement – Village Buildings
2. Proposal re Tarrytown Lakes
3. Washington Irving Boat Club
4. Resolution – Article 7 Proceeding on DPW Parcel
5. Retail Boards
6. Anti-Bullying Awareness Month
7. Energy Conservation Project for Village Hall
8. Utility Trac Software Program
9. Urban Renewal Properties
10. Parking Highland Avenue
11. Responses to RFP – Maintenance of RiverWalk Park
12. Bond Anticipation Notes
13. Change Order H-Bridge

Executive Session

- 1A. Fire Department Personnel



## Washington Irving Boat Club

238 Green Street, Tarrytown, New York 10591  
Tel: (914) 332-0517 • Fax: (914) 524-9258

August 27, 2013

RECEIVED

AUG 27 2013

Mr. Michael Blau, Village Administrator  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, NY 10591

TARRYTOWN VILLAGE  
ADMINISTRATOR

Re: Sublet

Dear Mr. Blau,

The Washington Irving Boat Club Board of Governors has agreed to accept the Village of Tarrytown Board of Trustees decision as proposed in your letter of August 20, 2013 in that WI Boat Club will provide to the Village of Tarrytown one-half of the proceeds it will receive from Tappan Zee Constructors, LLC for permission from the Board of Trustees for Tappan Zee Constructors, LLC to place a camera and antenna base at the WI Boat Club.

The monthly amount agreed upon with Tappan Zee Constructors, LLC is \$300.00. WI Boat Club upon receipt of the monthly lease payment will then write a check to the Village of Tarrytown in the amount of \$150.00.

Upon receipt of authorization of the sublet from the Village of Tarrytown I will contact Tappan Zee Constructors, LLC and inform them that they can go ahead with camera and antenna placement.

Very truly yours,

Linda A. Petrovich  
WIBC Business office rep.  
for the WIBC Board of Governors

## Kathy Deufemia

---

**From:** Mike Blau  
**Sent:** Wednesday, August 28, 2013 4:24 PM  
**To:** Kathy Deufemia  
**Subject:** FW: October: Anti-Bullying Awareness Month  
**Attachments:** SAMPLE\_PROCLAMATION\_RECOGNIZING\_OCTOBER.doc

Include this email with the resolution for the Work Session

---

**From:** John McDonald [<mailto:mcdonaj@assembly.state.ny.us>]  
**Sent:** Wednesday, August 28, 2013 3:10 PM  
**To:** John McDonald  
**Subject:** October: Anti-Bullying Awareness Month

Dear Mayor,

As a former President of NYCOM, I am writing to ask for your support in an effort that has been very important to me over the past several years when I served as Mayor of the City of Cohoes. The effort is centered around character education with a focus on the month of October which is Anti-Bullying Awareness Month.

Schools and communities are recognizing the month of October as Anti-Bullying Awareness Month and as co-chair of The Academy for Character Education at The Sage Colleges (<http://www.sage.edu/centers/charactered>), I am asking for your assistance in getting the message out. Our mission is to spread awareness of the pressures every student feels when it comes to bullying and its impact on our children, our schools and our communities. Therefore I am asking that your respective City or Village adopt a resolution or proclamation recognizing the month of October as Anti-Bullying Awareness Month. A sample resolution is attached for your convenience

I would ask that you please share a copy of your adopted resolution or proclamation with The Academy so that we can publicize the local governments that are participating in this effort. Please send your resolution or proclamation to me or to Phillip Fusco with The Academy at [PHILIPFUSCO@aol.com](mailto:PHILIPFUSCO@aol.com).

It is time to Stand UP for Character - DOWN to Bullying!

Thank you in advance for your consideration.

Sincerely,



**John T. McDonald III**  
**Member NYS Assembly 108th District**  
LOB 417  
Albany, NY 12248  
[mcdonaldj@nysa.us](mailto:mcdonaldj@nysa.us)  
<http://assembly.state.ny.us>  
O 518-455-4474  
F 518-455-4727  
C 518-365-2569

**SAMPLE PROCLAMATION RECOGNIZING OCTOBER, 2013  
AS ANTI-BULLYING AWARENESS MONTH**

**WHEREAS**, we must safeguard schools and communities for our children, and, through our recognition of the serious issues that face them each day, offer our children an environment that holds promise and security; and

**WHEREAS**, many organizations, school districts, educators and parents have publicly expressed concern about the bullying of children; and

**WHEREAS**, each day an estimated 160,000 children refuse to go to school because they dread the physical and verbal aggression of their peers, and the loneliness that comes from being excluded and made the target of rumors and cyber-bullying; many more students attend school in a chronic state of anxiety; and

**WHEREAS**, it is important that we acknowledge and heighten awareness about the serious issues and the negative effects of bullying, including the long-term damage it can cause in our youth as well as the risks of teenage suicide; and

**WHEREAS**, providing a safe physical and emotional environment is a significant goal and a personal responsibility of each individual; and

**WHEREAS**, it is time to “**Stand UP for Character - DOWN to Bullying!**”.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees does hereby designate the month of October 2013 as Anti-Bullying Awareness Month in the Village of Tarrytown as a symbol of our commitment to the year-round struggle against bullying.

## Mike Blau

---

**From:** jquinn@bepartnersllc.com  
**Sent:** Monday, August 05, 2013 2:53 PM  
**To:** Mike Blau  
**Cc:** jvaldina@bepartnersllc.com; Thomas Hales  
**Subject:** BioPCM Proposal  
**Attachments:** BEP BioPCM Proposal 2.doc

Michael for your review I have updated our BioPCM proposal reflecting a discount for both the product and the installation. In total it is 5%.

I also took a second look at the Facility Dude information and it appears to be a good tool. However it doe's require a level of administrative overhead to get it's full value.

Let me know if you need anything else. Jim

Jim Quinn  
*VP/ Sales & Marketing*  
Barnhardt Energy Partners LLC  
445 Hamilton Ave., Suite 1102  
White Plains, NY 10601  
Main: 914 - 367 - 0077  
Direct: 914 - 954 - 8531  
FAX: 866 - 524 - 3111





[www.BEPartnersLLC.com](http://www.BEPartnersLLC.com)

**The Village of Tarrytown**

**Proposal**

**BioPCM™ Phase Change Materials**

**Barnhardt Energy Partners LLC**

**May 15, 2013**



[www.BEPartnersLLC.com](http://www.BEPartnersLLC.com)

## **Table of Contents**

1. Executive Summary
2. Product Overview
3. HVAC Energy Use Summary
4. Investment - Cost / Savings
5. Attachment  
Facility Schematic





www.BEPartnersLLC.com

## **Executive Summary**

It has been a pleasure working with The Village of Tarrytown over the last several months and we look forward to a long and mutually beneficial business relationship. Based on our discussions, site visits and analysis of your energy usage and patterns, we recommend the installation of 12,122 sq. ft. of BioPCM™ above the drop ceilings as outlined in the attached Site Schematic (5,384 on level 1 and 6,738 on level 2). We believe this investment will produce annual energy savings resulting in a payback of roughly 5 years via a reduction in the building HVAC BTU load to achieve normal comfortable temperature ranges throughout the year. Our rationale for this pay back range is based on our analysis of the Village's electric and natural gas usage and rates for 2012 with no forward looking escalations.

