



236 Third Street
Greenport NY
11944

Tel: (631)477-0248
Fax: (631)477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

**VILLAGE
ADMINISTRATOR**
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

March 16, 2017 at 7:00 PM

Mayor and Board of Trustees - Work Session Meeting

Third Street

Firehouse

Greenport, NY 11944

PLEDGE OF ALLEGIANCE

MONTHLY REPORTS FOR THE FOLLOWING:

- o **FIRE DEPARTMENT - CHIEF WAYNE MILLER**
Including compilation of all monthly meeting minutes

DISCUSSION:

- o Proposed local law amending the on-street parking rules after a snowfall of two inches or more
- o Proposed local law amending the rental properties code to include all rental properties, and to revise the application requirements

MONTHLY REPORTS FOR:

- o **VILLAGE ADMINISTRATOR - PAUL J. PALLAS, P.E.**
Road and Water Department
Sewer Department
Light Department
Building Department
Recreation Department
Harbor Department
Marina Manager
- o **VILLAGE TREASURER - ROBERT BRANDT**
Meter Department
Housing Authority & Community Development
- o **VILLAGE CLERK - SYLVIA PIRILLO, RMC**
- o **VILLAGE ATTORNEY - JOSEPH PROKOP, ESQ.**

REPORTS FROM COMMITTEES

MAYOR AND VILLAGE BOARD OF TRUSTEES

PUBLIC TO ADDRESS THE BOARD



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 7, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Fire Department

Fire Department Work Session Report

Attachments:

Fire Department March Work Session Report (PDF)

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

(631) 477-9801 - STATION 1
(631) 477-8261 - STATION 2
(631) 477-1943 - CHIEFS OFFICE
(631) 477-4012 - FAX
THIRD STREET · P.O. BOX 58
GREENPORT, NY 11944
Email: gfdfire@optonline.net
www.greenportfd.org

Finance Report 2/4/17

Attendance: Chiefs Miller, Weingart, Jimenez, Wardens Barszczewski, Kalin, and Jensen, Administrative Assistant Richter, Excused Wardens Volinski, and Nyce.

Review Fire prevention account and all monthly bills.

Company requests:

Eagle Hose: Budget Items

Relief Hose: Budget Items

Star Hose: Budget Items

Standard Hose: Budget Items, Air pack Straps

Phenix Hook & Ladder: Budget Items

Rescue Squad: Particulate Respirators from Hammer Medical in the sum of \$169.95

Water Rescue: Budget Items

Fire Police: Budget Items

Department: Surveillance System in the amount of \$9,968.00 from SaaS Consulting Corp and Bunting for each company at a cost of \$202.45

Firematically,

A handwritten signature in black ink that reads "Wayne D. Miller".

Wayne D. Miller

Chief Engineer

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

(631) 477-9801 - STATION 1
(631) 477-8261 - STATION 2
(631) 477-1943 - CHIEFS OFFICE
(631) 477-4012 - FAX
THIRD STREET · P.O. BOX 58
GREENPORT, NY 11944
Email: gfdfire@optonline.net
www.greenportfd.org

Company Officers Meeting FEB 21 2017

Opening meeting called to order at 1900 hrs with pledge to flag and moment of silence for departed members.

Attendance: in attendance were Chiefs Jimenez. Officers in attendance were P Harris, C Hydell, H Reiss and member J Clark.

Reading of Previous Minutes: M/M/S/ Reiss/ harris to dispense with reading of previous minutes.

Communications: none.

Committee Reports: P Harris mentioned he would have Parade report in ,in a timely manner.

Company Requests:8-3-1 Truck to be serviced,- 2-3-4- all budget,- 5 light bar and strobe light,-Rescue, budget,- Water Rescue,none

New Business; None

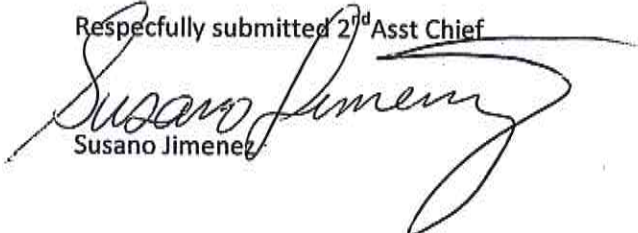
Good of the Department: . Pete Harris thanked the Chiefs for electing him as Grand Marshal of parade this year. P Harris also mentioned moving the parade date ahead 2 weeks for better public response. C Hydell mentioned having a pail of salt ready at all doors during winter months to combat ice problem, also mentioned about village employees doing a better job clearing snow.

➤

Reading of Minutes: M/M/S/ Harris/ Reiss dispense with reading of tonight's minutes,

Adjourn: M/M/S/ Reiss / Harris to adjourn @ 19: 15 HRS

Respectfully submitted 2nd Asst Chief


Susano Jimenez

CHIEF WAYNE MILLER
1ST ASST. CHIEF JEFFREY WEINGART
2ND ASST. CHIEF SUSANO JIMENEZ
CHAPLAIN T. MURRAY
ASST. CHAPLAIN C. KUMJIAN
TREAS/SECRETARY J. KALIN



Organized 1845

(631) 477-9801 - STATION 1
(631) 477-8261 - STATION 2
(631) 477-1943 - CHIEFS OFFICE
(631) 477-4012 - FAX
THIRD STREET · P.O. BOX 58
GREENPORT, NY 11944
Email: gdfire@optonline.net
www.greenportfd.org

MEETING OF THE BOARD OF WARDENS

WEDNESDAY, FEBRUARY 15, 2017

OPENING

Chief Wayne Miller opened the meeting at 7:00pm with The Pledge of Allegiance to the Flag and a moment of silence for the departed members.

ATTENDANCE

Chief Wayne Miller

1st Ass't Chief Jeffrey Weingart- arrived at 7:18pm

2nd Ass't Chief Susano Jimenez

Warden Warren Jensen of Eagle Hose Co. #1

Warden Antone Volinski, III of Relief Hose Co. #2

Wardens Joseph Barszczewski and Raymond Corwin of Star Hose Co. #3

Wardens David Nyce and James A. Pirillo of Standard Hose Co. #4

Wardens James Kalin and John Grilli of Phenix Hook & Ladder Co. #1

Excused: Warden Norma Corwin of Relief Hose Co. #2

Absent: Warden Joseph Milovich of Eagle Hose Co. #1

THOSE WISHING TO ADDRESS THE BOARD –None

READING OF THE PREVIOUS MINUTES

Motion made by Joseph Barszczewski, seconded by John Grilli, to approve the minutes of the January 18, 2017 meeting of the Board of Wardens as printed and distributed. Motion Carried.

FINANCE COMMITTEE

The finance committee report was read by Chief Miller. Motion made by Antone Volinski III, seconded by Warren Jensen to accept the report. Motion Carried.

Information regarding the security system was discussed.

Motion by John Grilli, seconded by Antone Volinski III, to accept the enhanced service agreement contract for the air machine. Motion carried.

COMPANY OFFICERS' MEETING MINUTES- None

TREASURER'S REPORT

The Treasurer's report for the period of January 19, 2017 through February 15, 2017 was read by Secretary/Treasurer James Kalin. Motion made by Antone Volinski III, seconded by Warren Jensen, to accept the treasurer's report as read. Motion carried. (report attached)

BILLS- None.

COMMUNICATIONS

1. Thomas F. Fire Police Seminar Montour Falls Academy of Fire Science
May 12th – May 14th 2017.

2. Town of Babylon Back to Basics Firefighting 101 March 27, 2017
3. Montauk's 55th annual St. Patrick's Day Parade, March 26, 2017
4. Cutchogue F.D St. Patrick's Day Parade, March 11, 2017
5. West Islip F.D "Pot of Gold" raffle, March 11, 2017
6. East End Emerald Society- Jamesport St. Patrick's Day Parade, March 25, 2017
7. Fire Chiefs council Scholarship seminar SCCC Brentwood Campus, March 24, 2017

Motion by Warren Jensen, seconded by Joseph Barszczewski, to file and/or forward all communications and attend Montauk & Cutchogue St. Patrick's Day Parades. Motion carried.

APPLICATIONS FOR MEMBERSHIP- None

REPORTS OF COMMITTEES

Buildings and Grounds

1. Chief Wayne Miller gave an update on security locks- prepwork is being done.
2. Chief Wayne Miller gave update on aprons for fire department- still pending.

Bylaws

David Nyce sent corrected copies to 1ST Ass't Chief Jeffrey Weingart, changes to be printed and distributed.

Finance- No Report

Fire District- No Report

Pre-Incident Planning- No Report

Service Awards

David Nyce requested that a representative from Penflex be sent out annually to a department meeting to address any questions members may have.

Recruitment- None

Casualty Fund- No Report

Funeral - No Report

Communications

1st Ass't Chief Jeffrey Weingart reported problems with Greenport tower (snapped antenna.) Repairs ongoing- expected to be fixed by 2/21/17.

Trips & Travel- No Report

COMPANY REQUESTS

Eagle Hose Co. #1- Budget items

Relief Hose Co. #2- Budget items

Star Hose Co. #3- As per the finance report

Standard Hose Co. #4- As per the finance report, fix washer & steering problem on 8-3-4. Request for 12 scott pack mask bags. David Nyce requested use of station #2 June 4, 2017 for celebration for two 50 year members.

Phenix Hook & Ladder Co. #1- Budget items

Rescue Squad- As per finance report

Fire Police- None

Water Rescue- None

UNFINISHED BUSINESS –None

REPORTS OF DELEGATES- Joseph Barszczewski attended the recent meeting of the North Fork Volunteers held in Orient.

NEW BUSINESS-

1. Antone Volinski III stated that he went to fill up at gas tank and codes were not working at Plant. Discussion Followed.
2. Antone Volinski III reported that the 4 gas jugs that were bought last year are missing from the new building.

GOOD OF THE DEPARTMENT

1. David Nyce reported that Standard Hose Co. #4 approved relocation of the Joseph Ficurilli "rock" to station #1. He requested that there be a short memorial service & rededication when moved.
2. Chief Miller requested an executive session to discuss personnel matters.

EXECUTIVE SESSION

Motion by W. Jensen, seconded by J. Grilli, to adjourn to an executive session to discuss personnel matters. Motion carried. Adjourned to an executive session at 7:28pm.

Upon returning from the executive session, a motion by R. Corwin, seconded by J. Grilli, to resume with the regular meeting. Motion carried. Regular meeting resumed at 8:03pm.

GOOD OF THE DEPARTMENT (continued)

3. David Nyce made a motion, seconded by John Grilli, to pay Jeff Corazzini's paramedic expenses (installment #2.) Other payments will be made under the agreement to make LOSAP points. Motion Carried.
4. Discussion began about the two surplus vehicles- 2003 Chevy Tahoe and 2005 Chevy Suburban. Motion by David Nyce, seconded by Warren Jensen, to declare both vehicles surplus. Motion carried.

5. Susano Jimenez requested use of station #1 for CPR/First aid class March 19, 2017. No Cost to GFD members. Motion by W. Jensen, seconded by S. Jimenez to approve use of the station. Motion carried.
6. James Kalin requested use of the meeting room in station # 1 for Defensive driving classes on February 27 & 28, 2017, March 27 & 28, 2017, and April 24 & 25, 2017. Motion by D. Nyce, seconded by J.Grilli, to approve use of meeting room. Motion Carried.
7. Chief Wayne Miller gave an update on new department patches- 300 being ordered.

READING OF THE MINUTES

Motion by Raymond Corwin, seconded by David Nyce, to dispense with the reading of the minutes of tonight's meeting. Motion carried.

ADJOURMENT

Motion by Warren Jensen, seconded by David Nyce, to adjourn. Motion carried. The meeting was adjourned at 8:11 pm.

Submitted by,

Rebecca J. Jensen
Recording Secretary

GREENPORT FIRE DEPARTMENT
 TREASURERS REPORT
 01/19/2017 thru 02/15/2017

| | | | |
|-------------------------|---------------------|-------------------------------|--------------------|
| GENERAL FUND | | <u>beginning balance</u> | \$11,870.28 |
| | <u>receipts</u> | donation-Greek church | + \$200.00 |
| | | reimbursement - Village | + \$1,715.65 |
| | <u>expenditures</u> | COSTCO - batteries | - \$65.13 |
| | | Best Buy - phones clips/cases | - \$122.16 |
| | | postage | - \$47.00 |
| | | <u>ending balance</u> | <u>\$13,551.64</u> |
| | | | |
| MEMORIAL FUND | | <u>beginning balance</u> | \$2,408.27 |
| | <u>receipts</u> | Southold PBA - K. White | + \$300.00 |
| | | <u>ending balance</u> | <u>\$2,708.27</u> |
| | | | |
| MAY MILE FUND | | <u>balance unchanged</u> | <u>\$18,592.21</u> |
| | | | |
| WATER RESCUE SQUAD FUND | | <u>balance unchanged</u> | <u>\$2,184.35</u> |
| | | | |
| RESCUE SQUAD 2% FUND | | <u>balance unchanged</u> | <u>\$7,068.36</u> |

submitted by James H. Kalin, Secretary-Treasurer

**GREENPORT FIRE DEPARTMENT
CASUALTY FUND
07/01/2014 thru 12/31/2014**

| | | |
|------------------------------|-----------------------------|----------------------------|
| CapitalOne Investment | beginning balance | \$ 79,569.11 |
| | change in investment | \$ - (1,862.30) |
| | ending balance | <u>\$ 77,706.81</u> |

| | | |
|----------------------------|-----------------------------|---------------------------|
| U S Life Investment | beginning balance | \$ 8,600.12 |
| | change in investment | \$ + 129.11 |
| | ending balance | <u>\$ 8,729.23</u> |

| | | |
|-------------------------|-----------------------------|----------------------------|
| M F S Investment | beginning balance | \$ 14,775.12 |
| | change in investment | \$ + 850.55 |
| | ending balance | <u>\$ 15,625.67</u> |

| | | |
|---------------------------|-----------------------------|----------------------------|
| CapitalOne Savings | beginning balance | \$ 43,108.39 |
| | interest earned | \$ + 15.41 |
| | 2014 fund raising | \$ + 2,100.00 |
| | payments - C. Hughes | \$ - (2,700.00) |
| | ending balance | <u>\$ 42,523.80</u> |

| | | |
|---------------------------------|--------------------------|-----------------------------|
| Casualty Fund Total Fund | beginning balance | \$ 146,052.74 |
| | change in fund | \$ - (1,467.23) |
| | ending balance | <u>\$ 144,585.51</u> |

**GREENPORT FIRE DEPARTMENT
CASUALTY FUND
01/01/2015 thru 12/31/2015**

| | | |
|------------------------------|-----------------------------|----------------------------|
| CapitalOne Investment | beginning balance | \$ 77,706.81 |
| | change in investment | \$ - (7,055.06) |
| | ending balance | <u>\$ 70,651.75</u> |

| | | |
|----------------------------|-----------------------------|---------------------------|
| U S Life Investment | beginning balance | \$ 8,729.23 |
| | change in investment | \$ + 261.88 |
| | ending balance | <u>\$ 8,991.11</u> |

| | | |
|-------------------------|-----------------------------|----------------------------|
| M F S Investment | beginning balance | \$ 15,625.67 |
| | change in investment | \$ + 1,110.83 |
| | ending balance | <u>\$ 16,736.50</u> |

| | | |
|---------------------------|--------------------------|----------------------------|
| CapitalOne Savings | beginning balance | \$ 42,523.80 |
| | interest earned | \$ + 57.94 |
| | ending balance | <u>\$ 42,581.74</u> |

| | | |
|---------------------------------|--------------------------|-----------------------------|
| Casualty Fund Total Fund | beginning balance | \$ 144,585.51 |
| | change in fund | \$ - (5,624.41) |
| | ending balance | <u>\$ 138,961.10</u> |

**GREENPORT FIRE DEPARTMENT
CASUALTY FUND
01/01/2016 thru 12/31/2016**

| | | |
|-----------------------|---------------------------|------------------------|
| CapitalOne Investment | beginning balance | \$ 70,651.75 |
| | change in investment | \$ <u>- (1,715.26)</u> |
| | ending balance | \$ <u>68,936.49</u> |
| U S Life Investment | beginning balance | \$ 8,991.11 |
| | change in investment | \$ <u>+ 269.73</u> |
| | ending balance | \$ <u>9,260.84</u> |
| M F S Investment | beginning balance | \$ 16,736.50 |
| | change in investment | \$ <u>+ 370.60</u> |
| | ending balance | \$ <u>17,107.10</u> |
| CapitalOne Savings | beginning balance | \$ 42,581.74 |
| | interest earned | \$ + 64.67 |
| | 2015 fund raising | \$ + 2,100.00 |
| | 2016 fund raising | \$ + 2,100.00 |
| | payments - C. Hughes | \$ - (6,090.00) |
| | payments - L. Mysliborski | \$ - (4,060.00) |
| | payments - J. Weingart | \$ <u>- (6,090.00)</u> |
| | ending balance | \$ <u>30,606.41</u> |

| | | |
|--------------------------|-------------------|-------------------------|
| Casualty Fund Total Fund | beginning balance | \$ 138,961.10 |
| | change in fund | \$ <u>- (13,050.26)</u> |
| | ending balance | \$ <u>125,910.84</u> |



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 9, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Utilities

Work Session Report for Road and Utilities

March 16, 2016

Administrator's Office

Statistics

Work Orders:

Electric = 27 Written, 27 Completed
Water = 3 Written, 3 Completed
Sewer = 34 Written, 34 Completed
Road = 34 Written, 34 Completed

Reports

❖ DOH-360: This is a monthly report for bacteriological presence and residual chlorine levels, it was sent on 03-06-2017. The results are detailed below in the Road Department's *Sampling* section.

❖ GADS Data: This is a monthly report about run and usage data for the generators at the Power Plant, it was sent on 03-15-2017.

Resolutions:

Hiring of Gabrielle Eckardt

Accept Bid for Bio-Retention Basin Construction on Manor Place

Topics of Discussion:

Net Metering

In-Water Boat Show

Redevelopment of Peconic Land Trust property on Fourth Street

LWRP Status

Road/Water Department

Statistics

Water Distribution:

5,151,000 Gallons Sold

Sampling:

All water samples complied with Department of Health requirements.

Locations: Harbor Front Deli
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.71 mg/L

Third Street Firehouse
Total Coliform = Negative
E Coli = Absent
Residual Chlorine = 0.71 mg/L

The form, DOH-360, was filed with the DOH on March 6, 2017 outlining the above results.

Report

Tasks Accomplished:

- ❖ Performed Water Machine maintenance.

