

**TOWN OF NORTH CASTLE  
PARKS & RECREATION ADVISORY BOARD ("PRAB")  
Minutes of November 10, 2020 Meeting**

**In Attendance:** Karl Hinrichs, Norma Hill, Lois Mallin, Jennifer Clark, Dan Zenkel, Saleem Hussain, Todd Orlowski, Jennifer Giusti, Lisa Larsen

**Absent:** Brendan Molloy

**Minutes** of the October 6, 2020 meeting were accepted and approved.

**CXT Bathrooms for Community Park:** The engineer has the site plans. Documents expected to go out to bid soon to be awarded in December or January. The work will be completed by spring - weather dependent because of a concrete foundation. Superintendent Orlowski has updated CXT. He has also requested a copy of the site plans from Joe of Kellard Sessions, and he will forward the plans to the PRAB members once received.

**Wampus Brook Park South:** SaveATree is scheduled to mark off dying trees on the street side - they will not be removing dead trees. Some of the tree removal will be done in-house by Parks staff. Lois Mallin inquired about the plans for paths. Superintendent Orlowski wants to first address the uneven condition of the turf.

**Wampus Brook Park North Bridge:** There is no update at this time. Superintendent Orlowski said he doesn't have the manpower - the Parks guys have been working on the Lombardi bathroom and are working at an overall slower pace due to taking over all Town buildings, excluding the Library. The added buildings responsibility is due to John Madera's retirement. Superintendent Orlowski has been picking up a portion of the duties. Due to Union issues with the proposed position, building maintenance is in the hands of the Parks and Recreation Department. The position is not in the Parks budget, but it is in the overall budget. Lois Mallin expressed concern of the additional time taken away from Parks. Jennifer Clark raised the question whether or not Councilman Hussain was aware of the extra responsibility. Superintendent Orlowski will create a work order system which will help prioritize needs.

**Programming:** The winter brochure will be available in mid-November, registration is expected to begin Wednesday 12/9. We will be offering our regular programs and have also added a number of virtual class options. It's hard to project attendance with Covid-19 cases increasing and restrictions. Superintendent Orlowski is starting to think about what the 2021 camp and pool season will look like. Pool will run the same as this year. Camp, if held, will likely have to be outdoors - maybe rent tents; we need to determine if there will be access to school buildings. Another question is regarding busing, whether there will be transportation to and from camp.

**2021 Department Budget Update:** Superintendent Orlowski reported cuts were made due to shortfalls in revenue - approximately \$90,000. These cuts include camp trips, senior trips, no new vehicles, reduced funding for equipment. The revenue projection is low; adjustments were made on expense side. Additional program staff position not expected to be filled in the near term.

**Memorial Applications:** There are two applications for consideration - much conversation and debate ensued. Councilman Hussain wants to consider other avenues to remember a person besides a park bench. Dan Zenkel agrees, it would be nice to take inventory, have a wish list, and steer people to what we need. Chairman Hinrichs asked Superintendent Todd Orlowski if there is a specific inventory as to benches and trees, as well as playgrounds, fields, kiosks - a never ending list of items. Jennifer Clark has offered to work on memorial inventory with Superintendent Orlowski. Jennifer expressed frustration with the whole Memorial process.

The first application is from Maxine Golub, requesting a bench in Wampus Brook Park in honor of her parents, Ruth and Bill Golub, who were very active in the community since moving to Armonk in 1959. Dan Zenkel commented that this was the most complete application he has seen. A motion was made by Norma Hill, seconded by Jennifer Clark, all were in favor.

The second application is from Saul Leopold of Leopold & Associates PLLC, requesting a bench in Wampus Brook Park in honor of their friend and employee, Lee Bolz. Lee, 35 years old and died unexpectedly, did not live in North Castle, but he worked at 80 Business Park Drive for eight years. The current guidelines state residency. Jennifer Clark said it would be nice if one of Lee's coworkers saw a tree in his name. He did work for a business in Armonk. Dan Zenkel said it goes back to criteria. A decision was made to look at the guidelines and table this application for another time.

Some additional comments - A past exception was made for the Zoretsky family. The PRAB rejected the application of the Memorial - Town Board overruled the PRAB recommendation. Chairman Hinrichs said we have to decide and put a merit to the recognition. Dan Zenkel said we have to make a policy instead of one-off decisions; otherwise we will have no guidelines. Jennifer Clark would like the process to be non-biased, a more black and white approach to some capacity.

**Pavilion Fees:** Handout distributed showing current and proposed fees for various rental options. Discussion ensued about raising fees, more resident or non-resident bookings, pavilion cleaning and repairs - especially at IBM Community Park once the bathroom building is installed, damage deposit. The PRAB agreed that there should be a modest increase of fees, perhaps a \$25 increase for local residents. The out-of- town residents can have a much higher fee structure. PRAB members asked for the form to be revised for discussion and decision at next meeting in December.

**Parent Committee:** Member Jennifer Clark is working with the Byram Hills Preschool Association to include a link to register with the recreation center in their welcome letter to all new families. The goal is to make new residents aware of the programs and services in North Castle and how to establish your household with the Rec. Center. So far, good traction on both directions.

The meeting adjourned at 7:20PM.

**Next Meeting:** Tuesday 12/1 at 6:00PM.