The suggested implementation methodology is to cover roughly 70% of the surface area above the drop ceilings with BioPCM™. This installation would be completed by the local maintenance with the assistance and under the direction of the local Facilities Management and coordinated by Jordan Valdina, BEP VP Engineering.

## **Product Overview**

BioPCM™ is formulated around a fundamental property of nature - the natural tendency of materials to absorb heat when they melt (phase change from solid to liquid) and to release heat when they solidify (phase change from liquid to solid). When phase change materials are placed in a building, they absorb heat during the day and release heat into the building at night. BioPCM™ dramatically reduces temperature fluctuation within the building and thereby reduces HVAC demand.

BioPCM™ has a thermal storage capacity of 209 joules per gram, or 198 BTU per kg. We offer various thermal mass weights, M 27, M 51 and M 91. The loading varies depending on the actual weather patterns around the installation region. We can blend any phase transition temperature desired for many different applications.

BioPCM™ also dramatically increases the fire resistance of a structure. The bio-based fire suppressant will extinguish or greatly reduce the intensity of fire. Our proprietary blend of PCM fire suppressant won the highest environmental product award issued by the European Union. It is 100% Non-Toxic, Bio-Degradable and Sustainable.

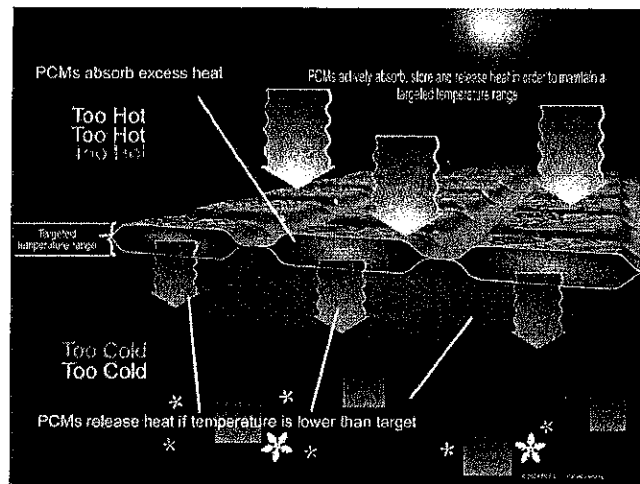


www.BEPartnersLLC.com

### **How it Works:**

BioPCM™ absorbs and releases heat using bio-based phase change materials that melt and solidify at room temperature. When installed in ceiling and wall panels the product works day and night to stabilize indoor temperatures. This elegant approach to saving energy provides greater comfort for building occupants and more efficient heating systems for architects and designers.

Sustainable and cost effective, BioPCM™ provides the most cost effective and simple approach for integrating phase change materials into buildings.

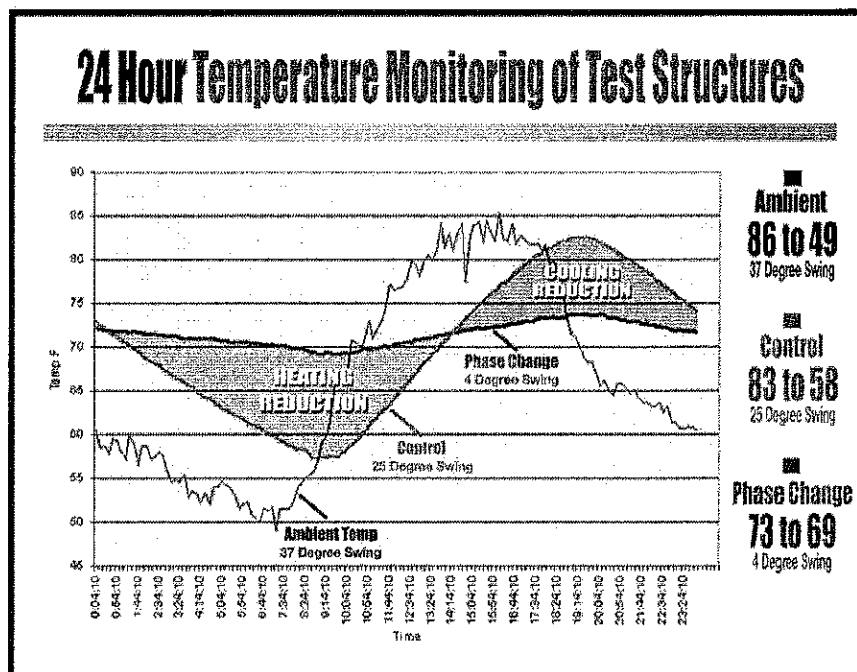




www.BEPartnersLLC.com

## Results Speak For Themselves:

BioPCM™ makes a significant difference in the heating and cooling of a structure. The chart below shows actual test results from unconditioned structures located in Asheboro, NC. As you can see, on a September day when the ambient temperature (black colored line) outside moved from 49 F at night to 86 F during the daytime, 37°, our control structure (rust colored line) moved 25 degrees inside, from 58 F at night to 83 F during the day, without phase change materials. By adding our product to an exact same structure 50 feet away, (green colored line) we see a temperature swing of only 4 degrees in the same 24 hour period of time. In this example, BioPCM™ reduced the temperature swing inside an unconditioned structure from 25 degrees to only 4 degrees. This reduction was accomplished through the ability of the phase change material to absorb and store excess heat during the daytime hours, which in effect cools the structure, and also be able to release that same heat at night to help warm the structure as the temperatures of the day changes. As this heat is given off, the phase change material refreezes giving it the ability to absorb heat the following day and repeat the cycle. The phase change material flattens the curve in the process reducing your energy consumption.



### **HVAC Energy Use Summary**

Methodology: Establish total HVAC BTU load (Natural Gas is predominately used for heating with a small portion used for domestic hot water (July and August). In addition based on the winter month's electric usage we believe a significant portion of your electric usage also goes to space heating in addition to cooling. In total we estimate 71% of your electric usage for heating and cooling.

1. Convert Therms of NG to BTU's
2. Convert kWh to BTU's
3. Total for HVAC BTU load and apply current costs to determine HVAC cost and savings

Natural Gas usage 2012 (Therms)	7, 970
BTU - NG (Therms. X 100,000)	797,000,000
Electric kWh usage 2012	330,000
kWh Heating & Cooling	234,700
BTU Electric HVAC (kWh x 3,412)	796,998,844
Total HVAC BTU	1,539,998,844

HVAC Cost	
NG @ \$1.31Therm	\$ 10,441
Elec @ \$0.10 kWh	<u>23,470</u>
Total	\$ 33,911

Estimated Savings Range 15 – 25%



www.BEPartnersLLC.com

**Financial Summary:**

BioPCM™ Cost (12,122 sq. ft. @ \$2.99 sq. ft.)	\$36, 245
Installation	10,710
Total	46,955
Annual Savings @ 20 %	6, 782
<u>Payback BioPCM™</u>	6.9 Years
<u>20 Year Savings BioPCM™</u>	\$136, 120

NYPA Financing \* 10 Year @ 1% \$432.53

**When Would You Like To Get Started**

**NYPA Will Be Happy To Review:**



www.BEPartnersLLC.com

**BEP - BioPCM Guarantee**  
**Village of Tarrytown**  
One Depot Plaza, Tarrytown NY 10591.

BEP will guarantee a 15% reduction of the Natural Gas & Electric HVAC Load equaling a payback of 10 years for the BioPCM.