- ❖ Cleaned the tops of all storm drains.
- ❖ Patched roads throughout the village.
- ❖ Serviced trucks G-18, G-19 and G-66
- ❖ Replaced plow lights and serviced salter on G-9.
- ❖ Steam washed the fleet to remove salt and sand.
- ❖ Removed branches that fell during storm events.
- ❖ Cut down tree on corner of Sixth and Flint Streets and another at 510 Main Street
- ❖ Removed hunting signs on Moore's Lane
- ❖ Graded the road to the San Simeon nursing home pump station.
- ❖ Replaced lock and repaired door at the old pump station in Moore's Woods.

Projects:

The Road Crew has undertaken a sign enhancements project in the Village. The crew has relocated over 20 timed parking regulations signs, re-installed and repaired over a dozen "no parking" signs, and checked for proper height and replaced several stop signs. Over the next month they will continue to check sign heights throughout the Village and adjust as needed.

The crew also spent several days at Village Hall rearranging furniture to make way for new staff and much needed improvements.

Sewer Department

Statistics

Flow and Sampling:

The plant continues to run well, and performs under DEC permit requirements.
Total plant flow for the month of February = 7,237,000 gallons.
Average Daily Flow = 0.258 million gallons/day. (MGD). Permit limit = 0.650 MGD
Total Suspended Solids, (TSS) % removal = 98% Permit limit = 75%
Carbonaceous BOD Removal, (CBOD) = 98% Permit limit = 75 %
Coliform Fecal General = <2.0 MPN/100 Permit limit = 200 MPN/100
Coliform Total General = <5.9 MPN/100 Permit limit = 700 MPN/100
Total Nitrogen in effluent = 7.5 lbs/day

Sludge Removal:

42,000 gallons of sludge was hauled during February.

Report

❖ Treatment Plant:

Aerotor gearbox No. 2 has been re-installed in the BNR Basin.

Replaced carburetor on cement mixer from the Light Plant.

Flushed parking lot drains at the Light Plant.

Tested effluent piping with all three pumps running.

Prepared BNR Basin No. 1 for service

Had a plow installed on G-13

Changed two UV bulbs on disinfection system.

❖ Collection System:

Replaced door knob at Central Pump Station

Responded to a sewer complaint at 575 First Street. No issue was found.

Cleaned grease from all pump station wet wells.

Electric Department

Statistics

Monthly Power Usage:

Maximum usage day = February 10 @ 107.61 Mwh

Minimum usage day = February 25 @ 67.40 Mwh

Average usage for the month per day = 86.47 Mwh

Monthly total usage = 2421.16 Mwh

Service calls/call outs = 6

Street light repairs = 26

Customers shut off for none payment = 8

Customers turned on for payment = 7

Customers turned on for the season = 0

New Services/Service Upgrades = 1

Tasks Accomplished:

- ❖ Installed an underground service on Second Street.
- ❖ Replaced twelve residential meters.
- ❖ Repaired twenty-six street lights throughout the Village.
- ❖ Sewer Department jet-rodde the stormwater collection system at the Power Plant.
- ❖ Doug Rocco attended his first linemen's training session.
- ❖ Removed a fallen tree from power lines on Sixth Street.

Projects:

Work on the Power Plant upgrade continues. We have met with contractors to begin the process of upgrading the Cooling Water System. We expect to begin that project sometime in April.

We have received quotes from contractors to perform piping changes for overflow protection on the day tanks at the Power Plant.

Attachments:



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 9, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Building

Work Session Report for Building Department

March 16, 2016

Building Inspector's Office

Statistics

Summary of Transactions:

| | |
|------------------------------|---|
| Building Permits Issued | 5 |
| Building Permit Applications | 4 |
| Fence Permits | 0 |
| Wetland Permit Application | 1 |
| Wetland Permit Issued | 0 |
| HPC Application | 0 |
| Zoning Board Applications | 0 |
| Planning Board Applications | 2 |
| CO Fees | 4 |
| Yard Sale | 1 |
| Road Opening | 1 |
| Sewer Inspection Fee | 0 |
| Dumpster Permit | 0 |
| Sign Permit | 5 |
| Rental Permit Fees | 0 |
| Demo Permit | 0 |

Total Fees Collected: \$4,266.20

Reports

- ❖ The Planning Board agenda is getting busy as spring approaches. We have many new applications this month. The Zoning Board also has a new application in March.
- ❖ The Building Department has sent letters to directional sign businesses. Nearly all the businesses have responded.
- ❖ The year-end report for the Department of Interior was submitted on February 27th. We are still working to complete the Department of State year-end report.
- ❖ Mandatory code training for the Building Inspector is scheduled for March 15th, 16th and 17th in Stony Brook.

Code Enforcer's Office

Reports

Traffic Enforcement Statistics Worksheet is attached.

Code Enforcement Worksheet is attached.

Attachments:

Park Enf Rep 031617 (PDF)

Code Enf Rep 031617 (PDF)



February 2017 Parking Enforcement Statistics (As of March 1, 2017)

February 2017 Collection: \$3,740.00

| | 2017 | |
|--------------|-----------|-------------------|
| Month | Case | Amount |
| January | 50 | \$4,895.00 |
| February | 38 | \$3,740.00 |
| March | | \$0.00 |
| April | | \$0.00 |
| May | | \$0.00 |
| June | | \$0.00 |
| July | | \$0.00 |
| August | | \$0.00 |
| September | | \$0.00 |
| October | | \$0.00 |
| November | | \$0.00 |
| December | | \$0.00 |
| TOTAL | 88 | \$8,635.00 |

Report reflects ALL parking violations issued in the Village of Greenport INCLUDING violations issued by Southold PD

**** CASE # & AMOUNT REFLECTS SETTLED SUMMONSES CLOSED IN FEBRUARY 2017. THIS INCLUDES COLLECTION FROM PREVIOUS MONTHS AS WELL CASES SETTLED VIA COURT IN FEBRUARY 2017. ****



February 2017 Parking Enforcement Statistics (As of March 1, 2017)

CONTINUED

Fine Collection by Violation Type

| VIOLATION | CASE | AMOUNT |
|---------------------------------------|-------------|-------------------|
| PARKED FACING WRONG DIR. | 4 | \$275.00 |
| PARKED ON SIDEWALK | 1 | \$75.00 |
| PRKD ON VILLAGE ST. DURING SNOW STORM | 18 | \$1,340.00 |
| PRKD OUTSIDE OF MARKINGS | 3 | \$375.00 |
| PRKD WHERE PROHIBITED SCHEDULE XI. | 4 | \$425.00 |
| UNDEFINED | 1 | \$225.00 |
| UNINSPECTED | 3 | \$475.00 |
| UNREGISTERED | 1 | \$25.00 |
| VEHICLE PARKD OUTSD LINES | 3 | \$525.00 |
| Totals | 38 | \$3,740.00 |

*Reflects ALL cases CLOSED by plea of guilty (Paid in full WITH or WITHOUT Penalty) OR Court ruling. Table reflects cases closed in February 2017.

THESE CASES ALSO REFLECT TICKETS WRITTEN IN PREVIOUS MONTHS THAT WERE SETTLED IN FEBRUARY 2017



February 2017 Parking Enforcement Statistics (As of March 1, 2017)

CONTINUED

Case by Violation Type

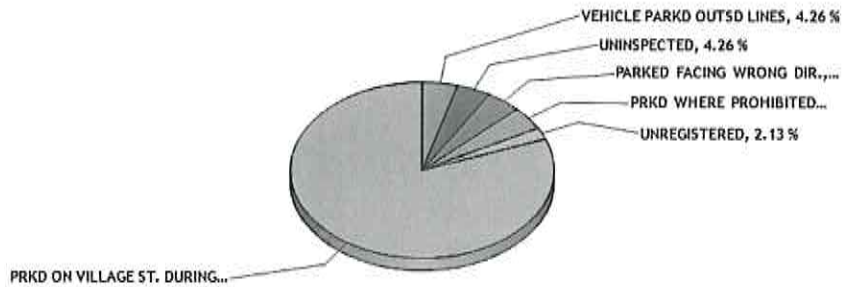
| Code | Description | 2017 | Total |
|-------|---------------------------------------|------|-------|
| 1 | VEHICLE PARKD OUTSD LINES | 2 | 2 |
| 14 | UNREGISTERED | 1 | 1 |
| 15 | UNINSPECTED | 2 | 2 |
| 16 | PARKED FACING WRONG DIR. | 2 | 2 |
| 2 | PRKD WHERE PROHIBITED SCHEDULE XI. | 2 | 2 |
| 5 | PRKD ON VILLAGE ST. DURING SNOW STORM | 38 | 38 |
| Total | | 47 | 47 |

Top five by Violation Types

- PRKD ON VILLAGE ST. DURING SNOW STORM
- VEHICLE PARKD OUTSD LINES
- UNINSPECTED
- PARKED FACING WRONG DIR.
- PRKD WHERE PROHIBITED SCHEDULE XI.

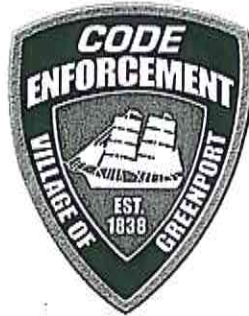
These Violations combined represent 97.89% of issuance Town wide.

Frequently Issued Violations



Summonses ISSUED from February 1, 2017 – February 28, 2017

(INCLUDES SUMMONSES ISSUED BY SOUTHDOLD POLICE)



February 2017 Code/Ordinance Enforcement Report

- **WINTER STORM NIKO: Parking Tickets: 38 Sidewalk Notices: 21**
 - **Village Complaints Received: 2 Completed: 2 Open: 0**
- *Complaints Received via Online Form, Code Complaint form, Telephone or walk-in.*

Directional Signage License Collections: \$300.00

| DATE/LOCATION | CHARGE | FACTUAL | ACTION TAKEN | DISPOSITION |
|---|---|--|---|--|
| February 10, 2017 VARIOUS LOCATIONS | 115-7C Clearing sidewalks after a snowfall. | Properties throughout the Village with snow covered sidewalks. | Notices left on properties advising residents snow must be cleared. | NOTICES LEFT. *Records of notices logged into database. * |
| February 17, 2017 818 Main Street Greenport, New York, 11944 | 115-7C Clearing sidewalks after a snowfall. | Failure to clear snow from sidewalk. | Order to remedy issued in regards. Owner has until 2/24/17 to comply. | *DUE TO RECORD WARMTH, SNOW AND ICE MELTED NATURALLY BEFORE DEADLINE OF O.T.R.V.* |
| February 17, 2017 237 Monsell Place Greenport, New York, 11944 | 115-7C Clearing sidewalks after a snowfall. | Failure to clear snow from sidewalk. | Order to remedy issued in regards. Owner has until 2/24/17 to comply. | *DUE TO RECORD WARMTH, SNOW AND ICE MELTED NATURALLY BEFORE DEADLINE OF O.T.R.V.* |

| | | | | |
|--|---|--|---|---|
| February 17, 2017 225 Monsell Place Greenport, New York, 11944 | 115-7C Clearing sidewalks after a snowfall. | Failure to clear snow from sidewalk. | Order to remedy issued in regards. Owner has until 2/24/17 to comply. | <i>*DUE TO RECORD WARMTH, SNOW AND ICE MELTED NATURALLY BEFORE DEADLINE OF O.T.R.V.*</i> |
| February 17, 2017 201 Manor Place (ELIH) Greenport, New York, 11944 | 115-7C Clearing sidewalks after a snowfall. | Failure to clear snow from sidewalk. | Order to remedy issued in regards. Owner has until 2/24/17 to comply. | <i>*DUE TO RECORD WARMTH, SNOW AND ICE MELTED NATURALLY BEFORE DEADLINE OF O.T.R.V.*</i> |
| February 17, 2017 440 Second Street Greenport, New York, 11944 | 115-7C Clearing sidewalks after a snowfall. | Failure to clear snow from sidewalk. | Order to remedy issued in regards. Owner has until 2/24/17 to comply. | <i>*DUE TO RECORD WARMTH, SNOW AND ICE MELTED NATURALLY BEFORE DEADLINE OF O.T.R.V.*</i> |
| February 21, 2017 327 Fourth Street, Greenport, New York, 11944 | 150-17 Prohibited use of artificial lighting. | Complaints of fixtures causing glare beyond lot lines. (ONGOING) | Desk Appearance ticket 021701 issued in regards. | PENDING ARRAIGNMENT |
| February 22, 2017 122 South Street, Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 22, 2017 100 South Street, Greenport, NY, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 22, 2017 538 Main Street, Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | RENEWED |

| | | | | |
|--|---|---|--|-----------------------------|
| February 22, 2017 530 Main Street, Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 22, 2017 1410 Manhasset Avenue, Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 22, 2017 222 Atlantic Avenue Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 22, 2017 2530 Manhasset Avenue Greenport, New York, 11944 | 150-15 I.3 Offsite directional signage license fee. | Business has not renewed directional sign license after expiration. | Final Notice sent. Business has until 3/8/17 to renew license. | PENDING FINAL NOTICE |
| February 23, 2017 200 Broad Street, Greenport, New York, 11944 | 112-11 Abandoned/ Unlicensed Vehicles | Dark sedan without license plates located on the west side of the property. | Order to remedy issued in regards. Property owner has until 3/10/17 to comply. | PENDING O.T.R.V. |
| February 23, 2017 108 Broad Street, Greenport, New York, 11944 | 112-17 Illegal dumping. | Couch and debris left out on curb I/F/O location. | Order to remedy issued. Property owner has until 3/10/17 to comply. | CORRECTED |

| | | | | |
|--|--|--|--|-----------------------------------|
| <p>February 27, 2017 411 First Street, Greenport, New York, 11944</p> | <p>112-9B Brush deposit prohibited during unscheduled pickup.</p> | <p>Large brush piles I/F/O location. No scheduled pickup.</p> | <p>Spoke with property owner via telephone interview. Brush will be removed.</p> | <p>COMPLIANCE EXPECTED</p> |
| <p>February 27, 2017 823 Main Street, Greenport, New York, 11944</p> | <p>112-9B Brush deposit prohibited during unscheduled pickup.</p> | <p>Large brush piles on the Webb Street area of the property. No scheduled pickup.</p> | <p>Order to remedy issued. Property owner has until 3/13/17 to comply.</p> | <p>PENDING O.T.R.V.</p> |



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 9, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Derryl Baumer, *Engineering Aide*
From: Paul Pallas, *P.E. Village Administrator*
Department: Village Administrator

Work Session Report Village Administrator - Recreation

Work Session Report Recreation Department

March 16, 2016

Marina/Mitchell Park

- ❖ The Ice Rink was closed three days in February and had to close early three days due to warm weather and rain.
- ❖ Skate School in February went very well. A total of 51 students enrolled. Only one session needed to be rescheduled due to weather.
- ❖ During the snow storms in February the Ice Rink staff had to clear snow accumulations. The rink was able to open the next day.
- ❖ The rink officially closed on March 6th. The Road Department and Mitchell Park staff are working to dismantle the rink and store for the season.
- ❖ The warming sheds and storage units will also be removed from the park.
- ❖ We received \$7,800.00 for seasonal moorings in February.
- ❖ Ice Rink revenue is down by \$899.00, over last year.
- ❖ Marina Revenue is down by \$6522.63, over last year.
- ❖ Carousel revenue is up by \$2,941.44, over last year.

Monthly Revenue Reports are attached.

Recreation Center

Statistics

Attendance:

Kids =25 Enrolled in Afterschool Program

Reports

- ❖ We expect enrollment to increase as the spring and summer approach. Many families will be heading back to work and will once again need the Aftercare Program
- ❖ The program continues to be a success.
- ❖ Dance classes for the children are also a huge success. A total of 12 students have signed up.
- ❖ Summer Camp applications and general information has been updated on the Village website.

Campground

Tasks Accomplished

- ❖ The campground is expected to open May 1st. We have begun to prepare the campground for the upcoming season.
- ❖ The Electric Department and the Road Department are working on trimming and pruning some trees on the property.
- ❖ The Road Department is also working on re-grading the road around the perimeter.
- ❖ New brochures have been made reflecting the price increases.
- ❖ The campground revenue is up by 1,195.00, due to early bookings

Attachments:

Rec Rev Report 031617(PDF)

Recreation Department Monthly Revenue

Campground

Ice Rink

Mooring

Camera Obscura

Marina

| Day | Feb-17 | | Feb-16 | | Feb-17 | | Feb-16 | | Feb-17 | | Feb-16 | | Feb-17 | | Feb-16 | |
|-----|----------|------|-------------|------|------------|------------|--------|------------|--------|-------------|--------|-------------|--------|------------|--------|--------|
| | Cash | C.C. | Cash | C.C. | Cash | C.C. | Cash | C.C. | Cash | C.C. | Cash | C.C. | Cash | C.C. | Cash | C.C. |
| 1 | | | | | | | | | | | | | | | | |
| 2 | \$50.00 | | | | | | | | | | | | | | | |
| 3 | \$200.00 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | |
| | \$550.00 | | \$7,072.63 | | \$2,225.00 | \$3,420.00 | | \$2,225.00 | | \$10,266.00 | | \$11,165.25 | | \$7,800.00 | \$0.00 | \$0.00 |
| | YOY | | -\$6,522.63 | | \$1,195.00 | YOY | | -\$895.25 | YOY | | | | YOY | | YOY | |

Recreation Department Monthly Revenue Carousel

| Day | Feb-17 | | | Feb-16 | | | | | |
|------------|------------|-----------|------------|------------|------|-----------|------------|-----------|--|
| | Cash | Donations | Group Sale | Purchases | Cash | Donations | Group Sale | Purchases | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | \$366.00 | | | | | | | | |
| 5 | \$156.00 | | | | | | | | |
| 6 | | | | \$198.00 | | | | | |
| 7 | | | | \$250.00 | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | \$224.00 | | | | | | | | |
| 12 | \$18.00 | | | | | | | | |
| 13 | | | | \$176.00 | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | \$182.00 | | \$2.00 | | | |
| 16 | | | | \$92.00 | | | | | |
| 17 | | | | \$370.00 | | | | \$15.00 | |
| 18 | \$982.00 | | | \$192.00 | | | | | |
| 19 | \$1,636.00 | | | \$398.00 | | | | | |
| 20 | \$822.00 | \$52.44 | | \$806.00 | | | | \$15.00 | |
| 21 | \$202.00 | | | \$658.00 | | | | | |
| 22 | \$266.00 | | | | | | | | |
| 23 | \$544.00 | | | | | | | | |
| 24 | \$806.00 | | | | | | | | |
| 25 | \$852.00 | | | | | | | | |
| 26 | \$493.00 | \$17.00 | | | | | | | |
| 27 | | | | \$448.00 | | | | | |
| 28 | | | | \$678.00 | | | | \$15.00 | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |
| 31 | | | | | | | | | |
| \$7,436.44 | | | | \$4,495.00 | | | | | |
| YOY | | | | \$2,941.44 | | | | | |



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILLOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 9, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Robert Brandt, *Treasurer*
From: Robert Brandt, *Treasurer*
Department: Treasurer's Department

MARCH 2017 WORK SESSION

Report from the Treasurer's Office

REQUEST A MOTION BE PLACED ON THE AGENDA FOR:

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3650, to fund the repair of Engine # 5 at the Light Plant, and directing that Budget Amendment # 3650 be included as part of the formal meeting minutes for the March 23, 2017 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 3651, to fund the purchase of a new microscope and repair the VFD for BNR Basin # 1 at the Waste Water Treatment Plant, and directing that Budget Transfer # 3651 be included as part of the formal meeting minutes for the March 23, 2017 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3652, to fund the purchase of the Oil Water Separator at the Light Plant, and directing that Budget Amendment # 3652 be included as part of the formal meeting minutes for the March 23, 2017 regular meeting of the Board of Trustees.

- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Amendment # 3653, to fund the corrective action work done by A & F Electrical Testing Inc. at the Light Plant, and directing that Budget Amendment # 3653 be included as part of the formal meeting minutes for the March 23, 2017 regular meeting of the Board of Trustees.
- RESOLUTION authorizing Treasurer Brandt to perform attached Budget Transfer # 3654, to fund the Sewer Water Rate Study, and directing that Budget Transfer # 3653 be included as part of the formal meeting minutes for the March 23, 2017 regular meeting of the Board of Trustees.

UTILITY BILLING

February billing cycle completed. All monthly reports submitted. Meter checking & replacement is ongoing. Billing of Sector 1 in process.

COMMUNITY DEVELOPMENT/ HOUSING AUTHORITY

- a) 3 vouchers were terminated/relinquished as of 1/31/2017.
- b) 5 recertifications and 5 interims were completed for the month of December 2016.
- c) 5 recertifications and 5 interims were completed for the month of January 2017.
- d) 4 recertifications and 4 interims were completed for the month of February 2017.
- e) 4 voucher holders will lease up by March 1, 2017.
- f) 2 participants are pending termination. One participant violated a Letter of Understanding issued 11/3/2016. Per conditions of said Letter of Understanding, no informal hearing will be given and the voucher will terminate on 3/31/2017. The other participant has requested a Fair Hearing and is scheduled for 3/7/2017.

SIGNIFICANT PAYMENTS

- 2012 Refunding Bond Interest Payment -
 Mitchell Park - \$ 19,225.00
 Fire Department - \$ 2,070.94
 Electric Fund - \$ 3,604.06

SIGNIFICANT COLLECTIONS

- Rents Received - January 2017 - \$ 68,485.63
- Property Taxes Received - \$ 1,069,384.83

INFORMATIONAL:

- Report - Cash Holdings - See attached
- Utility Billing - see attached Billing Statistics Report
- CD/HA Monthly Financials - See attached

Attachments:

- BILLING STATISTICS FEBRUARY 2017 (PDF)
- BANK ACCOUNT BALANCES FEBRUARY 2017 (PDF)
- CD FINANCIALS FEBRUARY 2017 (PDF)
- HA FINANCIALS FEBRUARY 2017 (PDF)
- BUDGET AMENDMENT 3650 ENGINE # 5 (PDF)
- BUDGET TRANSFER 3651 BNR BASIN (PDF)
- BUDGET AMENDMENT 3652 OIL WATER SEP (PDF)
- BUDGET AMENDMENT 3653 A & F (PDF)
- BUDGET TRANSFER 3654 RATE STUDY (PDF)

EOM Billing Statistics Report

Rate Summary - All Routes

| Service | Rate# - Description | Bills | Min. Bills | Usage | Charge | Usage | Demand | Contract | PCA | Comm Tax | Res Tax | Total |
|---------------------------------|---|-------|------------|--------------|------------|---------|-----------|----------|-----------|----------|----------|------------|
| Electric | 2 - Electric - Flat Charge | 14 | 0 | 0 | 0 | 0 | 0 | 675.38 | | | 9.07 | 684.45 |
| | 9 - Residential (1, 1) | 1353 | 0 | 806283 | 93,112.99 | 0 | | | 11,622.62 | | 2,506.16 | 107,241.77 |
| | 10 - Water Heating (2, 2) | 14 | 0 | 2331 | 162.07 | 0 | | | 33.85 | | 4.90 | 200.62 |
| | 11 - All Electric (3, 3) | 335 | 0 | 325499 | 35,843.87 | 0 | | | 4,292.52 | | 995.47 | 41,131.86 |
| | 13 - Demand - Class 3 (5, 5) | 5 | 0 | 265000 | 14,813.50 | 1090.95 | 12,818.66 | | 3,825.54 | 369.95 | | 31,027.65 |
| | 14 - Village St. Lighting (6, 6) | 5 | 0 | 38325.65 | 4,411.28 | 0 | | | 553.26 | | | 4,964.54 |
| | 15 - Town St Lighting (7, 7) | 1 | 0 | 4646.95 | 534.86 | 0 | | | 87.08 | | | 601.94 |
| | 19 - Traffic Lights (11, 11) | 1 | 0 | 1416 | 146.65 | 0 | | | 20.44 | | | 167.09 |
| | 20 - Contract St Lighting (12, 12) | 1 | 0 | 0 | 0.00 | 0 | | | | | | 0.00 |
| | 21 - Sterling Harbor (13, 13) | 2 | 0 | 1659.625 | 191.02 | 0 | | | 23.96 | 18.54 | | 233.52 |
| | 66 - Reconnection Fee- Residential | 5 | 0 | 0 | 0 | 0 | | 375.00 | | | | 375.00 |
| Electric Total | | 1736 | 0 | 1445161.225 | 149,216.24 | 1090.95 | 12,818.66 | 1,050.38 | 20,439.07 | 388.49 | 3,515.60 | 187,428.44 |
| Sewer | 3 - Sewer - Flat Charge | 41 | 0 | 0 | 2,180.70 | 0 | | | | | | 2,160.70 |
| | 4 - Sewer - Flat Charge | 1 | 0 | 0 | 53.70 | 0 | | | | | | 63.70 |
| | 23 - Sewer - VILL 3/4" W/SEWER (14, 14) | 873 | 664 | 2616.8 | 41,564.28 | 0 | | | | | | 41,564.28 |
| | 25 - Sewer - VILL 1" W/SEWER (15, 15) | 29 | 16 | 230.1 | 2,765.72 | 0 | | | | | | 2,765.72 |
| | 27 - Sewer - VILL 1 1/2" W/SEWER (16, 16) | 12 | 6 | 301.5 | 3,261.34 | 0 | | | | | | 3,261.34 |
| | 29 - Sewer - VILL 2" W/SEWER (17, 17) | 28 | 15 | 177.3 | 2,279.11 | 0 | | | | | | 2,279.11 |
| | 31 - Sewer - VILL 3" W/SEWER (18, 18) | 1 | 1 | 0 | 35.04 | 0 | | | | | | 35.04 |
| | 33 - Sewer - VILL 4" W/SEWER (19, 19) | 2 | 2 | 0 | 70.08 | 0 | | | | | | 70.08 |
| | 54 - Sewer - OUTSIDE RES SEWER (50, 50) | 75 | 64 | 660.9328 | 13,040.64 | 0 | | | | | | 13,040.64 |
| | 57 - SPLIT SEWER BILLING (52, 52) | 1 | 0 | 3 | 0.00 | 0 | | | | | | 0.00 |
| | 62 - DRIFTWOOD COVE 52 | 1 | 0 | 261.8748 | 3,584.27 | 0 | | | | | | 3,584.27 |
| | 63 - DRIFTWOOD COVE 49 | 1 | 0 | 211.3848 | 2,819.86 | 0 | | | | | | 2,819.86 |
| | 64 - PECONIC LANDING 301 | 1 | 1 | 621 | 15,832.60 | 0 | | | | | | 15,832.60 |
| | 65 - CLIFFSIDE CONDOS-SEWER | 1 | 1 | 12 | 3,682.00 | 0 | | | | | | 3,682.00 |
| Sewer Total | | 1087 | 770 | 5095.8924 | 81,159.34 | 0 | | | | | | 91,159.34 |
| Water | 5 - Water - Flat Charge | 24 | 0 | 0 | 623.45 | 0 | | | | | | 623.45 |
| | 22 - VILL 3/4" W/SEWER (14, 14) | 879 | 416 | 2908 | 18,935.39 | 0 | | | | | | 18,935.39 |
| | 24 - VILL 1" W/SEWER (15, 15) | 28 | 8 | 259 | 1,108.62 | 0 | | | | | | 1,108.62 |
| | 26 - VILL 1 1/2" W/SEWER (16, 16) | 13 | 8 | 335 | 1,446.60 | 0 | | | | | | 1,446.60 |
| | 28 - VILL 2" W/SEWER (17, 17) | 29 | 23 | 617 | 2,925.78 | 0 | | | | | | 2,925.78 |
| | 30 - VILL 3" W/SEWER (18, 18) | 1 | 1 | 0 | 36.90 | 0 | | | | | | 36.90 |
| | 32 - VILL 4" W/SEWER (19, 19) | 2 | 2 | 2 | 73.80 | 0 | | | | | | 73.80 |
| | 46 - VILLAGE 1 1/2" (42, 42) | 1 | 1 | 0 | 36.90 | 0 | | | | | | 36.90 |
| | 47 - VILLAGE 2" (43, 43) | 8 | 7 | 712 | 3,032.88 | 0 | | | | | | 3,032.88 |
| | 48 - VILLAGE 3/4" (44, 44) | 105 | 91 | 318 | 2,655.44 | 0 | | | | | | 2,655.44 |
| | 49 - VILLAGE SEWER ONLY (45, 45) | 4 | 0 | 6 | 0.00 | 0 | | | | | | 0.00 |
| | 52 - FIRE SPRINKLERS (49, 49) | 24 | 0 | 0 | 0.00 | 0 | | | | | | 0.00 |
| | 53 - OUTSIDE RES SEWER (50, 50) | 71 | 0 | 709.104 | 0.00 | 0 | | | | | | 0.00 |
| Water Total | | 1189 | 557 | 5866.104 | 30,876.76 | 0 | | | | | | 30,876.76 |
| electric-small commercial | 12 - Commercial (4, 4) | 373 | 0 | 803934 | 90,837.02 | 0 | | | 11,595.49 | 5,721.30 | | 108,153.81 |
| | 16 - Operating Municipal (8, 8) | 18 | 0 | 36921 | 4,174.29 | 0 | | | 533.00 | | | 4,707.29 |
| | 17 - Water Department (9, 9) | 3 | 0 | 0 | 37.29 | 0 | | | | | | 37.29 |
| | 18 - Sewer Department (10, 10) | 10 | 0 | 61354 | 6,689.18 | 0 | | | 885.70 | | | 7,574.88 |
| electric-small commercial Total | | 404 | 0 | 902209 | 101,737.78 | 0 | | | 13,014.19 | 5,721.30 | | 120,473.27 |
| Grand Total | | 4396 | 1327 | 2358332.2214 | 372,990.12 | 1090.95 | 12,818.66 | 1,050.38 | 33,453.26 | 6,109.79 | 3,515.60 | 429,937.81 |

**BANK ACCOUNT BALANCES
FOR THE MONTH OF FEBRUARY 2017**

| FUND | BANK ACCOUNT NAME | G/L ACCT# | TYPE | BALANCE |
|------------------------------------|----------------------------|-------------|-------------------|------------------------|
| A | General | A.0200.000 | Checking | 131,552.32 |
| A | Greenhill Cemetery | A.0201.100 | Savings | 33,304.28 |
| A | Clarks Beach Savings | A.0201.120 | Savings | 82,218.16 |
| A | Clarks Beach Reserve CD | A.0201.120 | Cert of Deposit | 677,486.33 |
| A | Money Market | A.0201.130 | Money Market | 572,369.83 |
| A | Fire Apparatus | A.0221.110 | Money Market | 265,805.61 |
| A | General Fund Capital | A.0230.200 | Cert of Deposit | 250,816.47 |
| A | Bulding Department Escrow | A.0235.101 | Checking | 14,542.60 |
| A | Parks and Recreation | A.0200.200 | Checking | 4,473.92 |
| TOTAL GENERAL FUND | | | | \$ 2,032,569.52 |
| CD | Small Cities Rehab. | CD.0200.000 | Savings | 152,497.36 |
| CD | NYS CDBG Funds | CD.0200.400 | Public Funds Acct | 226.21 |
| CD | Moran | CD.0201.000 | Savings | 5,726.89 |
| CD | Watkins | CD.0201.001 | Savings | 21,748.76 |
| TOTAL COMMUNITY DEVELOPMENT | | | | \$ 180,199.22 |
| E | Light Fund | E.0121.100 | Checking | 275,199.48 |
| E | Light Depreciation Savings | E.0116.100 | Savings | 2,507,327.79 |
| E | Light Ban | E.0118.000 | Checking | 305,013.49 |
| E | TTC Collections | E.0121.120 | Money Market | 223,214.21 |
| E | Consumer Deposit Savings | E.0191.100 | Savings | 127,625.10 |
| E | Consumer Deposit Checking | E.0244.200 | Checking | 2,165.82 |
| TOTAL LIGHT FUND | | | | \$ 3,440,545.89 |
| F | Water | F.0200.000 | Checking | 338,675.25 |
| F | Water Fund Capital | F.0200.400 | SAVINGS | 8,357.95 |
| F | Water Fund CD | F.0201.000 | Cert of Deposit | 201,269.30 |
| F | Water Fund Money Market | F.0201.130 | Money Market | 200,594.93 |
| TOTAL WATER FUND | | | | \$ 748,897.43 |

| | | | | |
|--------------------------------------|----------------------|-------------|-----------------|------------------------|
| G | Sewer | G.0200.000 | Checking | 377,752.92 |
| G | NYS DEC Consent | G.0201.000 | Savings | 31,217.46 |
| G | Sewer Fund I | G.0201.100 | Cert of Deposit | 360,635.55 |
| G | Sewer Fund III | G.0201.120 | Cert of Deposit | 716,670.41 |
| G | NYSEFC | G.0205.000 | Checking | 185,851.61 |
| G | Sewer Wastewater | G.0220.110 | Savings | 12,123.64 |
| G | NYSERDA | G.0525.000 | Checking | 111.01 |
| TOTAL SEWER FUND | | | | \$ 1,684,362.60 |
| H | Capital | H.0200.000 | Checking | 130,087.85 |
| H | Capital Reserve | H.0200.400 | SAVINGS | 49,422.01 |
| TOTAL CAPITAL FUND | | | | \$ 179,509.86 |
| TA | Trust & Agency | TA.0200.000 | Checking | 124,934.12 |
| TA | Retirement Savings | TA.0201.000 | Savings | 48,785.66 |
| TA | WWI Memorial Trust | TA.0201.001 | Savings | 728.54 |
| TA | T & A Special Escrow | TA.0201.002 | Savings | 6,580.91 |
| TA | Justice Court | TA.0201.004 | Savings | 4,776.81 |
| TA | Concert Fund | TA.0201.008 | Savings | 2,278.72 |
| TA | Global Common | TA.0201.009 | Savings | 271,042.90 |
| TA | Accounts Payable | TA.0202.000 | Checking | 240,325.38 |
| TOTAL TRUST & AGENCY FUND | | | | \$ 699,453.04 |
| | Wire Account | | | 1,051.08 |
| | Utility Clearing | | | 160,488.49 |
| | | | | \$ 161,539.57 |
| TOTAL VILLAGE WIDE | | | | \$ 9,127,077.13 |

FDS - 213 Center St & 278 2nd Street Monthly Revenue & Expenses - Feb 2017

| Account Description | REVENUE: 213 Center 213 Center | REVENUE: 278 2nd Street UNIT 1 - 8124 8327 | UNIT 3 | HOUSE | |
|---|---|--|--------------------|--------------------------------|--------------------|
| Rent | \$ 1,125.00 | \$ 1,300.00 | 1,125.00 | \$ 1,125.00 | |
| Late Fees/Credits | \$ 75.00 | \$ - | | \$ (30.00) | |
| TOTAL REVENUE | \$ 1,200.00 | \$ 1,300.00 | \$ 1,125.00 | \$ 1,095.00 | \$ - |
| | | | | | \$ 3,520.00 |
| EXPENSES: | EXPENSES: 213 Center 213 CENTER | EXPENSES: 278 2nd Street UNIT 1 - 8124 8327 | 8328 | HOUSE - 8590 RE/8361 SW | |
| Utilities | | | | | |
| Electric | \$ 90.09 | | | \$ 22.63 | |
| Water/Sewer | \$ 55.92 | | | \$ 55.92 | |
| Propane/Heating Oil | \$ 206.06 | | | \$ 365.21 | |
| Admin | | | | | |
| Salary (\$4.32 X 2 payperiods 140 hrs=\$604.80 divide by 25% and 75%) | \$ 151.20 | | | \$ 453.60 | \$ 604.80 |
| Payment Agreement to Village | | | | \$ 1,000.00 | |
| Total | \$ 503.27 | \$ - | \$ - | \$ - | \$ 1,897.36 |
| | | | | | \$ 1,897.36 |
| | MAINTENANCE: 213 Center 213 CENTER | MAINTENANCE: 278 2nd Street UNIT 1 | UNIT 2 | UNIT 3 | HOUSE |
| Maintenance Repairs/Other | | | | | |
| George Hand Construction | \$ 650.00 | | | | |
| VGHA Admin Fee Deficit | | | | | |
| Pine Oaks Landseaping | | | | | |
| | \$ 650.00 | \$ - | \$ - | \$ - | \$ - |
| Total Expenses | \$ 1,153.27 | | | | \$ - |
| MONTHLY FINANCIAL SUMMARY | 213 CENTER | 278 2nd STREET | | | |
| Interest Earned | | | | | |
| Total Revenue | \$ 1,200.00 | | | \$ 3,520.00 | |
| Total Expenses | \$ 1,153.27 | | | \$ 1,897.36 | |
| NET REVENUE | \$ 46.73 | | | \$ 1,622.64 | |
| EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES | \$ 46.73 | | | \$ 1,622.64 | |

