

**VILLAGE OF TARRYTOWN
BOARD OF TRUSTEES
WORK SESSION 7:00 P.M.
WEDNESDAY, NOVEMBER 15, 2017
Tarrytown Village Hall
One Depot Plaza, Tarrytown, New York**

Board of Trustees Concerns

Open Session

1. Cortlandt Street Parking – Business Permit District (McDonald's Vicinity)
2. Food Scrap Recycling
3. Composting Concept for On-Site Composting to Create Topsoil for Use in Parks
4. AGZA Green Zone Designation for Patriots Park
5. Grant Tarrytown Music Hall
6. Bagging Meters for Holidays December 4th through December 27
7. Parking Lot Sign Update for Commuter Parking Lots
8. Fire Department Membership Changes

Executive Session

- 1A. Discussion – Seasonal Policies
- 2A. Park Groundskeeper Position
- 3A. Review – Organization Meeting

Food Scrap Recycling in Scarsdale

Westchester Municipal Officials Association

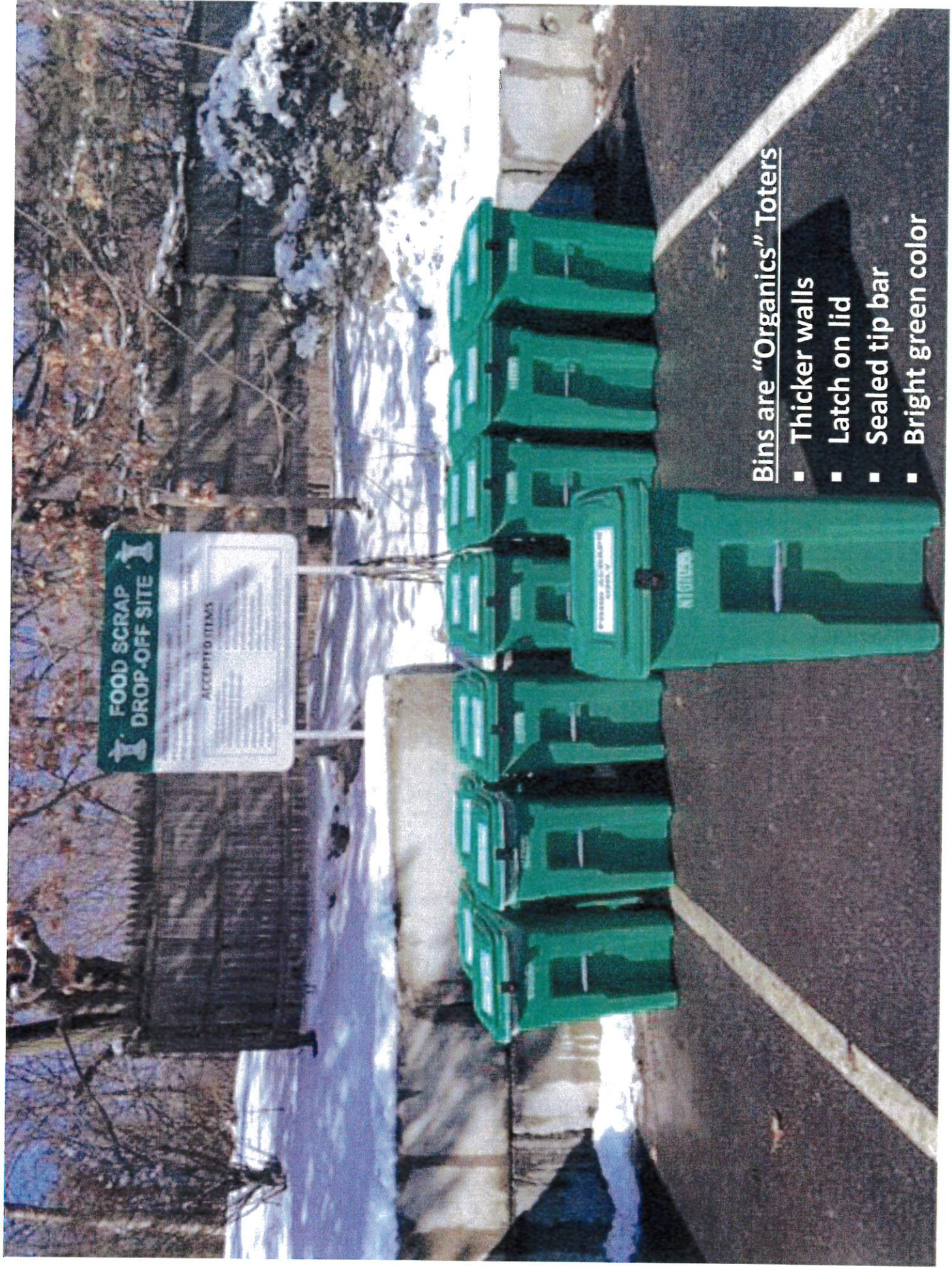
September 14, 2017



Food Scrap Recycling "Starter Kit"