This reduction will be based on the three year average of utility usage (Electric & Natural Gas for (9/10 – 9/13)

The Village will be responsible for providing the Electric & Natural Gas data in spreadsheet format prior to the commencement of the guarantee.

Energy usage will be reviewed quarterly for the first year and trued up annually, adjusted for heating and cooling degree day variations. There after this will be an annual review.

The Village will be responsible for providing the Electric and Natural Gas usage updates to BEP in spreadsheet format.

This guarantee will commence upon the commissioning sign off of the BEP EVP of Engineering at the completion of the installation.

The Village will be responsible for verifying on a quarterly basis that there has been no change in the use patterns of the building and there has been no disturbance of the BioPCM post installation.

**Financial Considerations:**

BEP will refund on an annual basis a % of the cost of the BioPCM product equal to the % below 15% which is achieved.

**VILLAGE OF TARRYTOWN  
VILLAGE ADMINISTRATOR'S OFFICE  
MEMORANDUM**

TO: Mayor Fixell and the Board of Trustees  
FROM: Michael Blau, Village Administrator  
RE: Utility Trac Software  
DATE: September 4, 2013

---

Below please find the August 6, 2013 memorandum associated with the purchase of the Utility Trac Software. The only difference between August 6 and now is the fact that the first year waiver of fees that were to be paid through funding provided by Johnson Controls is no longer available. Thus, the two year cost for the software is now \$3,349 and not the \$1,065 included in the earlier proposal.

August 6, 2013 Memorandum

At the last Work Session, the Board requested input on how the Village staff would be managing the Utility Trac Software. There are two aspects to managing the software. First, inputting the data and second, reviewing and analyzing the data. In order to provide the answer to this request, I contacted the Villages of Dobbs Ferry and Irvington, who are both currently utilizing the software. The information provided is noted below.

- Dobbs Ferry – the inputting of information is completed by Accounts Payable on a monthly basis. The data is analyzed quarterly by the Villages Energy Task Force and reports are issued to the Administrator.
- Irvington – the inputting of information is completed by Accounts Payable on a monthly basis. The data is analyzed quarterly by the Village Administrator.

I would propose the following for consideration by the Board. The monthly inputting will be completed by either Accounts Payable or by my Administrative Assistant. The data will be analyzed at least quarterly by either the Village Treasurer or me. I have discussed this with the Village Treasurer and he is amenable to this proposal. I would also suggest that TEAC can review and analyze the data should they have an interest in such an analysis.

I was also asked to investigate the connection between the use of the software and Johnson Controls. As you may recall, there is no fee for the first year of the software should the Village participate in a program where the information inputted is shared with Johnson Controls. Based upon a conversation with Facility Dude, company that developed Utility Trac, the inputted data is shared with the marketing department of Johnson Controls. Johnson Controls may reach out to the Village to offer products and services that they believe may prove beneficial to the Village. The Village is under no obligation to purchase any product from Johnson Controls.

## Mike Blau

---

**Subject:** FW: Utility Trac  
**Attachments:** UtilityTrac Plus Proposal - Village of Tarrytown.pdf

---

**From:** Jimmy Forbes [<mailto:Jimmy.Forbes@facilitydude.com>]  
**Sent:** Thursday, August 29, 2013 8:35 AM  
**To:** Mike Blau  
**Subject:** RE: Utility Trac

Mike,

Thanks for the update, I know you have been working hard on your end to get this pushed through. At this point the Johnson Controls funding is officially over, so the proposal you would present to the board in September would have our normal pricing. I have attached this again for your reference, please let me know if there is any other information I can provide to help make the review/analysis process easier.

Best,  
Jimmy

---

Jimmy Forbes | Account Manager | [FacilityDude.com](http://FacilityDude.com) | p (919) 674-8745 | c (404) 702-6289 | f (919) 827-8083

---

**From:** Mike Blau [<mailto:MBlau@tarrytowngov.com>]  
**Sent:** Thursday, August 29, 2013 7:58 AM  
**To:** Jimmy Forbes  
**Subject:** Utility Trac

Jimmy – the Board did not take any action on the contract with Facility Dude. Since it is an energy/environmental matter and those are major issues for the Mayor and he was on vacation last night, they put off voting on the matter until the Mayor returns. It will be back on the September 11 Board of Trustees Work Session.





# UtilityTrac PLUS

## FACILITY DUDE®

8/22/2013

Michael Blau  
Village of Tarrytown  
1 Depot Plz  
Tarrytown, NY 10591

Dear Michael,

Thank you for your interest in UtilityTrac Plus, an affordable online tool that enables organizations to track, analyze and report on utility consumption. FacilityDude is dedicated to providing you best in class solutions with unlimited training and support. Ask us about our other simple, affordable online facility management solutions that will help you save money, increase efficiency and improve services.

Pricing for UtilityTrac Plus is based on the total number of meters:

**Estimated Meters\*: 36**

*\*Totals added above those documented will be charged accordingly.*

	Frequency	Total
UtilityTrac Plus Quick Start & First Year Investment	One Time	\$2,126.00
Ongoing Annual	Annual	\$1,223.00
<b>*Includes unlimited users, training and support*</b>		

To ensure your success with UtilityTrac Plus it is our goal to get your organizational information and 24 months of billing history populated in your account within the first 120 days of signing this agreement.

## UtilityTrac Plus Import Services

UtilityTrac Plus includes account set up and data imports. This service is comprised of two main components.

1. **Account Set Up** – In your initial training FacilityDude will work with you to setup your UtilityTrac account with your building, vendor, account, and meter information. The following basic information is what is needed at set up:
  - Building name
  - Building square footage
  - Service address
  - Building primary use
  - Vendor name
  - Account number
  - Meter number
  - Commodity type
  - Unit of measure
2. **Historical Data Import** - FacilityDude will populate your account with 24 months of historical data. You will need to provide 24 months of utility information (**electric, water/sewer, and natural gas**) to FacilityDude in Excel format, within 45 days of signing the agreement. The data required in the billing history should include: account number, meter number, start date, end date, usage by meter, and cost by meter. This can be provided in a few different ways:
  - **Data from utility companies** - You can request 2 years of historical summary data from the utility companies (please note summary data is needed, not billing data). Be sure to request summary data not billing data. Upon receiving that information we will import that data into your account. Please note that not all utility companies can provide this data and when it is available it may take a few months to receive.
  - **Data in spreadsheets** -If you have been tracking your utilities in spreadsheets, we will accept those for importing. Please remember that not all Excel spreadsheets are created equal; if you have your data in an Excel Spreadsheet, we will need to review your layout to determine if it is in a format that will allow us to import the data. If we are unable to use your data to provide an import, please use one of the other methods listed.
  - **Copies of bills** - If the first two options are not available we will accept hard copies of bills for the 24 month history at an additional charge of \$1.30 per bill. Please note that this option takes longer to process.