| Financial Data Schedule - Monthly Revenue & Expenses - FEB 17 | | | | 82 | TOTAL UNITS | TOTAL HAP & PORT PAYMENT | \$ 68,422.00 | 178.00 | \$ | \$ |
|---|---|---------------------|---------------------|-------------|---------------------------------|----------------------------|--------------|-------------|-----------|----------|
| Account Description | | | | | | TOTAL HAP, PORT, UTILITIES | \$ 68,600.00 | | | |
| REVENUE: | | | | | | | | | | |
| 700 | PHA HUD Operating Grants | \$ 71,456.00 | | | | | | | | |
| 700a | Admin fee Revenues | \$ 6,874.00 | | | | | | | | |
| 711 | Interest Earned - HAP | | | | Fraud Recovery HAP (714.010) | | | | | |
| | Interest Earned - ADMIN | | | | Fraud Recovery | | | | | |
| 714 | Fraud recovery | | | | Adm HAP Offset | | | | | |
| 700 | TOTAL REVENUE | \$ 78,330.00 | | | Admin Fee Supplemental from CD | | | | | |
| EXPENSES: | | | | | | | | | | |
| Administrative | | | | | | | | | | |
| 912 | Auditing fees | | | | | | | | | |
| | Salaries - Asha (\$24.57) Robert Column E 2 | | | | Admin Salaries Total | | | | | |
| 911 | paper/ride | \$ 3,433.44 | \$ 223.08 | \$ 3,656.52 | | | | | | |
| 911a | Medical | \$ 2,974.22 | \$ 37.78 | \$ 2,112.00 | Medical Total | PORT IN | DATE | BILLED | ADMIN FEE | ABSORBED |
| 911b | Dental | | | | Dental Total | | | | | |
| 911c | Pension 15.0% T4-17.0% T5 | \$ 542.48 | \$ 29.09 | \$ 571.48 | Pension Total | | | | | |
| 914 | Payroll Taxes FICA | \$ 262.66 | \$ 17.01 | \$ 279.72 | FICA Total | TOTAL PORT IN | | \$ | \$ | |
| 915 | Employee Benefit Contribution TOTAL | \$ 2,616.70 | \$ 64.32 | \$ 6,619.72 | Benefits Total | PORT OUT | | | | |
| 914 | Compensated absences | | | | | | | | | |
| | Academy Printing | \$ 138.63 | | | | | 11/13/2015 | \$ 370.00 | \$ 67.09 | |
| | Quill Corp | \$ 59.07 | | | | | 7/1/2014 | \$ 1,021.00 | \$ 67.09 | |
| 917 | Nina JG Stewart, Esq | | | | | | | | | |
| | A Gallacher Reimb | | | | | | | | | |
| 918 | A Gallacher Mileage | \$ 48.00 | \$ 48.00 | | | | | | | |
| 916 | Office Expenses Total | \$ 198.65 | | | | TOTAL PORT OUT | | \$ 1,391.00 | \$ 134.18 | |
| 910 | Administrative Total | \$ 7,001.15 | \$ 7,169.72 | | Village of Greenport Total | | | | | |
| 903 | Other General Expenses (Office Rent) | \$ 550.00 | | | | | | | | |
| 909 | TOTAL OPERATING EXPENSES | \$ 7,551.15 | | | | TERMINATED | | | | |
| 970 | EXCESS OPERATING REVENUE OVER OPERATING EXPENSES | | \$ (677.15) | | | | | | | |
| 972.1 | PHA Library Allowance | \$ 178.00 | | | | DECREASED | | | | |
| 973.2 | HAP payments | \$ 67,031.00 | | | | ABSORBED | | | | |
| | PORT payments | \$ 1,291.00 | | | | | | | | |
| 973 | (HAP, PORT and UTILITY TOTAL) | \$ 68,600.00 | | | | | | | | |
| | HAP & UTIL, less Port payments | \$ 67,209.00 | | | | | | | | |
| 1117 | Total Admin Revenue | \$ 6,874.00 | | | | REINQUISHED | | | | |
| 1118 | Total Hap Revenue | \$ 71,456.00 | | | | | | | | |
| 1118-01 | Net HAP | \$ 2,856.00 | | | | | | | | |
| | Net ADMIN | \$ (677.15) | | | | | | | | |
| 900 | TOTAL EXPENSES | \$ 76,151.15 | \$ 76,151.15 | | TOTAL CASH DISBURSEMENTS | | | | | |
| 1000 | EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES | | \$ 2,178.85 | | | | | | | |

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 2 Trans Type: B2 - Amend Status: Batch
Trans No: 3650 Trans Date: 02/13/2017 User Ref: ROBERT
Requested: P. PALLAS Approved: Created by: ROBERT 02/13/2017
Description: TO FUND THE REPAIR OF ENGINE # 5 Account # Order: No
Print Parent Account: No

| Account No. | Account Description | Amount |
|----------------------|---------------------------|------------------|
| E.5990 | APPROPRIATED FUND BALANCE | 31,000.00 |
| E.0342 | MAJOR ENGINE REPAIRS | 31,000.00 |
| Total Amount: | | 62,000.00 |

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 3 Trans Type: B1 - Transfer Status: Batch
Trans No: 3651 Trans Date: 03/03/2017 User Ref: ROBERT
Requested: A. HUBBARD Approved: Created by: ROBERT 03/03/2017
Description: TRANSFER OF FUNDS TO FUND THE PURCHASE OF NEW MICROSCOPE, AND REPAIR OF VFD FOR BNR BASIN # 1 Account # Order: No
Print Parent Account: No

| Account No. | Account Description | Amount |
|-------------|-----------------------------------|-------------|
| G.8110.413 | TRANSPORTATION MAINT.. | -2,200.00 |
| G.8130.201 | EQUIPMENT / SECONDARY TREATMENT.. | 1,000.00 |
| G.8120.401 | EQUIPMENT REPAIR.. | 1,200.00 |
| | Total Amount: | <u>0.00</u> |

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 3 Trans Type: B2 - Amend Status: Batch
 Trans No: 3652 Trans Date: 03/08/2017 User Ref: ROBERT
 Requested: P. PALLAS Approved: Created by: ROBERT 03/08/2017
 Description: FUNDING OF OIL WATER SEPARATOR FOR LIGHT PLANT

Account # Order: No
 Print Parent Account: No

| Account No. | Account Description | Amount |
|----------------------|-------------------------------|------------------|
| E.0352.205 | TRANSM SUBSTATION EQUIPMENT.. | 47,650.00 |
| E.5990 | APPROPRIATED FUND BALANCE | 47,650.00 |
| Total Amount: | | 95,300.00 |

VILLAGE OF GREENPORT

Budget Adjustment Form

Year: 2017 Period: 3 Trans Type: B2 - Amend Status: Batch
Trans No: 3653 Trans Date: 03/08/2017 User Ref: ROBERT
Requested: P. PALLAS Approved: Created by: ROBERT 03/08/2017
Description: TO FUND THE CORRECTIVE ACTION WORK DONE BY A & F ELECTRICAL
TESTING INC. FOR THE LIGHT PLANT UPGRADE Account # Order: No
Print Parent Account: No

| Account No. | Account Description | Amount |
|----------------------|-------------------------------|-------------------|
| E.0352.205 | TRANSM SUBSTATION EQUIPMENT.. | 309,000.00 |
| E.5990 | APPROPRIATED FUND BALANCE | 309,000.00 |
| Total Amount: | | 618,000.00 |

VILLAGE OF GREENPORT

Budget Adjustment Form

| | | | | | | | |
|--------------|--|-------------|------------|-----------------------|------------------|---------|------------|
| Year: | 2017 | Period: | 3 | Trans Type: | B1 - Transfer | Status: | Batch |
| Trans No: | 3654 | Trans Date: | 03/09/2017 | User Ref: | ROBERT | | |
| Requested: | | Approved: | | Created by: | ROBERT | | 03/09/2017 |
| Description: | TRANSFER OF FUNDS TO FUND SEWER WATER RATE STUDY | | | | Account # Order: | No | |
| | | | | Print Parent Account: | No | | |

| Account No. | Account Description | Amount |
|----------------------|--|-------------|
| G.9010.800 | EMPLOYEES STATE RETIREMENT.EMPLOYEE BENEFITS | -5,488.00 |
| G.8110.404 | BILLING & ACCOUNTING.. | 5,488.00 |
| F.9010.800 | EMPLOYEES STATE RETIREMENT.EMPLOYEE BENEFITS | -2,000.00 |
| F.8310.413 | SPECIAL SERVICES.. | -3,488.00 |
| F.8310.407 | BILLING & ACCOUNTING.. | 5,488.00 |
| Total Amount: | | 0.00 |



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 7, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Debbie Boyle, *Assistant*
Department: Village Clerk Department

Village Clerk Work Session Report

VILLAGE of GREENPORT - BOARD of TRUSTEES WORK SESSION

to be presented at the meeting held on March 16, 2017
Report of Sylvia Lazzari Pirillo, Village Clerk

Contracts and Agreements

- The contract between the Village and Cashin Associates, for the engineering services agreement for the Beach Street sewer extension project, was fully executed on the 16th of February.
- The Worksite MOU between the Village and the Suffolk County Department of Labor was executed by the Village on March 1, 2017.
- The agreement between the Village and the Munistat, with respect to the Annual Information Statement, was fully executed on March 1st.

Election 2017

Please note that all dates as referenced below are per the NYCOM Calendar of Dates for Annual Village Elections:

- The date of the upcoming Village election is: March 21, 2017.
- There will be two open Trustee positions.
- Four candidates are running for two seats: Julia Robins, Mary L. Given, Mary Bess Phillips and Paul Kreiling.
- Each Trustee term is four years.
- The Third Street Firehouse will be the polling place.
- Voting hours will be from 6 a.m. through 9 p.m.
- The two Village voter registration days were: Thursday, March 9th and Saturday, March 11th.

Financial

- A statement was received in February from the Office of the State Comptroller, detailing that \$ 5,145 is due to the Village from the Southold Town Justice Court, for the month of January.

Grants

- The paperwork for the two grants proposed by the HPC Chair - via NYS Parks, Recreation and Historic Preservation - were completed, notarized, processed as required, and sent via FedEx to the requisite office on February 28th, for March 1st delivery.

Informational

- There was one bidder for the Manor Place bioretention basin and related improvements. The sole bid was opened on March 2nd, at a price of \$ 127,721 plus an additional \$ 8,500 for the complete installation of a bench and guide rail system.

Legal Notices

- The legal notice stating the open positions, candidates and their addresses was noticed in the March 2nd edition of the newspaper.
- The first legal notice for the tax sale was published in the February 23rd edition of the newspaper. The second legal notice for the tax sale was noticed in the March 2nd edition of the newspaper.
- The legal notice for the HPC public hearing on March 7th was published in the newspaper.
- The legal notice for Planning Board public hearing on March 2nd was published in the newspaper.
- The [new] liquor license application for Barbabianca was noticed in the newspaper.
- The legal notice regarding the public hearing to add four stop signs in the Village was published in the March 9th edition of the paper.
- The legal notice for the new 19 Front Street LLC liquor license was published in the March 16th edition of the paper.
- The legal notice for the class change Little Creek Oyster Farm & Market liquor license was published in the March 16th edition of the paper.
- The Annual Organizational Meeting notice was published in the March 16th edition of the newspaper.

Personnel

- The advertisement for the part-time Fire Marshal was placed in the February 23rd edition of the newspaper. Applications or resumes for the position were accepted until March 9th.
- The advertisement for the part-time, seasonal TCO was placed in the March 9th edition of the newspaper, with responses accepted until April 3rd.
- Gregory Morris passed the General Construction Principles portion of the New York State Department of State Code Enforcement Educational Program, effective February 16, 2017.

Requested Resolutions

RESOLUTION approving the Public Assembly Permit Application as submitted by Amie Sponza on behalf of Northeast Stage to use a portion of Mitchell Park for rehearsals and performances, from 6:00 p.m. through 10:00 p.m. on August 1, 2017 through August 5, 2017.

RESOLUTION approving the Public Assembly Permit Application as submitted by the Hellenic American Taxpayers and Civic Association of Southold Township ("HATCAST") to use a portion of Mitchell Park from 5:30 p.m. through 9:30 p.m. on September 2, 2017 for a Greek music and dance festival.

RESOLUTION accepting the letter of resignation dated March 2, 2017 of Daniel Prindle from the Village of Greenport Road Department, with the resignation effective March 9, 2017.

RESOLUTION rejecting the bid received from Full Cesspool LLC per the bid opening on February 16, 2017 for liquid sludge hauling services, and directing Clerk Pirillo to re-notice the bid for liquid sludge hauling services accordingly.

RESOLUTION accepting the report as received by the Village of Greenport on February 27, 2017 of the Greenport Fire Department member year-end points for calendar year 2016, for the Greenport Fire Department Length of Service Awards Program.

Attachments:



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 9, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Mary Bess Phillips, *Trustee*
From: Mary Bess Phillips, *Trustee*
Department: Mayor and Board of Trustees

Trustee Mary Bess Phillips

In a follow up to my January 19, 2017 work session report I would like to share the information and discussion I had with their Department Head of Parking, Kevin Bates at the Village of Port Jefferson.

Currently they have 600 parking spaces that generate revenue to the Village of Port Jefferson during their parking season, March to December with a gross total \$440,816.00 for 2015-2016 budget year. Their operating expenses roughly \$150,000.00 for a department with personnel of three and supplies for the parking meters. The original cost for the meters was somewhere in the amount of \$13,000.00 to \$15,000.00 apiece.

The following is the breakdown of their permitting for Port Jefferson residents.

1. Two year renewable residential permit for free parking in the metered lots
2. One year renewable tenant permit for free parking in the metered lots
3. One year renewable Merchants permit that allows free parking in the lots for Monday - Thursday only.
4. On the street parking is free, but has a time limit of thirty minutes only.

The following attachments describe their fees, regulations along with a recent Newsday article of some future plans.

Although we do not have the same number of parking space in our lots, I am requesting that we at least work up some numbers, discuss and discover whether this form of income is worth the outlay of funding to set up the program.

Attachments:

How to obtain permits (PDF)

SuffolkLONG ISLAND (PDF)

<http://portjeff.com/transportation/#jitney>

Metered Parking

Hours of enforcement 10 AM – 12 Midnight Monday through Sunday. Metered Parking will continue to be in force until December 7, 2015 and will be shut off through March 15, 2016.

For Assistance: Speak to a Code Enforcement Officer (631-774-0066) or call the Parking Help Desk (631-331-PARK)

\$.25 per half hour in designated Village Parking Lots.

Port Jefferson residents displaying a valid resident sticker park free in Village lots.

Parking violation tickets will be issued when necessary.

How the system operates in Village Parking Lots

- Fee for parking in Village Lots is \$.25 per half hour.
- Each parking space is identified by a number.
- Remember the number of your space.
- Locate a pay station in or near the parking lot.
- Pay stations accept payment in coins, parking tokens, credit cards, and smart cards.
- You may pay at any pay station.

Follow the easy directions on the face of the pay station. After paying, the pay station will issue a paper receipt. Keep your receipt. It shows when your time expires, the number of the space your car is in, and an id code you can use when paying for additional time to your current receipt at any pay station. You do not need to display the receipt in your car.

Show your receipt to businesses offering parking tokens. Many businesses offer parking tokens to those making a purchase.

Port Jeff Metered Parking Map

Free On-Street Parking

- On-street parking is free.
- Time limits are shown on roadway signs.
- Most time limits are one hour or less.
- Time limits are strictly enforced

Download Parking App



Smart Card Instructions

How the Smart Card system works

- Smart Cards can be purchased at Village Hall
- First purchase is minimum of \$25 for 50 hours of parking, includes cost of card
- Cards are RENEWABLE at a 20% discount; a \$10 refill would appear on the user's card as \$12 when inserted into the meter.

Directions to pay for a space using a Smart Card

Enter parking space number

Insert card with gold chip facing up

****Automatic half hour (25 cent) minimum****

Press fee buttons for additional time...

Press **BLUE** button for additional half hour (\$.25)

Press **YELLOW** button for additional two hours (\$1)

Press **GREEN** Button to complete transaction.

Remove receipt & card, keep them with you.

Directions to add time to an unexpired space

Press **GREEN** button

Enter the **ID number at the lower left** of your receipt. (ID: xxx-xxx-xx)

Enter space number seen under the date of your receipt (S: xxx)

Insert card with gold chip up

****Automatic half hour (25 cent) minimum****

Press fee buttons for additional time...

Press **BLUE** button for additional half hour (\$.25)

Press **YELLOW** button for additional two hours (\$1)

Press **GREEN** button to complete transaction.

Remove receipt & card, keep them with you.

For Assistance:

Speak to a Code Enforcement Officer (631-774-0066)

or call the Parking Help Desk (631-331-PARK)

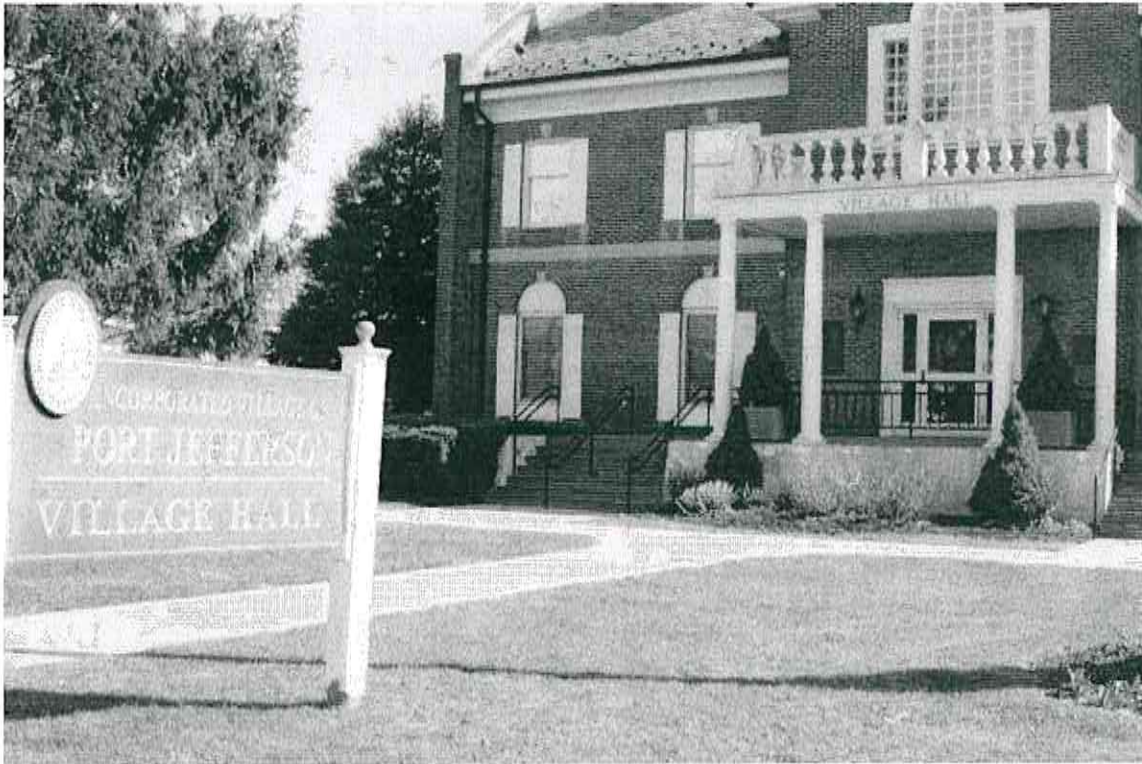
SuffolkLONG ISLAND

Port Jefferson receives \$750G in grants for rehab projects

Updated January 31, 2017 6:48 AM

By Carl MacGowan carl.macgowan@newsday.com

[Reprints](#) + -



The Port Jefferson Village Hall is shown in this undated photo. Photo Credit: Jasmin Frankel

ADVERTISEMENT | [ADVERTISE ON NEWSDAY](#)

The Village of Port Jefferson has received state and Suffolk County grants to rehabilitate a struggling neighborhood and rebuild parking lots near a Long Island Rail Road station.

