

**TOWN OF NORTH CASTLE
PARKS & RECREATION ADVISORY BOARD ("PRAB")
Minutes of December 1, 2020 Meeting**

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

Absent: None

Minutes of the November 10, 2020 meeting were accepted and approved.

CXT Bathrooms for Community Park: Superintendent Orłowski was in contact with the engineer who will have one final meeting with the consultants to confirm and finalize the site plan for Bid.

Wampus Brook Park South: SaveATree marked the dead trees on the street side. Superintendent Orłowski and Foreman Foley will walk the site to review the trees that are marked. The Foreman can identify what Parks can take down in-house and share thoughts on how to approach the work.

Wampus Brook Park North Bridge: There was discussion about getting donation of materials and using volunteers to build the bridge. Town Board member Saleem Hussain needs to research whether or not volunteers can provide labor and will engage discussions with Superintendent Orłowski and Town Attorney Roland Baroni. There is a need to determine if the use of volunteers may present both a liability and a Union issue.

Programming: Fall programs have ended; we are in between sessions. Winter registration begins Wednesday 12/9. Recreation staff hope to see good participation and enrollment. Winter will have more remote and virtual program offerings.

Parks Inventory: Assistant Superintendent Giusti has been compiling an inventory of all items in each of the parks. She has only a few more parks to visit and eventually will provide an Excel spreadsheet of her descriptions for each location. Chairman Hinrichs would like the inventory broken down by park and to have a pdf version of the photos taken. Once inventory is complete, the department and advisory board can brainstorm ideas to establish a wish list. List will be for new upgrades as well as repair/improvements.

Lombardi Bathroom Renovation: Parks is circling back to complete this project - still need to grout tiles, replace partitions and fixtures. There has been a delay for the Parks Dept. due to the added responsibilities of maintenance/repairs for Town Hall and the Annex building.

Memorial Applications: Each PRAB member had the opportunity to review the Memorials Guidelines document prior to this meeting - everyone was fine with the document as originally written. Chairman Hinrichs directed everyone's attention to 2.e which states:

Items may be donated -

- i. In memory of a deceased former resident of the Town of North Castle.
- ii. In recognition of an individual, business, or organization whose contributions to the Town of North Castle are considered exemplary.
- iii. In recognition of an event or accomplishment considered to have significantly impacted the Town of North Castle and its residents or facilities.

Chairman Hinrichs revisited the tabled application from Mr. Saul Leopold of Leopold & Associates. The company, located in Armonk, submitted an application in honor of a colleague, Lee James Bolz. According to the guidelines above, it is very clear and straightforward to reject the Leopold application - Chairman Hinrichs made the motion to reject the application, because it did not meet the criteria, seconded by member Norma Hill.

Discussion ensued regarding a wish list, donations, memorials, trail kiosks, and items other than benches that the parks may need and be provided by 3rd parties. Member Jennifer Clark said that if our wish list only falls within the guidelines of memorials, then an opportunity is lost for someone else to contribute or donate. Member Dan Zenkel restated Ms. Clark's comments to state that the Parks & Recreation Advisory Board does not want to turn away items we need just because a person does not meet the criteria. Mr. Zenkel shared that the guidelines should state that the rules do not preclude donations of items. Chairman Hinrichs said the Town has needs, but he doesn't feel those needs should be put in the memorial category. Jennifer Giusti mentioned there have been some donations to the department and referenced the sign in Wampus Brook Park that states, "another Lions Club project". Superintendent Orłowski commented that he believes Kensico Little League donated the baseball dugouts in North White Plains, so there could be potential to receive some form of donations.

Chairman Hinrichs said by establishing a wish list we are still bettering our parks whether by memorials or donations, and can identify needs and better execute on projects than we have been.

The meeting adjourned at 6:55PM.

Next Meeting: Tuesday 1/5 at 6:00PM via Zoom Invite