Please provide FacilityDude with a main contact, should any questions about the account set up arise.

## General Conditions

- Proposal has been prepared for Village of Tarrytown.
- Proposal is valid for 30 days.
- Agreement is effective per the date listed on page one.
- Initial term: year to year.
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price.
- Subscription begins on the day the proposal is signed.
- All required data is to be provided by you prior to setup.
- Technical support is available from 8am to 6pm Eastern Standard Time at 877-655-3833 or [support@facilitydude.com](mailto:support@facilitydude.com).
- A quote will be provided for any assistance outside the scope of this proposal.
- Although the terms of this document control, all other conditions of use can be found at <http://facilitydude.com/privacy-terms-of-use/>.

**The undersigned accepts the above detail and agrees to the terms herein.**

**SUBMITTED BY:**

JIMMY FORBES

*Representative Name*

8/22/2013

*Date*

**ACCEPTED BY:**

*Customer Signature*

*Date*

*Print Name*

*Position*

**Please address the purchase order to:**

FacilityDude.com

11000 Regency Parkway, Suite 200

Cary, NC 27518

**\*\*\* Please mail the original and email an electronic copy of the signed proposal and purchase order to [sales@facilitydude.com](mailto:sales@facilitydude.com).**



**SIMPLE, AFFORDABLE  
ONLINE TOOLS TO MANAGE  
YOUR FACILITIES.**



## **Executive Summary Village of Tarrytown, NY**

**FacilityDude** provides online software for facility maintenance, energy management, and business operations. Our applications provide the tools necessary to manage work orders, preventive maintenance scheduling, utility & energy analysis, inventory control and more. FacilityDude delivers solutions that are scalable to meet the needs of any size organization, and backs them up with a high level of personalized client service and support. Everyone at FacilityDude is dedicated to helping organizations increase efficiency, improve services, and reduce costs.

---

### **CHALLENGES IN LOCAL GOVERNMENT – Trying to do more with less**

- **Transparency:** Access to all of your records in one place
- **Accountability:** Solve communication issues before they start
- **Proactive vs. Reactive:** Schedule and manage recurring maintenance tasks
- **Performance Measures:** Accurately report on completed work and operating expenses

---

### **OUR APPROACH – Help you serve your community with efficient, sustainable buildings**

- **Organize:** Compile daily work requests and routine maintenance schedules in a centralized location to improve efficiency, saving up to 30 minutes on every work order
- **Communicate:** Easily collect and share pertinent information, creating a more collaborative work environment
- **Perform:** Streamline work flow process to provide a high level of service and ensure no issues are overlooked, extending the life of your buildings and equipment up to 35%
- **Report:** Demonstrate performance to justify staff and resources needed to complete work, and have the necessary data to make well-informed decisions

---

### **INDUSTRY KNOWLEDGE – 8,000+ clients in local government, healthcare, clubs, and education**

- **International City/County Management Association (ICMA)** Executive Level Strategic Partner
- **National Association of Counties (NACo)** Green Government Initiative Partner
- **Southern Westchester County Clients:** Village of Irvington, Town of Greenburgh, Village of Dobbs Ferry, Village of Mamaroneck

---

### **THE DUDE DIFFERENCE – A unique approach to superior client care**

- **98% Customer Satisfaction Ratings:** We believe in creating long-term relationships
- **Unlimited Support and Training:** Ongoing technical support via phone, email, or live chat
- **FacilityDude University:** Annual education, training, and development conference for our clients

# Sample Projects: Energy Tracking



**“YOU CAN’T MANAGE WHAT YOU  
DON’T MEASURE.”**

# Energy Tracking: Criteria for Software



- Bill review, facility benchmarking, GHG reporting
- Low cost
- Simple to use and integrates with municipal workflow
- Weather normalized
- Track energy projects and their impacts