The \$500,000 state grant will allow village officials to begin implementing a master plan for the Upper Port area, a commercial strip along Main Street that

has become pockmarked with empty storefronts, Mayor Margot J. Garant said in an interview.

ADVERTISEMENT | [ADVERTISE ON NEWSDAY](#)

She said the owner of a property at Main and Perry streets has agreed to rehabilitate existing structures there as part of the plan to revitalize Upper Port. The state grant will be used for infrastructure improvements as part of the plan, she said.

In addition, the village has received \$250,000 from the county's Jump Start program to rehabilitate parking lots and sidewalks near the train station, Garant said, adding that the project should improve safety for pedestrians using the station.



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 10, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Trustee Roberts March Work Session Report

Attachments:

MEMORANDUM

To: Mayor and Board of Trustees
From: Trustee Doug Roberts
Re: March 2017 Work Session

March 9, 2017

I am sorry I will not be with you in-person tonight, and just have a few items to submit for the board's consideration.

1. There has been a lot of active discussion about traffic and parking concerns. Ron Nelson has done yeoman's work to bring together a group of concerned parties to discuss the routing of ferry traffic on Wiggins and Lower 3rd Street. We have many people living in town- including those who might live a few blocks outside The Village- who are knowledgeable in matters of traffic and parking. I am proposing that The Board appoint a special commission of citizen volunteers who can advise the Village Board on these matters, with the goal of a comprehensive traffic and parking management plan to be developed before the 2018 summer season. If we have a comprehensive plan with buy-in from a consensus of Greenporters we can better equip our Planning and Zoning Boards- and in turn, applicants to those boards- to make good decisions on proposed projects.
2. Related to #1, I am attaching to this report the parking study commissioned by the Village Board in 2009. One thing that has not changed in the 8 years since this report was produced is that we are crowded around here in the summer- even more so now. The Village invested good money in this study and its conclusions have led to the decision by this Mayor and Board to encourage traffic to turn over in the commercial district via a proactive TCO effort. There are more good ideas in here and they should be on the table and in the public record.
3. Grants: I am attaching the RFP for the New York State Main Street Technical Assistance Grant Program. I would like to see us pursue something similar to the project funded by this grant in the Village of Oriskany Falls:

Village of Oriskany Falls: Downtown Technical Assistance Project

Oriskany Falls was awarded a \$16,625 NYMS-TA grant to use toward a \$17,500 downtown redevelopment study. The goals of the project were to provide downtown property owners with a better understanding of renovation needs and options, and to provide the Village government with tools to better manage the downtown's

built environment. The project included a downtown building inventory, façade renovation design guidelines, building reuse analyses for three properties, and façade proposals for other downtown properties.

The Village has Code in section 150-9-18 that allows for accessory apartment dwelling units over retail stores and businesses in the C-R district. This grant could be used to help our property owners in the C-R district better understand the economic opportunities available to them if they develop rental housing above their stores. This is the best way to increase the supply of reasonably priced rental housing for our young people who want to build their careers here with the least possible impact on existing residential zones.

Our downtown is wonderful and eclectic, fueled in part by the residents who live in apartments down there. This grant could help us create a path for 10-20 more apartments- possibly more- that will increase the supply and lower the price of rental housing for young Greenporters.

This grant application would be due with the Empire State Development Corp's Consolidated Funding Application this summer. Propose that increased resources in the building department be put toward this effort.

4. Other grant opportunities in the Consolidated Funding Application Process that I would like to see The Village pursue, all found in this 182-page document:
<https://www.ny.gov/sites/ny.gov/files/atoms/files/2016ResourcesAvailableGuideFINALV4.pdf>:
 - a. ESD Planning and Feasibility Studies (p. 17): Strategic development planning and site assessments to drive economic growth and jobs
 - b. Community Development Block Grants (p. 47): Infrastructure and housing renovation funds for homeowners who need assistance rehabilitating failing structures
 - c. NY Main Street Anchor Property and Neighborhood Stabilization p. 62-63
 - d. P. 118 Water Quality Improvement Program- Sewer expansion

New York Main Street (NYMS)

REQUEST FOR PROPOSALS TECHNICAL ASSISTANCE PROJECT FUNDING



**Homes and
Community Renewal**

OFFICE OF COMMUNITY RENEWAL

**ANDREW M. CUOMO, GOVERNOR
JAMES S. RUBIN, COMMISSIONER**

TABLE OF CONTENTS

| | |
|---|---|
| Funding Availability | 1 |
| Background | 1 |
| New York Main Street Technical Assistance Activity Description | 1 |
| Eligible Applicants | 2 |
| Eligible Activities | 2 |
| Ineligible Activities | 2 |
| Eligible Target Area | 2 |
| Evaluation and Selection Criteria | 3 |
| General Review Criteria | 3 |
| Past Performance and Timeliness | 3 |
| Rating, Ranking and Scoring..... | 3 |
| Pre-Application Requirements | 5 |
| Municipal Resolution | 5 |
| Application Process | 5 |
| Instructions for Submission | 5 |
| Award Criteria Details | 6 |
| Award Recommendations and HTFC Board Approval | 6 |
| Application Status and Notification | 6 |
| Program Grant Agreements | 7 |
| Equal Employment Opportunity/Minority and Women Owned Business and Affirmative Action Policy Statement | 7 |
| Proposal Costs | 7 |
| Questions | 7 |

Funding Availability

The Housing Trust Fund Corporation invites eligible applicants to apply for funding for New York Main Street Technical Assistance Projects. This Request for Proposals (RFP) describes the available funds, and the method used to accept and evaluate applications for funding.

HTFC expects to make up to \$200,000 in funds available to eligible applicants under this RFP. Eligible applicants are invited to submit applications for funding requests of up to \$20,000.

Background

The New York Main Street Program (NYMS) is administered by the Office of Community Renewal (OCR) under the direction of the Housing Trust Fund Corporation (HTFC). HTFC contracts with New York State Homes and Community Renewal (HCR) to administer the Corporation's activities and manage its affairs. NYMS provides funds to stimulate reinvestment in properties located within mixed-use commercial districts in New York State, consistent with Article 26 of the Private Housing Finance Law (PHFL).

The NYMS program provides grants to stimulate reinvestment in mixed-use (commercial, civic and residential) "main street" buildings or neighborhoods to:

- Stimulate the economic revitalization of mixed-use business centers in urban, small town, and rural areas by providing financial incentives for the rehabilitation of traditional commercial building stock;
- Foster small business development, thereby providing economic opportunities and promoting economic activity in traditional downtown or neighborhood business locations;
- Expand affordable housing opportunities in mixed-use districts, including accessible upper floor units and new homeownership opportunities;
- Increase the capacity of local government and community-based not-for-profit organizations to undertake community renewal programs at the local level and market the district to prospective businesses and residents;
- Facilitate an effective planning process that ensures that capital investments of public funds will enhance the aesthetics and economics of the commercial district through appropriate design that respects the historic architecture of the target area;
- Preserve significant or historic buildings and provide an environment that attracts new investment to enable the adaptive reuse of these buildings for new Main Street enterprises;
- Address issues of code enforcement, energy efficiency, Americans with Disabilities Act (ADA), and fair housing to bring vacant commercial space into code compliance, so that it can be utilized by new businesses.

New York Main Street Technical Assistance Activity Description

New York Main Street Technical Assistance (NYMS-TA) projects are intended to improve a community's readiness to administer a future NYMS building renovation program. Two essential elements in successful administration of a New York Main Street renovation program are a clear understanding of the needs of the project community, and interest from mixed-use property owners. NYMS-TA funds are available to encourage communities to evaluate neighborhoods building conditions, and housing opportunities to prepare for future NYMS projects. Part of this evaluation may include identifying priority

target areas, and developing a phased approach to downtown revitalization. The NYMS-TA project should address local limitations identified prior to application, and should specifically address the unique needs of a community and how acquiring future NYMS building renovation funds will address these needs.

Eligible Applicants

Eligible applicants for NYMS Program applications are Units of Local Government or organizations incorporated under the NYS Not-for-Profit Corporation Law that have been providing relevant service to the community for at least one year prior to application.

HTFC strongly encourages collaborative efforts between not-for-profit organizations and local governments to achieve the goals and objectives of this program.

Eligible Activities

Examples of eligible NYMS-TA activities include, but are not limited to the projects described below. Please contact the Office of Community Renewal at 518-474-2057 or HCR_CFA@nyshcr.org to discuss project eligibility prior to submitting and application.

Building Reuse or Feasibility Analysis

Study for the rehabilitation or adaptive re-use of downtown, mixed-use building(s) to provide property owners with the resources necessary to make informed decisions regarding the feasibility of rehabilitation projects. These studies may include: historic and architectural analysis; building condition assessment; building code analysis; structural engineering study, proposed uses for the building including opportunities for upper story apartments; plan drawings; green technology potential; cost estimates; and funding strategies, including historic tax credits; and pro-forma analysis.

Design Guidelines

The importance of preserving downtown architecture must not be overlooked in repairing and renovating buildings for new occupants and uses. Design Guidelines should be an educational tool for property owners and provide technical assistance and practical recommendations for repairing and renovating downtown, potentially historic, building facades and storefronts. Proposals to produce Design Guidelines must provide clear community support, and a plan for formal adoption and implementation once produced.

Ineligible Activities

General administrative expenses, organizational operating expenses, general planning activities, construction activities or capital projects of any kind are not eligible for NYMS-TA funds.

NYMS-TA proposals should be for future capital projects. OCR and HTFC will not fund a NYMS-TA proposal related to an open NYMS contract or NYMS program renovation application under review.

Please contact the Office of Community Renewal prior to submitting an application to discuss project eligibility.

Eligible Target Area

A NYMS-TA project must be located within an eligible target area. Applicants must clearly identify how the target area meets each of the three components of the statutory definition of an eligible target area.

Applications that do not address each of the three statutory criteria, or do not provide clear source documentation will be deemed ineligible. Please note, based on the statutory criteria there are areas within NYS that are not eligible; therefore vague or unclear responses will not be interpreted to present an eligible target area.

Article XXVI of the Private Housing Finance Law indicates that an eligible target area shall mean an area:

- (i) that has experienced sustained physical deterioration, decay, neglect, or disinvestment;
- (ii) has a number of substandard buildings or vacant residential or commercial units;

and (iii) in which more than fifty percent of the residents are persons whose incomes do not exceed ninety percent of the area median income for the county or metropolitan statistical area (MSA) in which the project is located, or which is designated by a state or federal agency to be eligible for a community or economic development program.

Applicants are encouraged to identify well-defined Main Street areas to maximize the impact that the funds will have on the community.

Applicants are required to include a Target Area Map to identify the location of the proposed target area.

Evaluation and Selection Criteria

General Review Criteria

Proposals will be examined for completeness and eligibility. Incomplete proposals and those that do not meet eligibility requirements will be rejected as ineligible.

HTFC will take into consideration the following community development goals in the review of NYMS-TA applications: preservation of affordable housing; community and neighborhood revitalization; expansion of economic opportunities; and collaboration with other local, state or federal agencies and the local development community.

Past Performance and Timeliness

Applications submitted by current awardees with open, on-going contracts may be negatively impacted if substantial expenditures or funding commitments have not been achieved. An applicant's past and current performance in other state programs and contracts will be considered in rating and ranking its application. HTFC reserves the right to not issue an award to any applicant if it has been determined that the applicant is not in compliance with existing state contracts and has not taken satisfactory steps to remedy such non-compliance.

Rating, Ranking and Scoring

Each application is reviewed and rated on criteria derived from statutory, regulatory and policy considerations. Each NYMS application that is determined to be complete and eligible will be reviewed and rated based on the following:

Demonstration of Need

Measures the severity of need for the proposed project based on the proposal's analysis of existing commercial and residential conditions in the targeted area, and the demonstration of need for financial assistance and public funding. The needs described should correspond to the proposed activities and the extent to which the activity resolves or addresses the identified needs.

Impact

Measures the extent to which the project will have a positive public benefit and sustainable positive impact on housing and economic development in the neighborhood and larger community. Specifically, this rating is based on the likelihood that Technical Assistance investment will preserve and improve housing units or increase the availability of affordable housing; improve the aesthetics of the commercial corridor; and spur investment of private resources to sustain commercial assets.

Priority is given to proposals for NYMS-TA projects that have a broader application in assisting other communities, or can be readily adapted for use by other communities, e.g., template guidelines or technical primers, as such projects maximize the NYMS-TA investment.

Local Support

Evaluates local support for the proposed project and demonstrated linkages between the proposed project and local planning and development efforts.

Leveraging

Measures the extent to which the program resources will result in additional investments committed to the project. Applicants are encouraged to present leveraged funds beyond the required 5% matching funds, particularly private funds.

Work Plan

Evaluates the project scope and work plan developed for the proposed project. Applicants must fully address the following work plan components:

- **Procurement:** Explain the applicant organization's procurement policies/procedures, and the procurement process to be used for the proposed project. The applicant must clearly explain how this process conforms with the applicant organization's procurement policies and how a reasonable project cost will be established. The NYMS-TA grant agreement will require a minimum of two bids for professional services.
- **Budget:** Outline the process for developing the project budget and establishing the program request amount. Include details related to the required matching funds or additional leverage.
- **Deliverables:** Outline the anticipated, immediate and long term outcomes for the proposed project, and the specific deliverables to be produced. Applicants must clearly demonstrate how the project will directly improve an organization and/or community's capacity or readiness to administer a future NYMS building renovation program. Applicants should specifically address how the identified deliverables will result in increased readiness for property owners to participate in a future NYMS building renovation program.
- **Implementation Plan:** Outline a specific action plan for implementing the deliverables produced with the program funds. For example, an applicant should present a plan for pursuing formal municipal adoption of architectural design guidelines produced, or present a timeline for applying for NYMS building renovation funds to complete an adaptive reuse project.

Capacity & Readiness

Measures the extent to which the applicant has organized the proposed project and has assembled sufficient resources to complete the project, and achieve the goals and objectives of the program in a manner that is timely, effective and on-budget. Applicants should demonstrate

experience in community development, housing rehabilitation or commercial revitalization in mixed-use districts, show a record of achievement within the proposed project area, and present a strong understanding of program rules. Proposals should document local approvals in place and adequate organizational structures and procedures to implement the proposed project without delay.

Pre-Application Requirements

Municipal Resolution

Each municipality in which the proposed program or project will function must approve a formal resolution supporting an application for the proposed NYMS-TA project. The resolution must be provided as an attachment to the application. The resolution must be on official stationery and should hold the official seal. Applicants within New York City must obtain the resolution from the Community Board with jurisdiction over the project target area.

- Draft or proposed resolutions are not acceptable, the resolution must be passed prior to the application submission.
- Support letters do not meet this requirement.
- The resolution must be for the current funding year and the specific NYMS-TA project application.
- If the municipality or Community Board provides only a summary letter without the full text of the resolution, the applicant must also provide a copy of the meeting minutes to document the vote and formal board resolution.

Applications without a Municipal Resolution, as described above, will be deemed ineligible.

Application Process

Beginning April 6, 2016, NYMS-TA applications will be available through an open round process in the Consolidated Funding Application (CFA) portal. An applicant must complete the full application in the CFA portal within 90 days of beginning an application.

The Open Round process for NYMS-TA applications does not share the annual CFA round deadline. Open Round applications may be submitted throughout the year. The application will remain open until all available funding has been allocated. A CFA request for this program cannot include requests for other CFA funding sources within the same application.

Instructions for Submission

1. Register an application on the Consolidated Funding Application (CFA) Portal: <https://apps.cio.ny.gov/apps/cfa/>.
2. Once registered, applicants will be assigned an Application Number and a Token. This token will be used to log in to the CFA portal while completing the application.
3. Follow Instructions from the CFA@ny.gov email prompt to proceed into the CFA portal.
4. Use either the Program List or Program Wizard to select NYMS – Technical Assistance to begin the application.
5. Complete all required questions and upload required attachments.
6. Once the application is submitted, OCR will review the application.

Award Criteria Details

- HTFC reserves the right to award all, a portion of, or none of the program funds based upon funding availability, competitiveness of applications received, feasibility of achieving project goals and objectives and completing proposed activities. HTFC also reserves the right to change or disallow aspects of the applications and may make such changes conditions of its commitment to provide funding to a project or program. OCR reserves the right recommend funding in an amount less than requested.
- Award of a NYMS-TA proposal does not guarantee future NYMS renovation project funding.
- The OCR reserves the right not to issue an award or contract to any applicant if it has been determined that the applicant is not in compliance with existing state contracts and has not taken satisfactory steps to remedy such non-compliance.
- Documents and materials produced using NYMS-TA funds must identify New York Homes and Community Renewal (HCR) and the New York State Housing Trust Fund Corporation (HTFC) as the funding source. Copies of the materials produced must be submitted to the Office of Community Renewal upon project completion to request full reimbursement and complete the contract.
- Materials produced are property of HTFC, and HTFC reserves the right to modify and distribute such materials.
- Activities funded by the New York Main Street Program are subject to review under the State Environmental Quality Review Act and for compliance with the NYS Office of Parks, Recreation and Historic Preservation. Projects that commence prior to contract execution and environmental review will not be eligible for reimbursement.
- NYMS operates as a reimbursement program, and NYMS funds will be disbursed only upon project completion. NYMS-TA projects require matching funds. NYMS-TA funds may reimburse up to 95% of the project cost, not to exceed \$20,000. The remaining 5% must be provided as a cash match.