Available to residents for \$20







Bins are "Organics" Toters

- Thicker walls
- Latch on lid
- Sealed tip bar
- Bright green color





Full Bins are moved
to one side

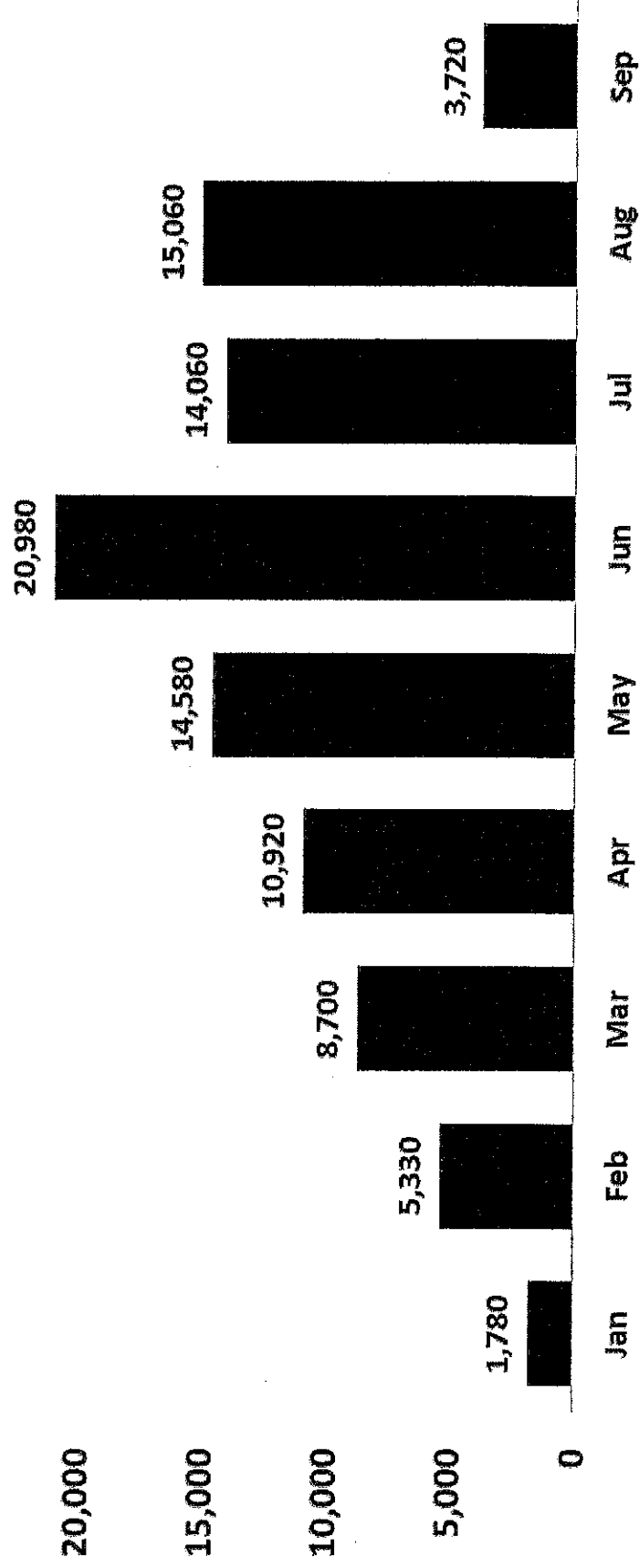
Empty Bins

2-3 Bins kept up front for residents to
drop off their food scraps

Metrics

- Over 95,000lbs collected since January 9th
- 750+ Starter Kits purchased (13% of households)
- Some residents using their own pails

Food Scraps Collections *Pounds per Month*



Metrics as of Sep 7, 2017

Financials

Item	Qty	Total Cost	Notes
Startup Expenses (one-time)			
Outdoor Toters	20	\$1,000	
Signage at Drop-off Site	1	\$400	
Total Startup Expenses		\$1,400	

Operating Expenses (Annual)			
Pickup and Hauling	Weekly	\$4,800	\$400 per month
Compostable Liners for Toters	20 per week	\$500	
Outreach and Publicity	-	\$500	Compost Giveback Day, Banner
Total Operating Expenses		\$5,800	