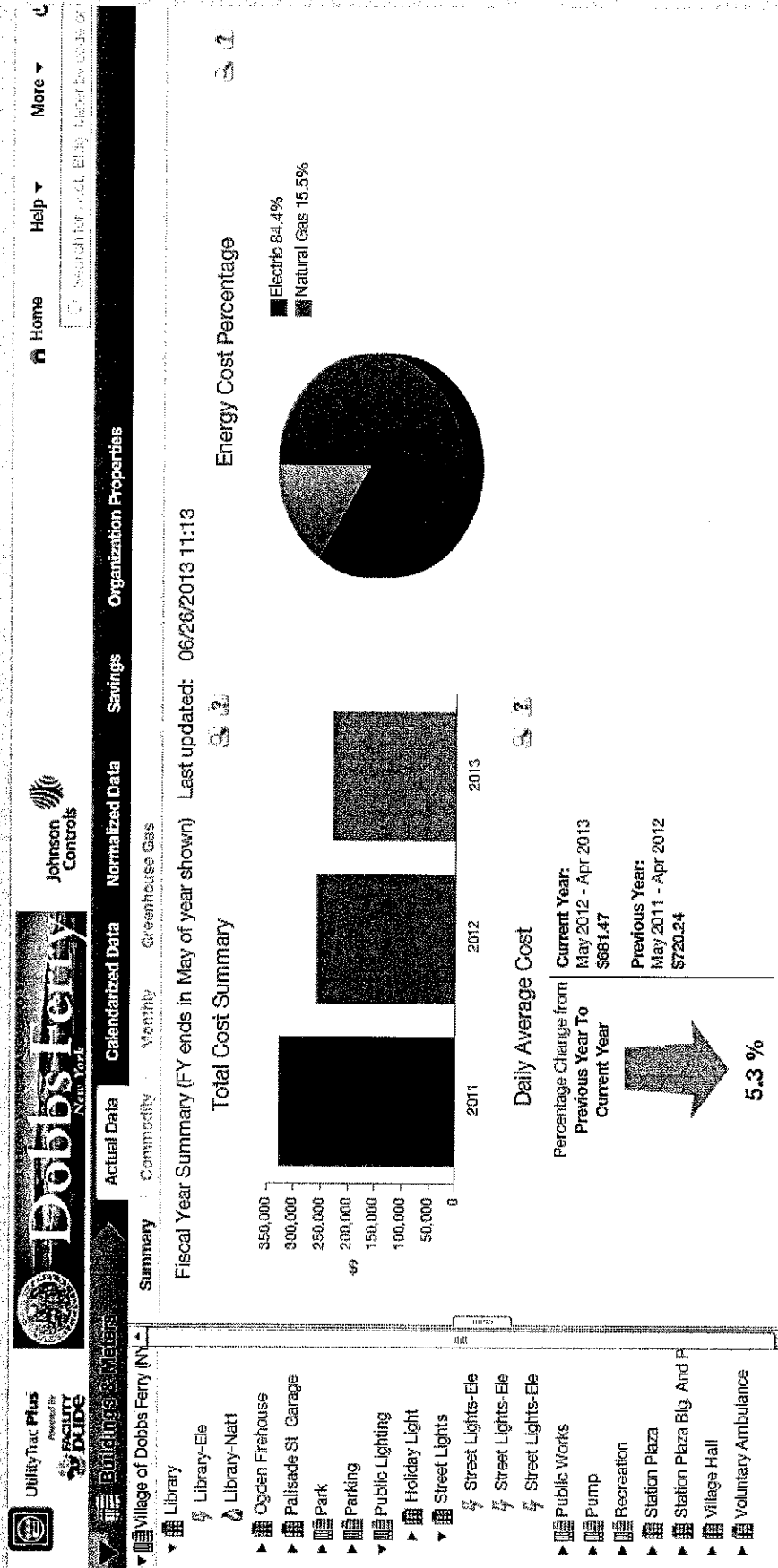
**SWEAC**

SOUTHERN WESTCHESTER ENERGY ACTION CONSORTIUM

## Energy Tracking: Recommendation

- Researched range of options available.
- Recommended one – UtilityTrac piloted in Dobbs Ferry, installed in Greenburgh, and other municipalities including Irvington, White Plains are moving forward.