Award Recommendations and HTFC Board Approval

Recommendations for awards are made based on available funding, proposal quality and project feasibility based on the review and rating of the complete and eligible applications. The evaluation and selection criteria are detailed in RFP. Recommendations are advanced to the HTFC Board for consideration and the NYMS-TA awards must be approved by the HTFC Board prior to the execution of a grant agreement.

Application Status and Notification

Applicants for NYMS-TA funding will be notified within approximately 60 calendar days of the application submission. Upon action by the HTFC, applicants will receive notification of the status of the proposal as follows:

- Ineligible Project: Applications for projects that are ineligible for funding under this program and funding source;
- Incomplete Letter: Application presents potentially eligible project, but provides insufficient information. Applicant will be provided an opportunity to submit additional documentation;
- Non-Award Letter: Application presents an incomplete, non-competitive, not viable project and will not receive an award of NYMS-TA funds;
- Award Letter: Application presents a complete, eligible, competitive and feasible project. The project has been recommended to and approved by the HTFC Board of Directors for funding.

Program Grant Agreements

Applicants selected for funding may be asked to revise parts of their proposal prior to issuance of a program grant agreement. After any required revisions are submitted and approved, an agreement will be issued. Recipients of NYMS-TA funding enter into a one-year (12 month) grant agreement in which all funds must be expended and all proposed accomplishments met.

An applicant should not submit an application if the project will not begin within a reasonable time period after receiving an executed grant agreement, or will not be able to complete the project within the one-year term. Funds remaining at the end of the one-year period are subject to de-obligation and reallocation.

Equal Employment Opportunity/Minority and Women Owned Business and Affirmative Action Policy Statement

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of that Article. Also, all contractors and awardees are required to make affirmative efforts to ensure that New York State Certified Minority and Women-Owned Business Enterprises are afforded opportunities for meaningful participation in projects funded by HTFC pursuant to Section 313 of the Article.

Affirmative Action Policy Statement: It is the policy of the HTFC to provide equal opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation.

Proposal Costs

HTFC will not be held liable for any cost incurred by the applicant for work performed in the preparation, production, or submission of a proposal. All proposal materials and information submitted as part of the application becomes the sole property of HTFC. No materials, curricula, media or other content will be returned to the applicant.

Questions

Any questions regarding this RFP or the application process should be directed to:
Crystal Loffler, NYMS Program Director
Office of Community Renewal
Hampton Plaza
38-40 State Street, 4th floor
Albany, NY 12207-2804
(518) 474-2057
HCR_CFA@nyshcr.org

BID Meeting 2/23/17

New BID Administrative Assistant Estephany Molina in attendance

Approve minutes

Rich Vandenburg distributed treasurer's report

Bank balance

Checks written

Amended the bill for the balance of winter storage of plants for planters \$393.90

Discuss John Kramer's ideas on calendar and promotion of businesses outside the district

Discussion of whether the BID should use BID funds to promote businesses and events that are not in the business district

BID would be subsidizing

Rich - should BID offer to pay expense of promotion

Or would they need to opt in to BID (Would be a reversal of an opt out decision)

What events are important to promote

Events that benefit the community and not a specific business

There should be a better definition of which events should be promoted on the calendar

Rich wants monthly metrics from Katherine

Committee Reports

SOBO - Sidewalk Beautification

Working on bid specifications for growers to provide plantings for planters

As per Mayor Hubbard's request, I mention that Greenport School may be eliminating wood shop

The BID should decide if they want additional planters

Rich suggested the possibility of working with BOCES in the future

The BID should decide if they want additional planters

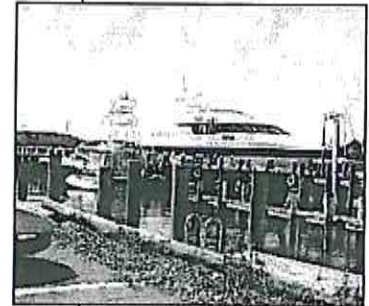
GATE Committee

Meeting with Rich Vandenburg David Abatelli Paul Pallas and Darryl Baumer and myself

Plan for replacing all cans in the downtown area and redistributing the Rubbermaid cans in the outlying areas and parks

VILLAGE OF GREENPORT PARKING MANAGEMENT WORKSHOP (FINAL)

SUFFOLK COUNTY, NEW YORK



PREPARED FOR:

New York Metropolitan Transportation Council (NYMTC)

199 Water Street, 22nd Floor

New York, NY 10038-3534

PREPARED BY:

Michael R. Kodama Planning Consultants



December 10, 2009

ACKNOWLEDGEMENTS:

Larry McAuliffe, New York Metropolitan Transportation Council

VILLAGE OF GREENPORT:

Mayor David Nyce
Trustee Chris Kempner
Trustee Mary Bess Phillips
Trustee Michael Osinski
Trustee George Hubbard, Jr.
Village Administrator David Abatelli
Bill Claudio, Jr., Claudio's

AUTHOR:

Michael R. Kodama, Michael R. Kodama Planning Consultants

GRAPHICS:

Karen Kanagi, Michael R. Kodama Planning Consultants

• • •

THE NEW YORK METROPOLITAN TRANSPORTATION COUNCIL (NYMTC)
PROVIDES A COLLABORATIVE PLANNING FORUM TO ADDRESS TRANSPORTATION-RELATED
ISSUES FROM A REGIONAL PERSPECTIVE AND PLANS AND MAKES DECISIONS
ON THE USE OF FEDERAL TRANSPORTATION FUNDS.

THE NYMTC REGION INCLUDES NEW YORK CITY, LONG ISLAND AND THE
LOWER HUDSON VALLEY. IT ENCOMPASSES AN AREA OF 2,440 SQUARE MILES AND A
POPULATION OF 12.6 MILLION, APPROXIMATELY 65% OF NEW YORK STATE'S POPULATION.

2010
10
100
1000
10000

TABLE OF CONTENTS

Parking Management Summary Page 1

Parking Management Overview Page 3

NYMTC Parking Management Workshop Page 6

Village of Greenport Overview Page 8

References Page 24

Resources Page 25

Additional Resources Page 27

Appendices Page 29

NEW YORK METROPOLITAN TRANSPORTATION COUNCIL VILLAGE OF GREENPORT, NEW YORK PARKING MANAGEMENT WORKSHOP

Parking Management Summary

NYMTTC is sponsoring a series of parking management workshops. The workshops are a collaborative process based upon a community driven approach that involves the development of a parking management program. Parking management are techniques and tools that impact demand, location, time, cost, and supply of parking. Parking management strategies result in a better use of parking and transportation resources. Implementation of parking management strategies at a local level can enhance economic vitality, provide project mitigation and improve traffic circulation. At the regional level, the utilization of parking management strategies collectively improves regional transportation, air quality, and urban design. The following summarizes results of a parking management workshop held in the Village of Greenport, New York on August 27, 2009.

During the field observation (August 27th), we did not see any parking enforcement. In order for current parking rules and regulations to be effective, the Village needs enforcement. The Village of Greenport needs to enforce existing parking rules (time limits) and move employees out of customer areas and into off-street long term parking areas during the peak tourist season. This may also require additional employee parking resources.

At this time, the Village of Greenport does not charge for on-street or off-street parking spaces. Only if the Village implements appropriate demand, location and time strategies during peak tourist season, and still has a parking shortage, then it should consider pricing and supply strategies to solve parking problems. However, note that Claudio's has the largest private parking lot in the downtown area and charges \$10 per parking space (Claudio patrons are validated). Claudio's parking is at the waterfront.

As part of the field observation, key stakeholders talked about customer and employee parking. They also talked about spillover into surrounding residential neighborhoods and the need to preserve marina



and related industries and activities. Based upon these observations and input from the Village, MK developed the following guiding principles:

- Identify and prioritize parker.
- Increase economic vitality and enhance retail opportunities.
- Reduce traffic impact of economic opportunities.
- Preserve marina and related industries and activities.

Development of a parking management system requires prioritization of prime parking spaces for specific uses. The priority one parker includes customers during the peak tourist season. They should be given priority for on-street parking spaces in the prime downtown area.

It is important to note that this parking management workshop is based upon background documents, a planning meeting and field observations. The Village of Greenport may want to start more in-depth analysis of issues that may include specific recommendations for the community, a parking inventory and occupancy study, as well as further analysis of parking strategies, requirements, demand, design, finance, operations, traffic, economic development, traffic calming, and walkability issues.

Potential improvements in the surrounding area may include reducing curb cuts, completing the sidewalk network, removing barriers for sidewalks and pedestrians while reinforcing safe crossing of streets and at intersections. It can also include incorporating appropriate signal timing for pedestrians, pedestrian countdown signals, pedestrian lighting and curb extensions at key locations in the corridor. Many of these strategies can be discussed further as part of a walkability workshop sponsored by the New York Metropolitan Transportation Council.

Parking Management Overview

Parking management strategies can be used to improve mobility, access and efficiency of a transportation system. Implementation of parking management strategies at a local level can enhance economic vitality, provide project mitigation and improve traffic circulation. At the regional level, the utilization of parking management strategies collectively improves regional transportation, air quality, and urban design.

The first step is to establish a set of guiding principles. These guiding principles become the base to create a comprehensive parking management framework that can be used to establish policies for a more effective, efficient and comprehensive parking management program.

The second step is to create an understanding of how to prioritize parking resources. It involves the identification of priority parking users or target markets, segmenting the population into priority target markets such as retail customers, residents or employees.



To be able to determine the correct mix of parking management tools, it is important to have the necessary parking inventory and occupancy data to create a better understanding of the local conditions.

Based upon these results, the next step is to select appropriate demand, location, time, price and supply strategies to study parking needs and then to help develop recommendations. Strategies can be implemented sequentially, building upon demand, then location, then time and finally price and supply strategies.

DEMAND

Until on-street parking demand approaches capacity (85% to 90% full), most people are not willing to reduce demand. Once on-street utilization reaches 85% to 90%, people are more willing to reduce the demand of parking spaces by combining parking strategies with transportation alternatives strategies (such as programs to encourage employees to use alternative modes).

LOCATION

Assuming the area continues to grow, parking occupancy will again rise. Then, the project team would recommend use of location strategies (shared use) to spread out the peak parking demand over a greater area, thus reducing parking demand in the prime parking areas. Location strategies involve shared use of parking resources, allowing various users at different peaks to share parking resources.

TIME

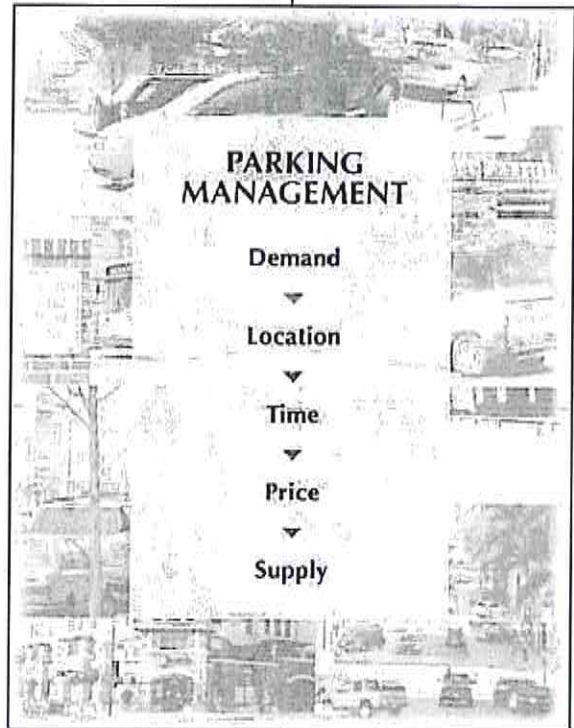
As demand increases further, time strategies will need to be considered. This may include time limits or combination zones (loading areas that are also used by customers later in the day) and other parking restrictions to alleviate parking demand and protect residential parking areas.

PRICE

As demand for free parking spaces increase and time limits are used to turnover priority parking areas, it becomes reasonable to implement on-street paid parking programs. As the on-street paid parking spaces become full, then it is appropriate to expand paid parking into off-street facilities. These parking revenues can also be used to enhance other options, paying for transit passes, sidewalk improvements, bicycle infrastructure or additional enforcement and security.

SUPPLY

Once the area has an established on-street and off-street price for



parking, it becomes much easier to use this revenue to build additional parking facilities. Supply based strategies better use the supply of parking spaces. This can include parking requirements, shared use, preferential parking (incentives for carpooling, ADA friendly), time restrictions, and transit friendly parking design.

Parking Management Barriers

Many communities tend to oversupply parking, using parking requirements to prevent spillover while not understanding that this may also result in more cars, lower land values, reduction in site density, and less transit use (Kodama, Willson and Francis, 1996).

Too much parking supply results in a reduction in market price, often resulting in free and underutilized parking spaces. However, this parking is not free. Many people are not aware of the impact of parking cost, convenience and availability. They may perceive that there is a lack of parking when it may be there is a lack of free and convenient parking right in front of the destination. In many cases, people are unwilling to walk a short distance or pay a nominal fee for a parking space.

This attitude and perception about parking spaces is a barrier to effective parking management. Combined with a lack of understanding of parking pricing (economics), land use policies, work site characteristics, and transportation alternatives, these perceptions and attitudes greatly impact how people view parking and accessibility to a site.



PARKING ATTITUDE.

NYMTC Parking Management Workshop

To overcome these obstacles, NYMTC is sponsoring a series of parking management workshops. The workshops are a collaborative process based upon a community driven approach that involves the development of win-win projects, customized programs, maximization of economic incentives, creative employee parking programs and use of viable commute options. In all cases, a key element in a parking management plan is to identify who should be using the best parking spaces (such as customers, residents, owners, or employees)—identification of the primary target audience and user of the best parking spaces. The NYMTC parking program recommends a comprehensive on-street and off-street parking program that uses appropriate strategies to better use parking resources.

THE DEVELOPMENT OF A PARKING MANAGEMENT PLAN REQUIRES AN IN-DEPTH ANALYSIS OF FEASIBILITY ISSUES AND SHOULD CONSIDER:

- Economic and financial feasibility.
- Land use, site characteristics and neighborhood.
- Location features and compatibility with surrounding uses.
- Parking (demand, supply, turnover, requirements, perceptions, attitudes).
- Market and regional issues.

This parking management workshop is a volunteer effort involving key stakeholders in the community. Preparation for the workshop included a site visit and collection of background information and documents. The following is an overview of the Village of Greenport parking management workshop.

Village of Greenport Overview

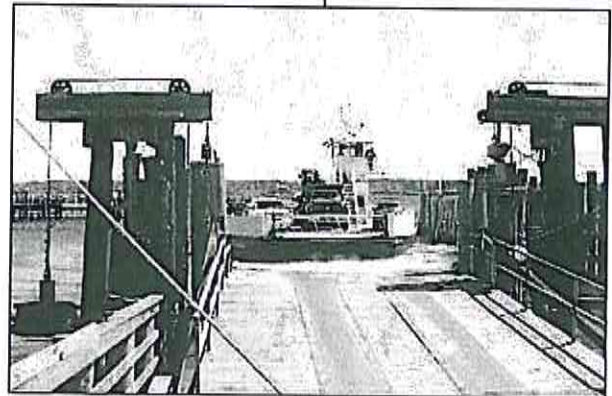
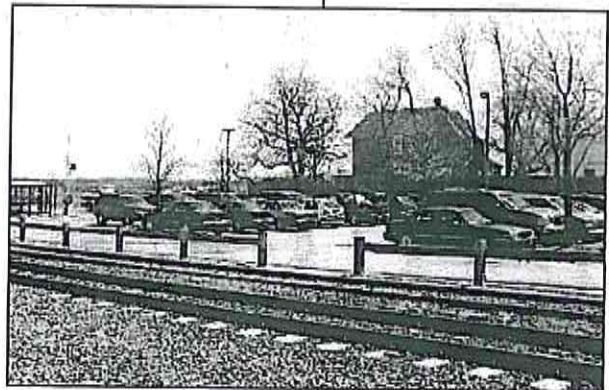
The parking management workshop was held on Thursday, August 27, 2009 in the Village of Greenport. Sponsored by the Village of Greenport, Suffolk County and the New York Metropolitan Transportation Council (NYMTC), the event helped organize, analyze, and generate recommendations to help design and better manage parking in Downtown Greenport.

The Village of Greenport is located on Long Island's North Fork in the Town of Southold and in Suffolk County. It has a total area of about 1.0 square miles and a population of 2,048 (US Census, 2000).

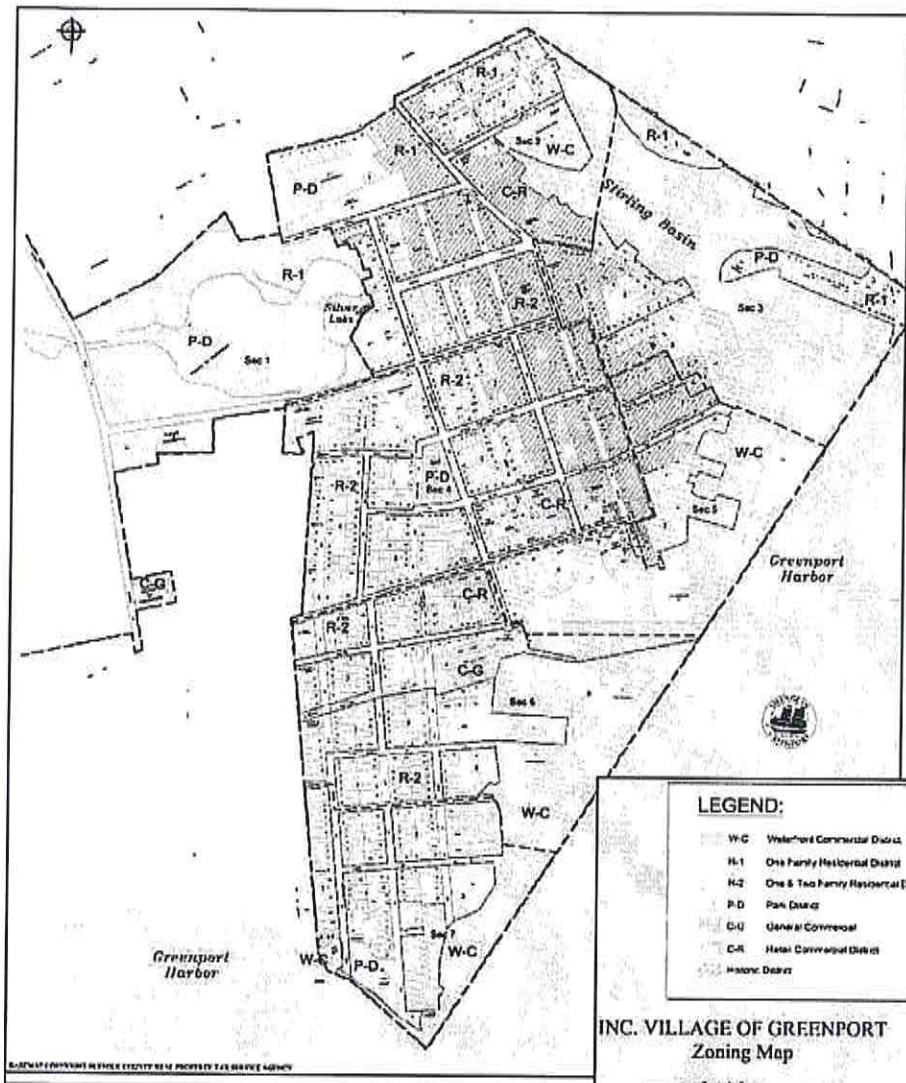
The Village of Greenport has a deep-water harbor with a strong fishing and tourism industry. Greenport is the terminus for the Long Island Railroad and has a ferry connecting to Shelter Island and to Sag Harbor (south fork). The Village has a 60-slip marina for transient crafts.