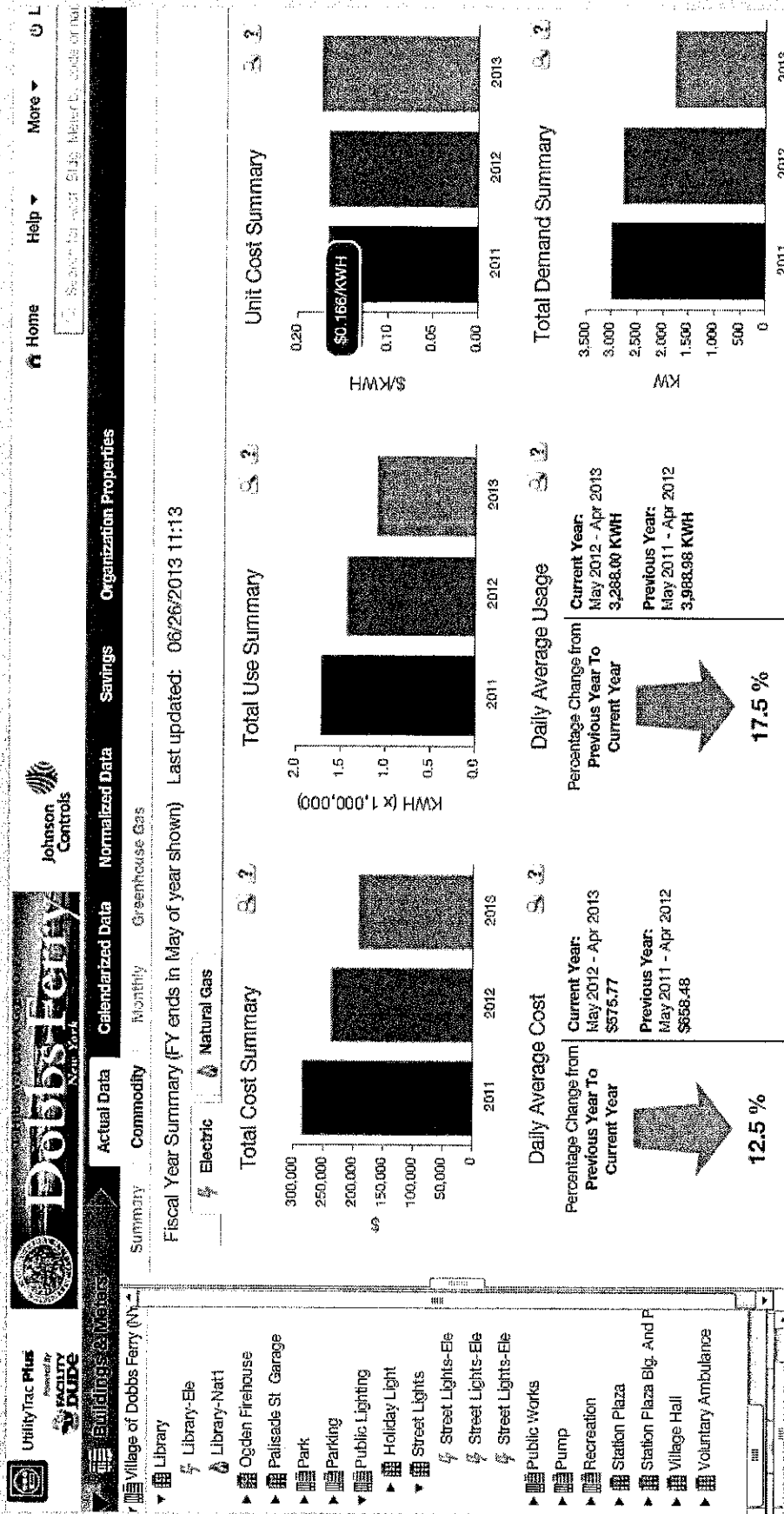
# Selected Views: UtilityTrac



## Summary of Energy Cost

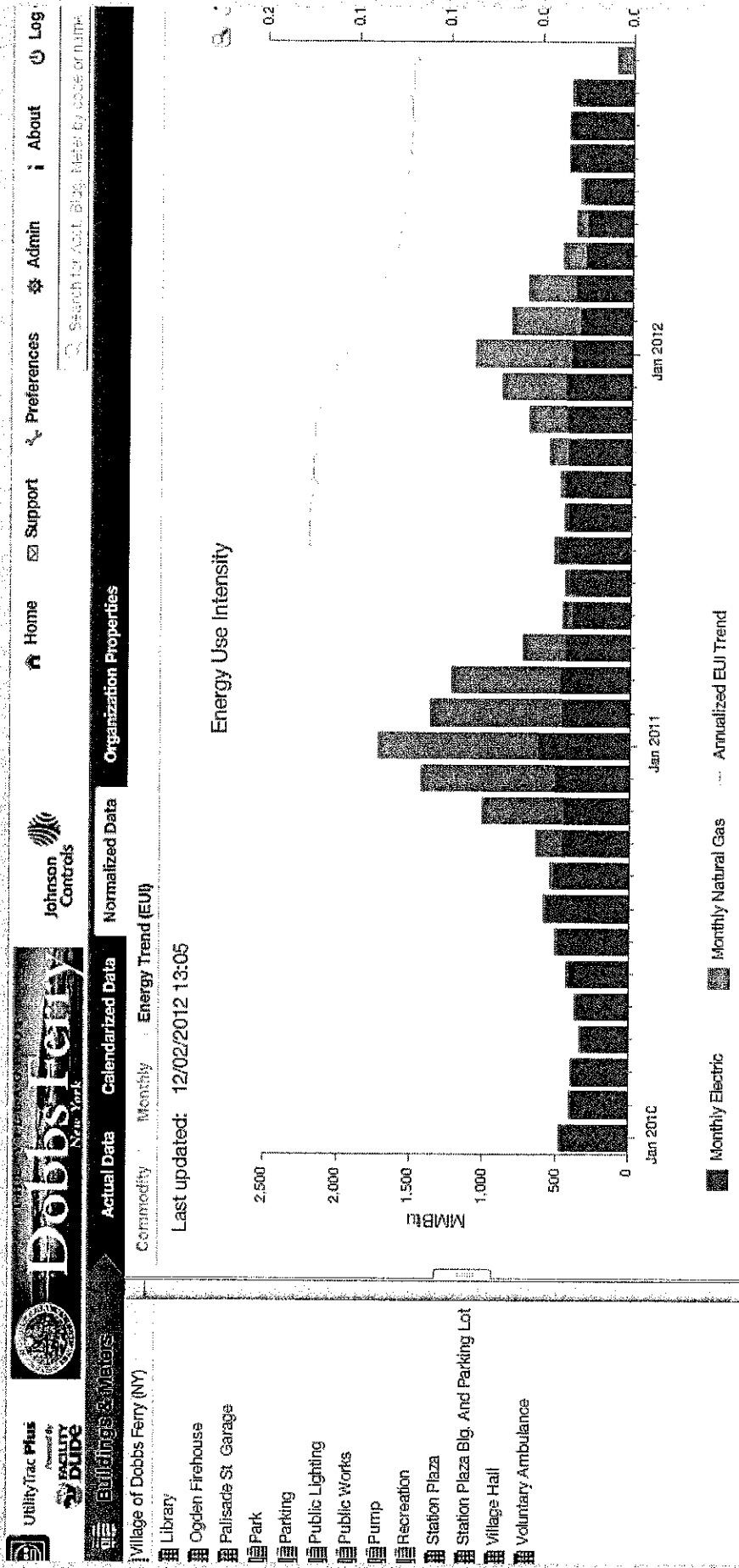


# Selected Views: UtilityTrac



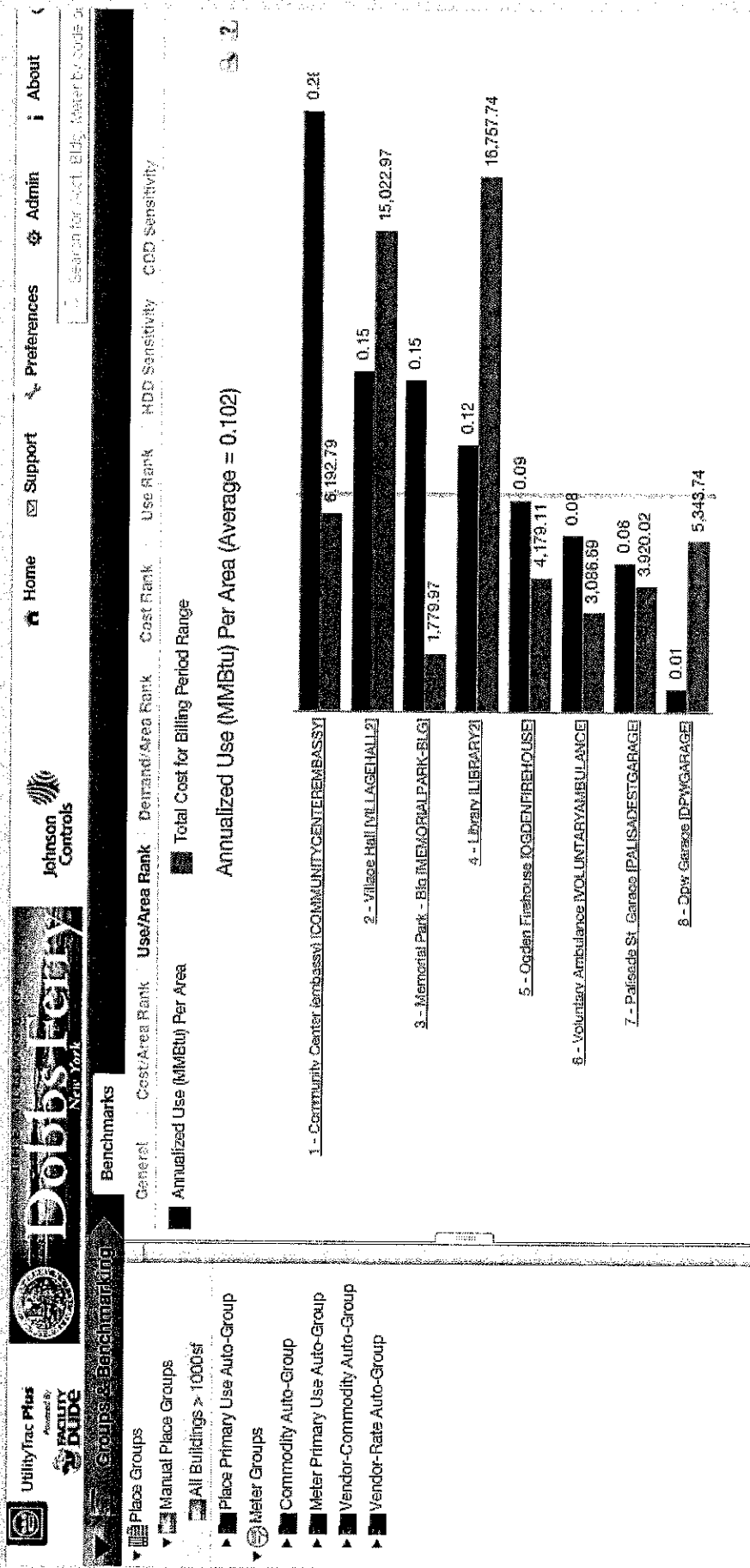
## Overview by Commodity

# Selected Views: UtilityTrac



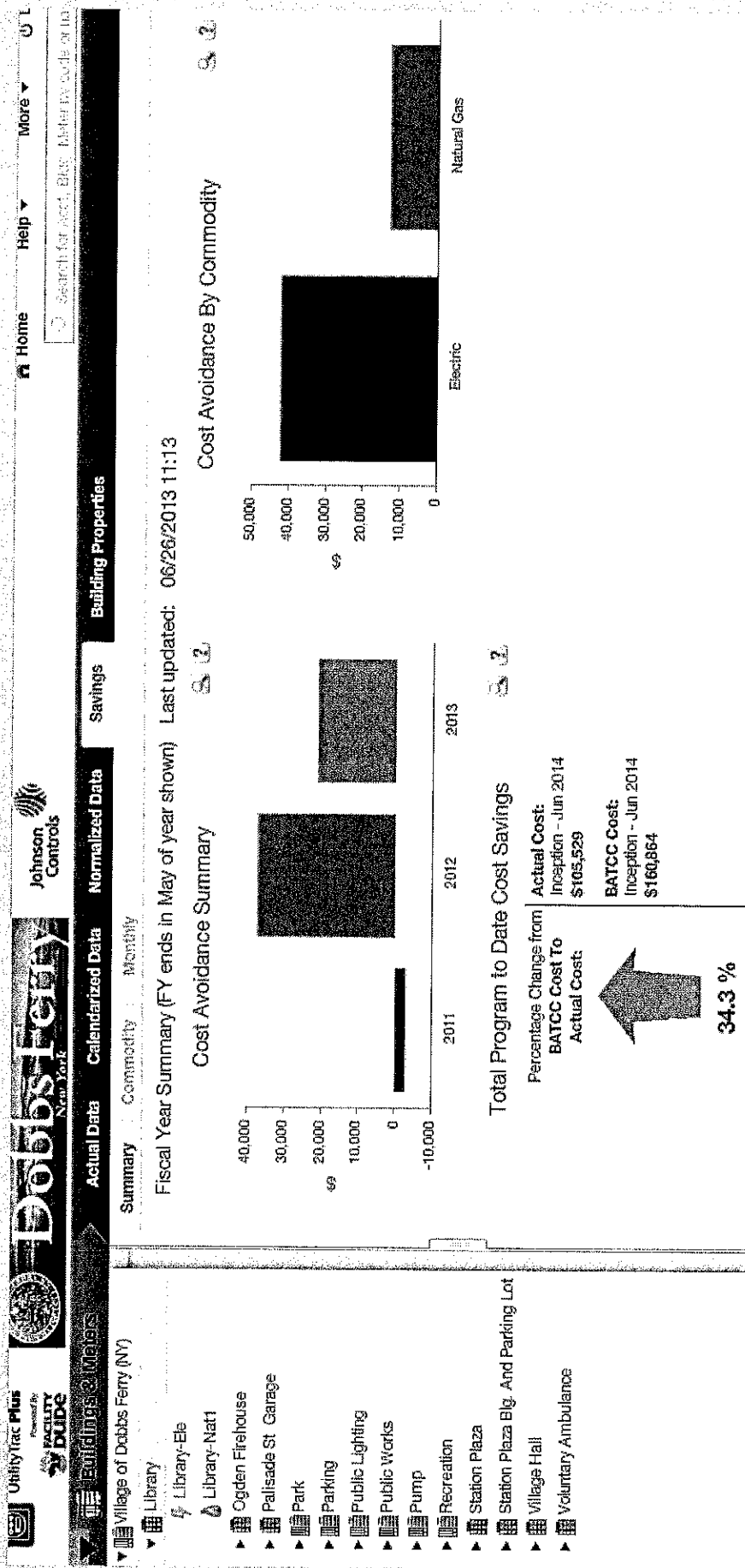
## Overall Energy Trends

# Selected Views: UtilityTrac



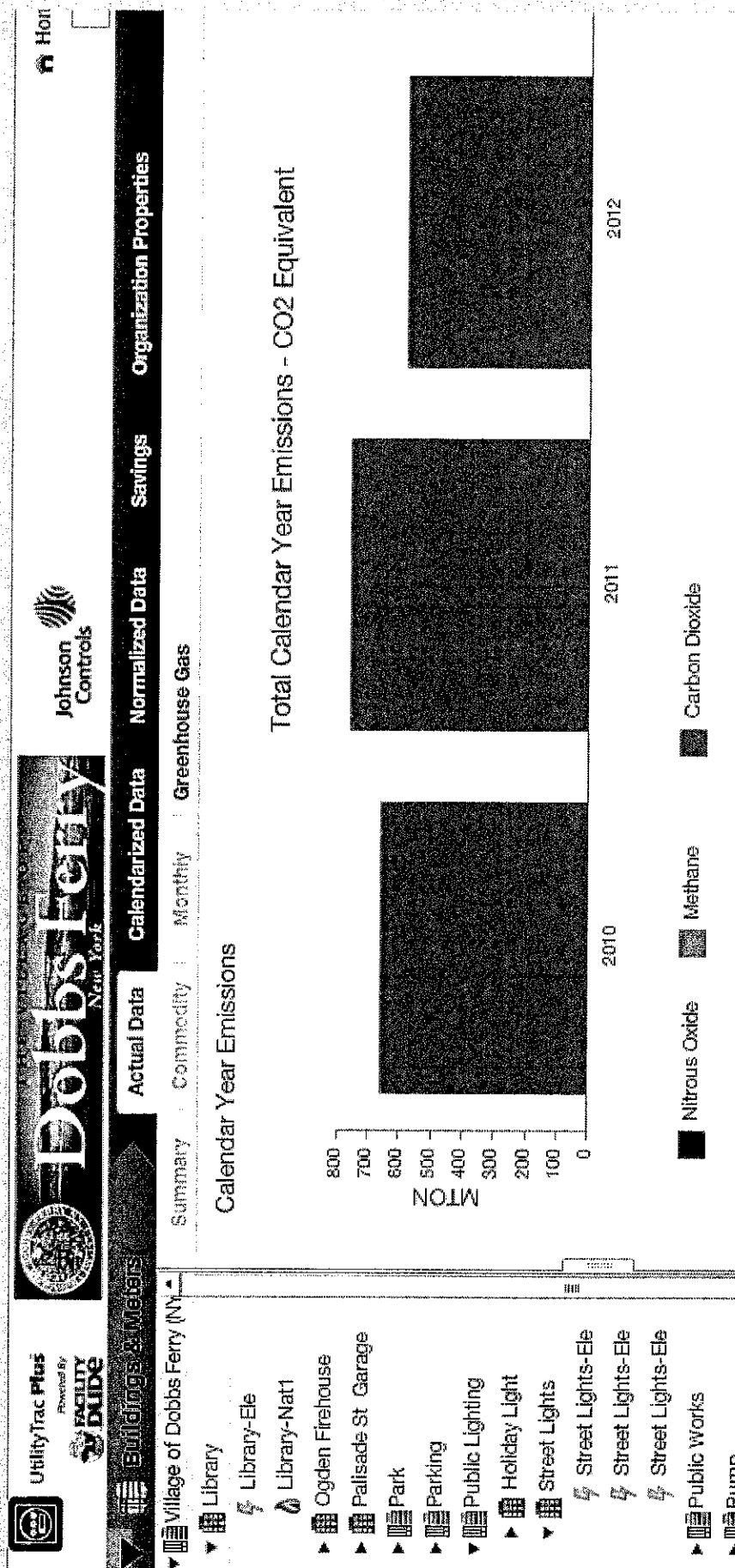
## Benchmarking

# Selected Views: UtilityTrac



Tracking Savings

# Selected Views: UtilityTrac



## GHG Emissions Inventory

A screenshot of a mobile phone's home screen or app drawer. The top status bar shows the time as 12:09 PM and battery level at 86%. Below the status bar, there are several rows of application icons. The first row includes icons for Phone, Messages, Browser, Camera, and Settings. The second row includes Music, App Store, Photos, Videos, and Maps. The third row includes Calendar, Reminders, Notes, and Weather. The fourth row includes Health, News, and other utility apps. At the bottom, there is a dock containing five frequently used app icons: Phone, Messages, Browser, Camera, and Settings. The background is a light blue gradient.

# Simple Data Entry

# Complete Streets



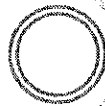
- Complete Streets (CS) consider the needs of all users of roadways - drivers, pedestrians, bicyclists, transit users, etc.
- Unanimous passage of CS policy in NYS in 2012. Covers projects that receive state/federal funding.
- To facilitate adoption of local CS policies, SWEAC's Transportation Committee, with Tri-State Transportation Campaign, created a "Complete Streets in a Box" Toolkit (since used as model for Long Island, Connecticut and more).

**SWEAC**

SOUTHERN WESTCHESTER ENERGY ACTION CONSORTIUM



# Complete Streets



**SWEAC**  
SOUTHERN WESTCHESTER AREA COUNCIL ON TRANSPORTATION

## "Complete Streets In A Box" Toolkit

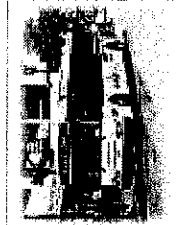


SWEAC, in collaboration with the Tri-State Transportation Campaign has created a "Complete Streets In A Box" toolkit to support the adoption of Complete Streets policies by Westchester municipalities. In February 2012, New York State's new Complete Streets Law went into effect and now all transportation projects that receive state and federal funding must consider complete streets design features. In Westchester this means that local communities follow suit, and consider adopting local policies that encourage a full Complete Streets network in our region.

Why do Complete Streets matter? Complete Streets are safe, comfortable, and convenient for travel for everyone, regardless of age or ability—motorists, pedestrians, bicyclists, and public transportation riders. Within in place changes to the way we view and design our roads, we can make sure that everyone is safer no matter where they're going or how they're getting there.

## Toolkit Resources

- A letter introducing the Complete Streets In A Box Toolkit;
- A powerpoint presentation that explains Complete Streets;
- A Complete Streets Policy template, created with Westchester in mind;
- Two policies already passed in Westchester: Lewisboro and New Rochelle;
- A list of other NY municipalities and counties that have passed CS policies;
- Links to one-pagers that explain how Complete Streets can improve our region, including through positive impacts on Older adults, Transportation Costs, Green Streets, Health and Economic Revitalization;
- A link to a video introducing complete streets.



- Lewisboro, Dobbs Ferry, New Rochelle, Somers and White Plains in Westchester have passed resolutions and other municipalities are reviewing.

- We recommend that other municipalities consider passing CS resolutions.
- TSTC can help.



Urban Renewal Agency  
Village of Tarrytown  
Special Meeting  
August 28, 2013  
5:45 p.m.

PRESENT: Urban Renewal Agency Chair Basher, Members McGee and McGovern;  
Village Administrator Blau, Village Attorney Shumejda

Member McGovern moved, seconded by Member McGee and unanimously carried to open the Special Meeting.

#### TRANSFER OF PROPERTY

Village Administrator Blau explained that the Village had been contacted by New York State regarding proposed legislation to repeal the Tarrytown Urban Renewal Agency based upon the inactivity of the agency. The Board of Trustees adopted a resolution on March 5, 2012 to adopt a Home Rule Request in support of the enactment of State legislation to repeal Title 12 to Article 15-B of the General Municipal Law to eliminate the Tarrytown Urban Renewal Agency. The legislation was not adopted but the Village has once again been contacted regarding legislation at the State to once again eliminate the Tarrytown Urban Renewal Agency. There are four properties in the Village that are in the name of the Urban Renewal Agency. There is one property located on Main Street by the Rivercliffe condominiums and the remaining three properties are on Franklin Street, just north of the intersection with White Street and across from Riverside Hose firehouse and the old police headquarters.

Member McGovern moved, seconded by Member McGee that the following resolution be approved. Motion carried, all voting "aye". Approved: 3 – 0.

BE IT RESOLVED by the Tarrytown Urban Renewal Agency Board that it does hereby transfer the following listed properties in the name of the Tarrytown Urban Renewal Agency to the Village of Tarrytown:

Section 1, Sheet 40, Block 16, Lot 49  
Section 1, Sheet 70, Block 31, Lot 1  
Section 1, Sheet 70, Block 31, Lot 11  
Section 1, Sheet 70, Block 31, Lot 12

BE IT FURTHER RESOLVED that any other properties that are owned by the Tarrytown Urban Renewal Agency are also transferred.

#### ADJOURNMENT

Member McGovern moved, seconded by Member McGee and unanimously carried that the Special Meeting be adjourned. Meeting was adjourned at 5:55 p.m.

## PARKING ON HIGHLAND AVENUE

Question posed to Chief Brown

Parking on Highland Avenue - a question has arisen as to whether we continue to need to have the parking restrictions on Highland Avenue since Marymount College is gone and EF doesn't create neighborhood parking issues. The thought was to have no parking on the east side and allow parking, with street cleaning restrictions on the west side. Your thoughts?

Answer from Chief Brown

I spoke with Trustee McGovern regarding this issue earlier in the week. I received an email from a Highland Avenue resident requesting the PD actively enforce the parking regulations, speed limits and stop signs. I assigned PO Ojito our traffic enforcement officer to periodically increase his coverage of Highland Avenue. He reported that in addition to parking summonses he issued several speeding and stop sign tickets over a three day period. You are correct, those parking restrictions were enacted to prevent Fordham graduate school students from parking on Highland Avenue to avoid the on-campus parking fees. Since that situation no longer exists I have no problem removing the restrictions. I would agree with the parking as outlined below.

TARRYTOWN POLICE DEPARTMENT  
OFFICE MEMORANDUM

DATE: August 30, 2013  
FROM: William G. Herguth, Lt. *WGH*  
TO: Chief Brown  
SUBJECT: Code Change: Parking- Highland Avenue

The following wording may be used for legislation to amend the Village Code to allow for changes which will prohibit parking during certain hours.

Material to be deleted is in parenthesis. New material is set forth in capital letters.

291-80. Schedule XV: Parking Prohibited Certain Hours

In accordance with the provisions of 291-19, no person shall park a vehicle between the hours listed upon any of the following described streets or parts of streets:

Name of Street	Side	Hours/Days	Location
Highland Avenue	(Both)	(8:00 A.M. to 4:00 P.M. Monday through Friday)	Between Union Avenue and Gunpowder Lane
	EAST	EXCEPT 8:00 A.M. TO 11:00 A.M. TUESDAY AND WEDNESDAY	
HIGHLAND AVENUE	WEST	8:00 A.M. TO 11:00 A.M. TUESDAY AND WEDNESDAY	BETWEEN UNION AVENUE AND GUNPOWDER LANE