During the summer, the Village of Greenport has a strong tourism industry, with tourists visiting a downtown carousel, restaurants, a museum, vineyards and participating in many maritime activities. The Village of Greenport has a variety of shops and restaurants that support an attractive, vibrant, pedestrian-friendly business area. In addition to the Marina, the downtown's Mitchell Park is a 4 acre waterfront park with a carousel, harbor walk (pedestrian path), observation deck and direct access to the marina.

The downtown area has issues related to balancing visitor, employee and residential parking issues during the peak tourist season. Main Street and Front Street are the major roadways in downtown Greenport. Both Main Street and Front Street are narrow. This is a problem, especially when larger vehicles such as trucks and buses travel on Main Street and Front Street, resulting in broken mirrors and minor accidents between parked cars and large vehicles. Front Street is now less of a problem because curb parking was removed on one side of the street.



0010
0011
0012
0013



LEGEND:

- W-C Waterfront Commercial District
- H-1 One Family Residential District
- H-2 One & Two Family Residential District
- P-D Park District
- C-G General Commercial
- C-R Hotel Commercial District
- H-3 Historic District

**INC. VILLAGE OF GREENPORT
Zoning Map**

Scale in Feet
0 250 500 750 1,000

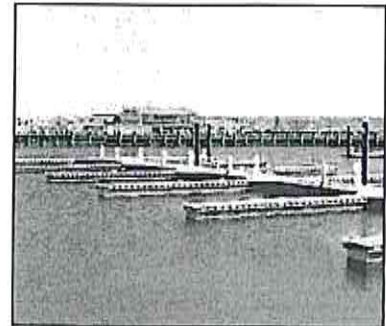
J.M. THURMAN P.A., L.L.C.
INCORPORATED IN THE STATE OF NEW YORK
 100 N. MAIN STREET, SUITE 200
 GREENPORT, NY 11942
 PHONE: 609.261.1111 FAX: 609.261.1112
 WWW.JMTHURMAN.COM

DATE: June 29, 2009

BOUNDARY OF GREENPORT VILLAGE EXTENDS BEYOND PROPERTY TAX SERVICE AGENCY

Scale
 0 250 500 750 1,000
 DATE: June 29, 2009

This enabled Greenport to increase the width of the travel lane. While there were some retail establishments on the south side of the street opposed to this change, much of the street included waterfront (marina and recreational activities), a post office and a hotel with its own private parking that were not really impacted by the project.



Parking

Downtown parking is provided on-street and in four parking lots behind the stores on Main Street.

TABLE: ON-STREET PARKING

| ON-STREET | PARKING SPACES |
|---|----------------|
| Front Street (Main & Third) | 35 |
| Main Street (Center Street and Harbor) | 72 |
| First Street (Front and South Street) | 20 |
| South Street (First and Third Street) | 19 |
| Third Street (Ferry Plaza and South Street) | 47 |
| South Street (First and Second Street) | 19 |
| Total (281 and 3 disable) | 284 |

TABLE: OFF-STREET PUBLIC PARKING

| VILLAGE OWNED PARKING LOTS | PARKING SPACES |
|---|----------------|
| Railroad, ferry and bus area North (54 plus 2 disable) South (42) Ferry Plaza (8 plus 2 disable) | 108 |
| Adam Street Lots (west of First Street; 73 plus 4 disable) | 77 |
| 4 parking lots west of IGA Supermarket (north of South Street; 82 plus 8 disable) | 90 |
| Adams Street (east of First Street; 103 plus 6 disable) | 109 |
| Total (372 and 22 disable) | 394 |

Generally, during the tourist season, the curbside parking will fill up first. During holidays, summer weekends and festivals, the parking lots will also fill up with cars. In many cases, visitors will start parking on

residential streets, filling up streets up to five blocks away from the core business district area.

During other times, the following describes the typical parking scenario.

TABLE: TYPICAL PARKING SCENARIO

| TIME OF YEAR | PARKING |
|-----------------------------------|---|
| Summer weekend | On-street parking in the core and public parking lots are full; some cars are spilling over into residential side street areas. |
| Summer weekdays | On-street parking in the core and the primary parking lots are full; most of the secondary parking lots are at least half full. |
| Spring, fall and holiday weekends | On-street parking in the core and the primary lots are also full; secondary parking lots are not full. |
| Spring, fall and winter weekdays | Some on-street parking is available; parking spaces available in parking lots. |

According to current utilization (2009), there appears to be sufficient public parking to generally meet demand in the area throughout most of the year. However, parking can be full on Main Street, Front Street and in parking lots during the peak tourist season.

Still, there are issues related to parking and how better parking management can improve the downtown area during the peak tourist season. Considering these issues, the Village of Greenport gathered a group of stakeholders to examine parking issues in the downtown area. The following summarizes results of this workshop.

Observation, Opportunities, Challenges and Issues

The purpose of this workshop is to start the process towards development of a parking management program. The parking management program includes developing potential solutions and examining the implementation process for recommendations. The first step towards developing this plan is to identify some of the needs and potential short term solutions. Every study area is unique with its own character, economic and quality of life issues and therefore, requires a unique set of tools that are customized to address their specific parking needs.

IMMEDIATE OBJECTIVES OF THIS WORKSHOP ARE TO:

- Identify priority parking users.
- Identify parking areas for customers, employees and residents.
- Create parking management program.
- Link parking and walkability concepts.

It is important to note that this parking management workshop is based upon background documents, a planning meeting and field observations. The Village of Greenport may want to start more in-depth analysis of issues that may include specific recommendations for the community and further analysis of parking strategies, requirements, demand, design, finance, operations, traffic, economic development, traffic calming, and walkability issues.

BEFORE CONDUCTING THE WORKSHOP, THE PROJECT TEAM HAD AN OPPORTUNITY TO REVIEW MATERIALS, DISCUSS PROJECT ISSUES AND CONDUCT AN OBSERVATION STUDY OF THE AREA. THE FOLLOWING SUMMARIZES CURRENT CONDITIONS:

- There is a need to develop a comprehensive on-street and off-street parking system to prioritize parking resources according to type of user. This includes reinforcing the necessity of creating on-street "customer first" parking that is designed to meet the parking needs of tourists and shoppers.
- Secondary off-street parking resources adjacent to Front Street and Main Street should be used for customers and then employees. Customers can "park once" in these parking lots and walk to destinations in the business core. Stakeholders indicate that some employees are parking in prime parking spaces in the core (because they arrive before customers and a



lack of time limit enforcement). During the field observation (August 27th), we did not see any parking enforcement. In order for current parking rules and regulations to be effective, the Village needs enforcement.

- Alternative modes and location strategies can be used to enhance the transportation experience of customers and move employees out of the prime parking areas. This includes examining how to increase walkability, reduce cruising for parking and improve the efficiency of the transportation system. It includes developing linkages between the Village of Greenport and other locations. This may include use of maritime options that can connect Greenport to other villages in Long Island.
- As demand, activity and economic opportunities increase, the Village of Greenport will need to establish parking policies and requirements to meet future demand and project needs. This may eventually necessitate the need for parking pricing, additional parking spaces or development of a parking structure. It is important to establish a timeline and process for the implementation of appropriate parking management strategies designed specifically to meet future parking demand in downtown Greenport.

VILLAGE OF GREENPORT—EXISTING CONDITIONS

The workshop included 21 participants (see list of participants in the appendix). The workshop participants were given a background on parking management and then discussed existing conditions in the study area. Stakeholders also walked around downtown, observing existing parking conditions. As part of the field observation, key stakeholders talked about customer and employee parking. They also talked about spillover into surrounding residential neighborhoods and the need to preserve marina and related industries and activities. Based upon these observations and input from the Village, MK developed the following guiding principles:

- Identify and prioritize parker.
- Increase economic vitality and enhance retail opportunities.
- Reduce traffic impact of economic opportunities.
- Preserve marina and related industries and activities.

The first guiding principle was to identify the priority parking users. This also includes identification of parking areas for secondary users. Generally, stakeholders want customers and tourists to use the best parking



PARKING ENFORCEMENT VEHICLE IN REDWOOD CITY, CALIFORNIA.

spaces and move employees into secondary parking areas.

The workshop participants were given information regarding the importance of linking parking with walkability concepts. This creates transportation options for secondary users and increases mobility and access in the project area.

MK DISCUSSED WITH PARTICIPANTS THE NEED TO SET GOALS SUCH AS:

- Develop a parking management framework.
- Create a comprehensive on-street and off-street parking system.
- Identify potential recommendations to better use parking resources in the project area.

Participants discussed the need for residents to share on-street parking with tourists (during the peak tourist season). There was general agreement that if possible, residents should use their own off-street parking spaces.



PRIORITY USERS

Development of a parking management system requires prioritization of prime parking spaces for specific uses. Priority target users in the study area include:

- Priority one parker: customers.
- Priority two parker: employees.
- Priority three parker: residents.
- Priority four parker: commuters.

Commuters include persons accessing ferry, commuter rail or bus transit service. They currently have their own facility.

WORKSHOP DISCUSSION

Participants in the workshop recognized the difficulty of implementing parking management strategies and debated many issues. There was an in-depth discussion about many potential strategies for the Village of Greenport.

Development of a parking management framework involves creating a systemic approach based upon analysis of parking and land use data. Workshop participants had an opportunity to examine potential parking management strategies.

Analysis of the current parking inventory and utilization data indicates that there is excess capacity available to meet current and near future needs. However, parking is full on Main Street and Front Street and can spillover into surrounding residential neighborhoods during the peak tourist season.

Participants discussed issues related to potential parking management strategies. Many of these suggestions are incorporated into the proposed recommendations listed in the next section.

Recommendations

Based upon a review of existing documents, field observation of the project area and discussions with key stakeholders, the following are recommended components of a parking management plan.

- Examine applicability of on-street and off-street parking supply, demand, location, time, price and supply issues.
- Develop a comprehensive on-street and off-street parking system.
- Create a comprehensive parking system that prioritizes primary parking spaces for short term use by customers—begin to use 85% parking utilization rule.
- Create “park once” environment. Walkability is a key element of a “park once” system.
- Develop system for shared parking. This may include parking trade programs, off-site parking options, and sharing excess parking with LIRR, ferry and bus transit commuters.

To develop a comprehensive parking management program in the study area will require a public/private partnership between government agencies, the local jurisdictions and private sector stakeholders with interests in the project area. The following table summarizes recommendations.

SHORT TERM

| PARKING MANAGEMENT PROGRAM | DEMAND | LOCATION | TIME | PRICE | SUPPLY |
|---|--------|----------|------|-------|--------|
| 1. Demand based parking strategies based upon 85% utilization | ✓ | | | | |
| 2. Create "park once" policy | | ✓ | | | |
| 3. Link parking and walkability | | ✓ | | | |
| 4. Wayfinding and signage | | ✓ | | | |
| 5. During the peak tourist season, move employees from on-street spaces on Main Street and Front street core; promote use of alternatives | | ✓ | | | |
| 6. Enforce parking rules and regulations | | ✓ | ✓ | | |

LONG TERM

| PARKING MANAGEMENT PROGRAM | DEMAND | LOCATION | TIME | PRICE | SUPPLY |
|---|--------|----------|------|-------|--------|
| 7. Demand based parking requirements | ✓ | ✓ | | | ✓ |
| 8. Protect residential parking from spillover | | ✓ | ✓ | | |
| 9. When applicable, examine feasibility of on-street parking pricing on Main Street and Front Street core | ✓ | | | | |
| 10. When applicable, examine feasibility of pricing off-street parking to build additional parking supply | | | ✓ | | |

These recommendations are described in more depth in the following section.

Short Term

DEMAND:

85% parking utilization trigger.

The parking program recommends establishing an 85% utilization rate as a "trigger" for the use of parking management strategies. The 85% Rule is a measure of parking utilization that acts as a benchmark. Within the parking industry, it is assumed that when an inventory of parking exceeds 85% occupancy in the peak hour, the supply becomes constrained and may not provide full and convenient access to its intended user. This is

particularly important for managing parking supplies that support tourist, customer and visitor trips.

When parking utilization reaches the 85% rate, the recommendation is to implement a series of parking management strategies to reduce parking demand. The first step will be to implement demand management strategies and then to use location and time management strategies. This can be used to reduce demand during the peak tourist season. Some strategies may be to encourage employees to use alternative modes (carpool, bike or walk), thereby increasing available customer parking and enhancing economic vitality in the Village. Use of these strategies by tourists can also reduce parking demand during the peak season.

In the long term, if the utilization rate is still at 85%, then it becomes appropriate to price parking to reduce demand. When all of these strategies have been utilized, examine opportunities to increase parking supply.

LOCATION:

Create “park once” program.

Creation of a “park once” program encourages customers to “park once” and visit many retail or entertainment locations. For example, suburban malls and outlet stores create a “park once” environment. Downtowns such as Boulder, Colorado or Pasadena, California have created “park once” programs creating a “sense of place” and walkable environment with retail, entertainment and restaurants. Transit alternatives, shuttles, and pedestrian enhancements increase connectivity, thereby reducing the impact of perceived and real distances between centers.



Greenport can create a “park once” program for its downtown that encourages retail customers to park once and then walk throughout downtown. Greenport has a downtown that pedestrian activity, creating an opportunity to expand walkability and support a “park once” environment.

LOCATION:**Link parking and walkability.**

A key issue to increasing the use of underutilized parking in the study area is to create walking paths and infrastructure to connect secondary parking with downtown destinations. This includes appropriate signage to make it easier to walk from parking facilities to destinations.

The Greenport Village downtown core has a variety of commercial spaces, shops and restaurants that can support an attractive, vibrant, pedestrian-friendly business area. Walkability includes extensive sidewalk networks, safe crossing locations and access to destinations (McAuliffe, 2008), creating a more sustainable and efficient transportation system, enhancing access to a regional activity center. Potential improvements in the surrounding area may include reducing curb cuts, completing the sidewalk network, removing barriers for sidewalks and pedestrians while reinforcing safe crossing of streets and at intersections. It can also include incorporating appropriate signal timing for pedestrians, pedestrian countdown signals, pedestrian lighting and curb extensions at key locations in the corridor. Many of these strategies can be discussed further as part of a walkability workshop sponsored by the New York Metropolitan Transportation Council.

**LOCATION:****Signage and wayfinding.**

The most effective programs use signage that helps people to find parking and then be able to easily find their destination. Signage for cars and pedestrians with an easy-to-read logo and theme are critical to an attractive and vibrant downtown.

Directional signage can guide tourists and visitors to parking areas in Greenport. This enhances the parking experience and improves circulation, mobility and access. These signage systems can be integrated into advanced parking information systems that can either provide reserved parking or real-time parking information. This can include location of parking facilities, and also offer information related to availability or even to purchase parking on-line before arriving in Greenport.

LOCATION:

Move employees out of Front Street and Main Street core area.

The stakeholders identified tourists and retail customers as the primary parker in the Main Street and Front Street core. However, field observations indicated that many employees are parking in on-street customer areas. For example, one employee parks her car on Front Street in the morning and leaves it there all day until the end of her shift. These employees are reducing available customer parking, resulting in a less vibrant downtown.



The Village of Greenport needs to enforce parking rules (time limits) and move these employees out of customer areas and into off-street long term parking areas during the peak tourist season. This requires enforcement and if necessary, additional employee parking resources. An effort to move employees into transit or alternative modes (especially carpools, bikes and walking during the peak tourist season) creates more parking for customers. If there are not enough long-term parking spaces to serve employees, then employees can use additional parking resources developed out of the core Main Street and Front Street area.



LOCATION, TIME AND PRICE:

Enforce parking rules and regulations.

Parking rules and regulations cannot work without appropriate enforcement. In Greenport, there is a need to work closely with the business community to review current parking rules and regulations, and then apply appropriate law enforcement personnel to enforce established parking rules and regulations. This is not a popular answer, but without enforcement, people ignore or forget about rules. This applies to time limits and other parking rules. In Greenport, this may be necessary to help remind employees to park in employee parking areas.

Long Term

DEMAND, LOCATION AND SUPPLY:

Demand based-parking requirements.

The development of parking requirements is based upon determining

the number of spaces, reducing spillover parking and linking parking to land uses. In many cases, parking requirements are based upon a standard that oversupplies parking with little consideration for the impact of too much parking. Unfortunately, local parking demand studies are seldom the basis for establishing parking requirements. Many cities survey nearby "comparable cities" or use national handbooks such as the Institute of Traffic Engineers, American Planning Association or the Urban Land Institute (Kodama, Willson and Francis, 1996).

The recommended approach is to develop demand based parking requirements that use local land use and parking conditions to develop parking requirements. Calibrating and understanding local conditions will require parking studies that include:

- Parking inventory of spaces in the transit oriented development district including on-street and off-street (public and private).
- Parking rates.
- Peak and off-peak occupancy counts (weekday and weekend).
- Turnover rates.
- Measure of actual peak parking demand to occupied building area (square footage and vacancy rates) to generate a demand ratio.

Many cities maintain minimum parking standards for specific land uses, which lead to parking codes that are cumbersome and counterproductive. For instance, the City of Milwaukie, Oregon had 59 separate parking minimums (Williams, 2009) for uses ranging from small retail, barber shop, restaurant, clinic, personal service, etc. The flaw in this approach is that the code treats each use separately as opposed to recognizing the mixed use nature of a development area. Over time, this type of parking regulation leads to more auto use, lower density, higher land consumption, lower land values, auto oriented site designs, and less use of alternative modes (Kodama, Willson and Francis, 1996). In 2008, Milwaukie collapsed its parking code to five use types: residential (ownership), residential (rental), commercial/retail, institutional and freestanding (single use) (Williams, 2009).

Another key element of demand based parking requirements is to link it to shared parking opportunities. Shared parking involves the use of the same parking space for multiple uses at different times. Shared parking is very effective and can significantly reduce the cost of constructing parking while improving the efficiency of the parking and transportation system. Shared parking reduces the amount of land devoted to parking and can be

used to build private and/or public facilities. The Village of Greenport already has public lots serving as shared parking resources for the downtown area.

This may be accomplished by creating a data base of parking resources that can show when and where excess parking supply is located. This type of system is currently under development in Ventura, California. A parking database may also be used to create a real-time parking information system that allows visitors and users to identify parking availability (or reserve parking spaces). A similar system is under development in Santa Monica, California, Glendale, California and San Jose, California.

Another option is to create a parking credit or trade program. This creates a formalized process for sharing parking between different uses. If the Village of Greenport elects to build and operate parking, then a parking credit program will be appropriate. If the Village wants to rely upon the private sector to build and operate parking, then it can use a parking trade program.

The City of Pasadena, California has developed a parking credit program (Rood, 2008). The zoning parking credit program is a contract between the City of Pasadena and Private Developers and/or Tenants to claim parking spaces for building permits and occupancy permits. It is not an "in-lieu" program because it required the development and assignment of parking to new development. The "Parking Credit Program" enables businesses to meet their off-street parking requirements.

- The city issues 1.5 parking credits per space in the public garages.
- Businesses buy credits to meet the city's parking requirements.

The parking credit program began in 1987, and by 2001 the city had allocated 2,350 credits. This allows businesses to satisfy the city's parking requirements without providing any additional on-site parking spaces. This system reduces parking usually attached to individual businesses.

The City of San Diego, California is developing a similar concept that will allow private sector parking operators to "trade" excess parking supply to new buildings (Wilbur Smith and Kodama, 2008). This will allow historic buildings with no parking as well as new developments to secure rights to parking spaces without having to build their own parking structure. It will also allow existing buildings with an oversupply of parking to use this parking for other uses.

LOCATION AND TIME:**Protect residential parking from spillover.**

As parking utilization increases, the Village of Greenport will need to monitor potential impacts to surrounding residential neighborhoods. Some communities (Newport Beach, California) have local resident parking pass programs for peak tourist seasons. Eventually, use of time limits for on-street parking may need to be expanded to surrounding residential areas (otherwise employees and tourists may park all day in these areas). When this occurs and parking in the residential community exceeds 85%, development of a residential parking permit program that exempts residents from time limits and allows them to park all day in residential areas may be appropriate.

These should only be utilized if parking is fully utilized and residents are not able to park in their own neighborhoods. These programs should be limited and are most effective to help residents in areas with limited off-street parking facilities or older non-conforming residential units. If residents have off-street parking garages, they should be required to use parking garages for parking cars before receiving any residential permits.

PRICE:**On-street and off-street parking pricing strategies.**

After implementing demand, location and time strategies, it is anticipated that parking utilization will decrease. Upon creation of additional economic vitality, this may create on-street shortages that may require the use of pricing strategies to reduce demand. Parking pricing strategies are the most effective tool to reduce parking demand.

At a future date, it may be necessary to establish on-street parking pricing in priority parking areas. This will result in some parkers moving out of these spaces into less desirable, less expensive or free parking spaces. Some communities (Ventura, California and Redwood City, California) are now creating on-street parking pricing programs without time limits. This creates more flexible parking options for customers while moving employees out of the area (who generally do not want to pay market rate for prime parking spaces).

On-street parking revenues can be used to support other parking management strategies. This can be used to fund transportation and parking improvements. For example, funds from on-street parking revenues

can be used to create financial incentives for employees to use alternative modes during peak tourist weekends or season.

It is recommended that after implementation of demand, location, and time strategies, the Village may consider parking pricing and the use of parking revenues for specific transportation and parking improvements in the project area. For example, parking revenues can be used to support other strategies to create a clean and safe business environment.

If the Village of Greenport initiates an on-street parking pricing program and parking is still full, then it becomes appropriate to also price off-street parking. Many communities charge for short term on-street parking and provide free short term off-street parking, while charging an all-day or monthly rate for long term employee parkers. This may become an appropriate strategy for the prime tourist season.

At this time, the Village of Greenport does not charge for on-street or off-street parking spaces. However, note that Claudio's has the largest private parking lot in the downtown area and charges \$10 per parking space (Claudio patrons are validated).

SUPPLY:

Additional parking supply.

Too often, the first step to solve a parking issue is to build more parking. This can result in too much parking, resulting in higher land consumption, lower land values, less use of alternative modes and no market price of parking. However, if parking demand, location, time and price are considered as strategies and first alternatives to building additional parking, it can result not only in better use of parking resources, but pay for future parking facilities. Before parking is fully utilized, there must be plans for future parking facilities. It may take many years to finance, design, plan and build parking facilities. It may also be possible to work with new development to address future parking needs in Greenport.

Once the area has an established on-street and off-street price for parking, it becomes much easier to use this revenue to build additional parking facilities. Public parking supply can be created on-street or off-street and funded much easier in areas with parking pricing. Supply can also be created through partnerships with public and private owners of land, which can accelerate parking development and lower overall costs of development. It is also much easier to build parking facilities through

shared use relationships that consolidate demand and supply.

If possible, early planning of parking facilities make it much easier to build parking at a time appropriate to meet demand while having revenues to pay for supply, and are a better use of land than surface parking lots. However, issues related to the cost, funding and financing of structured parking supply can be very complicated and will require an active role for the Village of Greenport.

Conclusion

Parking management strategies are appropriate tools to be used to enhance downtown Greenport. These strategies can help the Village of Greenport to meet its economic and quality of life goals while also supporting better use of transportation and parking resources for the region.

The recommended strategies build upon the implementation of solutions in sequential order, starting with demand, then progressing to location and time strategies before using pricing and supply strategies. The first recommendation is to enforce current parking rules and regulations (on-street time limits) to encourage turnover and better use of prime parking spaces. Secondly, the parking management program should be designed as a comprehensive system to meet parking issues during the peak parking demand (tourist season). The recommended strategies are designed based upon development of a baseline that uses an 85% parking utilization rate and preparation of specific strategies for peak demand days during the tourist season. Finally, an effective parking management program will require a cooperative effort of businesses and the Village.

The proposed program was developed as a result of dedicated effort from the project area stakeholders, the Village of Greenport, Suffolk County, and New York Metropolitan Transportation Council.

References

Kodama, Michael, Dr. Richard Willson and Willam Francis. June 1996. **Using Demand Based Parking Management Strategies to Meet Community Goals.** Mobile Source Air Pollution Reduction Review Committee, South Coach Air Quality Management District.

Kodama, Michael and Rick Williams. 2008. **Downtown Ventura Parking Management Plan.** City of San Buenaventura, CA.

McAuliffe, Larry. **Walkable Community Workshops.** 2008. Sustainable Long Island. New York Metropolitan Transportation Council. New York, NY.

Rood, Marsha. 2008. Interview.

Village of Greenport. 2009. Website.

Village of Greenport Business Improvement District. 2009. Website.

Wilbur Smith Associates and Michael Kodama. 2008. San Diego Parking Management Plan. Central City Development Corporation. San Diego, CA.

Williams, Rick, Michael Kodama, Dr. Richard Willson, Wilbur Smith Associates. January 2005. **Best Practices in Parking Management.** Community Redevelopment Agency of Los Angeles. Los Angeles, CA.

Williams, Rick. 2009. Interview.

Willson, Richard W. 2000. *Reading Between the Regulations: Parking Requirements, Planners' Perspectives and Transit.* **Journal of Public Transportation.** Center for Urban Transportation. Volume 3, Number 1.

Resources

DEVELOPMENT COST, MARKET PRICE, MARKET VALUE OF A PARKING SPACE

There is a development cost, market price, and a market value for parking. The development cost of parking can be very expensive, ranging from an estimated \$7,000 per space for a suburban surface lot to \$30,000 per space for a parking structure to \$50,000 per space to build underground parking (not including land cost and operations of a parking facility).

The market price of parking refers to the parking charge for an hourly, daily or monthly rate. In many areas, there is no market price for parking due to an overabundance of parking spaces or because the cost of parking is hidden (bundled) and offered as a free amenity.

However, even these parking spaces have a market value. Even if a parking space produces no income (free), it is often tied to an income producing use such as a residential, retail or office and can be assigned a portion of value based upon existing use. The following is an example of the value of a retail space.

| COST OF EMPLOYEE USING A 2-HOUR PARKING SPACE IN FRONT OF A RETAIL STORE | | | |
|--|---|--|---|
| Employees | Employee moves their car once every two hours during an eight hour shift, losing one hour of work each day at \$20 per hour | Owner loses \$20 of employee time per day (one hour) | \$6,000 per year |
| Customers | 10 sales per parking space and \$50 profit per sale | Parking space is worth \$500 per day in sales | \$150,000 per year |
| TOTAL | | \$520 per day in lost revenue | \$156,000 loss per year per parking space |

CITY OF SEATTLE, WASHINGTON

The City of Seattle has a comprehensive program to help business districts better manage parking resources (2008). The following is some of the information that is available:

- **Adjusting How Curb Space is Used**
- **Improving Short-Term Parking**
- **Providing Parking Wayfinding Signs**
- **Learning How Enforcement Works**
- **Parking Validation Programs & Community-Owned Facilities**
- **City of Seattle Parking Services**

The Seattle Department of Transportation (SDOT) has a **Parking in Seattle** website where all topics related to parking are presented.

Parking in Seattle portal website:

<http://www.seattle.gov/transportation/parking>

They also have several guides such as **Your Guide to Parking Management** and **The Parking Tool: How to Deal with Parking in Your Neighborhood**.

CITY OF VENTURA, CALIFORNIA

The City of Ventura has created a downtown mobility and parking plan that can be accessed from the City of Ventura website.

http://www2.cityofventura.net/community_development/resources/mobility_parking_plan.pdf

VICTORIA TRANSPORT POLICY INSTITUTE, BRITISH COLUMBIA

You may also look at on-line resources available at the Victoria Transport Policy Institute, Victoria, British Columbia. <http://www.vtpi.org/>

Additional Resources

FOR THOSE INTERESTED IN MORE INFORMATION ABOUT PARKING MANAGEMENT, THERE ARE A VARIETY OF ADDITIONAL RESOURCES THAT ARE AVAILABLE:

Barr, Mary. 1997. **Downtown Parking Made Easy**. Downtown Research & Development Center. New York, NY.

Boroski, John, Topaz Faulkner, GB Arrington. February 2002. **Parking and TOD: Challenges and Opportunities**. Parsons Brinckerhoff and the California Department of Transportation. Sacramento, CA.

Center for Neighborhood Technology. November 2006. **Paved Over: Surface Parking Lots of Opportunities for Tax-Generating, Sustainable Development**.

Kodama, Michael R., Richard Willson, William Francis. June 1996. **Using Demand Based Parking Strategies to Meet Community Goals**. Mobile Source Air Pollution Reduction Review Committee. Diamond Bar, CA.

Kodama, Michael R. & Richard Willson. April 20, 2000. **How Parking Policy Can Support Livable Communities**. **Livable Communities** (Parking Subtask 3.A). Westside Cities Subregion. Southern California Association of Governments. Los Angeles, CA.

Kodama, Michael R., Wilbur Smith Associates et al. June 2007. **Developing Parking Policies to Support Smart Growth in Local Jurisdictions: Best Practices**. Metropolitan Transportation Commission. Oakland, CA.

Litman, Todd. 2006. **Parking Management Strategies, Evaluation and Planning**. Victoria Transport Policy Institute. Victoria, BC.

New York City Department of Transportation. 2006. **Mid-Town Commercial Parking/Congestion Pricing Program**. New York, NY.

Shoup, Donald. 2005. **The High Cost of Free Parking**. American Planning Association. Chicago, IL.

Shoup, Donald. February 1992. **Cashing Out Employer-Paid Parking**. Federal Transit Administration. Washington, DC.

Smith, Thomas P. 1983. **Flexible Parking Requirements**. American Planning Association. Chicago, IL.

United States Environmental Protection Agency. January 2006. **Parking Spaces/Community Places: Finding the Balance through Smart Growth Solutions.** Washington, DC.

Urban Land Institute. **Dimensions of Parking.** 2000. Washington, DC.

Wilbur Smith Associates, Michael R. Kodama, Richard Willson, Tom Higgins, et al. **Reforming Parking Policies to Support Smart Growth.** June 2007. Metropolitan Transportation Commission. Oakland, CA.

Willson, Richard. 1995. "Suburban Parking Requirements: A Tacit Policy for Automobile Use and Sprawl." **Journal of the American Planning Association.** 66: 29-42.

Willson, Richard. 1997. "Parking Pricing Without Tears: Trip Reduction Programs." **Transportation Quarterly.** 51: 79-90.

Willson, Richard. 2000. "Reading Between the Regulations: Parking Requirements, Planners' Perspectives and Transit." **Journal of Public Transportation.** 3: 111-128.

Willson, Richard. 2005. "Parking Policy for Transit-Oriented Development: Lessons for Cities, Transit Agencies, and Developers." **Journal of Public Transit.** 8: 79-94.

Zimble, Robin, 2002. **Driving Urban Environments: Smart Growth Parking Best Practices.** A publication of the Governor's Office of Smart Growth. Annapolis, MD.

Appendices

Greenport Parking Management Workshop August 27, 2009

Mayor David Nyce, Greenport Village

Tanya Palmore, ZBA

Village Administrator Dave Abatelli, Greenport Village

B.I.D. President Mike Acebo, Greenport Village

Trustee Mike Osinski, Greenport Village

Trustee Mary Bess Phillips, Greenport Village

Trustee Chris Kempner, Greenport Village

Deputy Clerk Bonnie Smith, Greenport Village

Ryan Flaim, Long Island Railroad

RESIDENTIAL DISTRICT REPRESENTATIVES:

Lisa Richland, Library

Poppie Johnson, Library

Sigrid Burton

BUSINESS DISTRICT REPRESENTATIVES:

Bill Claudio

Felice Semon (Clinton Hommel)

Andrew Lynch, Hampton Jitney

Cathy Driscoll, North Ferry

Michael Ramin, MTA Real Estate

Constantine Konokosta, Suffolk County Planning Commission

Janice Dube, The Harbor Front Inn

Julie Lane, Suffolk Times

Joann E. Tamin

Joe Townsend, Townsend Manor Inn

Larry McAuliffe, NYMTC Project Manager



236 THIRD STREET
GREENPORT NY 11944

Tel: (631) 477-0248
Fax: (631) 477-1877

MAYOR
GEORGE W. HUBBARD, JR.
EXT. 215

TRUSTEES
JACK MARTILOTTA
DEPUTY MAYOR

MARY BESS PHILLIPS

DOUGLAS W. ROBERTS

JULIA ROBINS

VILLAGE ADMINISTRATOR
PAUL J. PALLAS, P.E.
EXT. 219

CLERK
SYLVIA PIRILLO, RMC
EXT. 206

TREASURER
ROBERT BRANDT
EXT. 217

Submitted: March 10, 2017
Meeting: March 16, 2017 7:00 PM
Work Session Meeting
To: Mayor George W. Hubbard, Jr.
Board of Trustees
Prepared By: Debbie Boyle, *Assistant*
From: Sylvia Pirillo, *RMC, Village Clerk*
Department: Mayor and Board of Trustees

Trustee Robins March Work Session Report

Attachments:

BID Meeting 2/23/17

New BID Administrative Assistant Estephany Molina in attendance

Approve minutes

Rich Vandenburg distributed treasurer's report

Bank balance

Checks written

Amended the bill for the balance of winter storage of plants for planters \$393.90

Discuss John Kramer's ideas on calendar and promotion of businesses outside the district

Discussion of whether the BID should use BID funds to promote businesses and events that are not in the business district

BID would be subsidizing

Rich - should BID offer to pay expense of promotion

Or would they need to opt in to BID (Would be a reversal of an opt out decision)

What events are important to promote

Events that benefit the community and not a specific business

There should be a better definition of which events should be promoted on the calendar

Rich wants monthly metrics from Katherine

Committee Reports

SOBO - Sidewalk Beautification

Working on bid specifications for growers to provide plantings for planters

As per Mayor Hubbard's request, I mention that Greenport School may be eliminating wood shop

The BID should decide if they want additional planters

Rich suggested the possibility of working with BOCES in the future

The BID should decide if they want additional planters

GATE Committee

Meeting with Rich Vandenburg David Abatelli Paul Pallas and Darryl Baumer and myself

Plan for replacing all cans in the downtown area and redistributing the Rubbermaid cans in the outlying areas and parks

The cost and style of the new cans are subject to approval by Mayor Hubbard
There are currently 55 cans throughout the Village

BID will contribute \$5,000 (50%) of purchase and Village and BID Logo will be displayed on cans

Suggest that the GATE Committee meet with Paul and Darryl on a monthly basis.

The meeting was very productive.

Rich wants to consider how the BID can hire a contractor to do additional trash pick-up during busy weekends during the season.

Parking

Trustee Robins - mention absolutely no parking in the Village during snow events.

Contractors ticketed while working during snow event.

Kim Loper suggests two hour street parking and metered parking lots

Dave Abatelli

Discuss Lighting grant

Replace and add to existing decorative Adams street lights

Upgrade downtown lights to LED

Pride Committee

Caroline Waloski

Travel Show activity was good and there were many visitors interested in Greenport

Taste North Fork

North Fork Promotion Council

Will be selling canvas shopping bags to promote Greenport

Caroline will get a quote

Nest meeting March 16, 2017

Carousel Meeting 3/7/17

The Rounding Board Paintings show opened on Saturday March 4 at the library
It was well received by the public.

The paintings were arranged in a horizontal line and grouped by artist.

Gail suggested providing information for employees at the carousel information on
paintings so they can discuss if asked by patrons

Gail will ask Paul about an informational sign to be displayed at the Carousel

Gail spoke to Amy Worth from South Street Gallery about pricing the paintings for
auction – the suggested price to open bidding - \$300 with increments beginning at \$350
Suggest date later in the season to maximize participation

Gail met with Paul Pallas and Sylvia Pirillo to discuss location

Upper deck Marina

Schoolhouse if it rains

The Rounding Board Paintings display at the library will run until March 27

Begin inner scenic panel project

Gail will have a look at inner scenic panels to assess needs for the next fundraising
project

Discussion about the panels to begin in fall

Next meeting Tuesday April 4