Reimbursed Outlays (Items purchased by Village in bulk and sold to residents at cost)			
Starter Kits: Countertop Pail	600	\$2,400	\$4 - 5 each
Starter Kits: Caddy	600	\$7,200	\$11 - 13 each
Starter Kits: Guide	600	\$300	\$0.50 each
Starter Kits: Roll of Bags	600	\$1,200	\$2 each
Compostable Bags (3 gallon)	As needed	-	Sold for \$2 per roll of 25
Compostable Bags (13 gallon)	As needed	-	Sold for \$5 per roll of 25
Total Reimbursed Outlays		\$11,100	

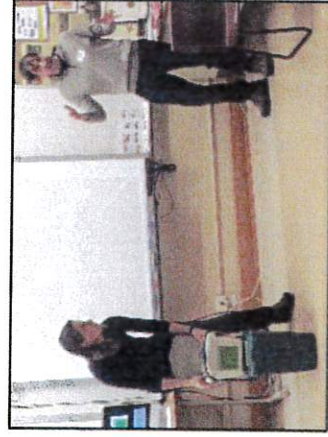
Community Outreach and Education

Focus

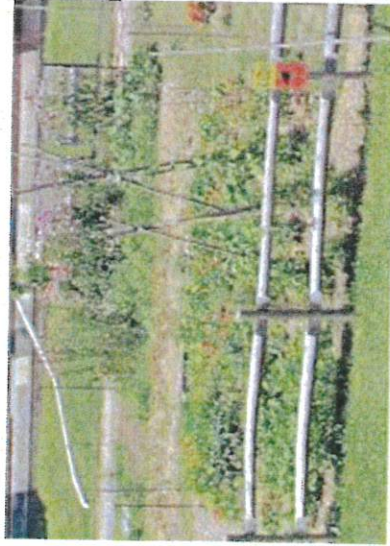
- Awareness and education about the program
- What's accepted, how it works and avoiding contamination
- Why recycle food scraps

How

- Established Ad-Hoc Committee with DPW personnel and residents
- Presentations to local groups
- Outreach at events
- Compost give-back day
- Dedicated page on website
- Program guide (also available in Spanish and Mandarin)



Compost from our Food
Scraps used on our Gardens



Collecting Food Scraps



Dropping off



Scarsdale is Closing the Loop!



Residents picking up
compost at Compost
Giveback Day



Compost!



Food Scraps
Ready for Pickup

**Questions or would like to
learn more?**

Composting@scarsdale.com

www.scarsdale.com/495/Food-Scrap-Recycling

Kathy Deufemia

From: Richard Slingerland
Sent: Tuesday, November 07, 2017 12:50 PM
To: Kathy Deufemia
Subject: FW: Follow up to our Tuesday meeting

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: Pat Jones [<mailto:pat@pjarchitect.com>]
Sent: Wednesday, November 1, 2017 11:16 PM
To: Richard Slingerland <rslingerland@tarrytowngov.com>; Anthony Ross <aross@tarrytowngov.com>; John Imbiano <jimbiano@iqlandarch.com>; Becky McGovern (external) <becky1874mcgov@gmail.com>; Ally Forstmann <allisonforstmann@gmail.com>
Subject: Follow up to our Tuesday meeting

Hi Rich and Karen,

I have the following points discussed in my notes:

Attendees: Rich Slingerland, Karen Brown, Pat Jones

The Village is interested in exploring with the intent to implement village-wide composting to include commercial, institutional and residential waste.

Pat Jones is affiliated with ReCultivateNY, a new company created and owned by CEO Allison Forstmann, a Tarrytown resident. ReCultivateNY offers an innovative approach to organic waste management that converts Source Sorted Organic (SSO) waste in NYC and local communities into nutrient dense soil. While addressing ecological and community imperatives to divert organics from landfills and reduce waste, onsite composting restores soil fertility and reclaims brownfield sites. Tapping NYC and local SSO's addresses capacity issues at regional and local facilities. Currently employing vetted carters, SSO is delivered onsite and stays onsite, reducing truck traffic by 50%. In a region blessed with proximity to the Hudson River and a commercial rail system, transport by rail and barge and backhaul opportunities are anticipated. This unique approach requires no Regional Processing Facility and no DEC permits. Oh, and this is a woman owned business :)

We discussed the possibility of restoring school property for safe, healthy playing fields and for growing delicious, healthy food, allowing children and their families to participate in, and learn the value of, sustainable healthy agriculture.

We discussed possible several sites:

- a Wilson Lake site
- Peabody Field
- the site along Nepperhan Road
- a site behind Honda

We discussed possible coordination with other Westchester cities and towns.

I would like to schedule a meeting with Allison Forstmann and one or two other members of the team on **November 17 in the afternoon** or the **morning of November 20**.

As a committed Tarrytown resident, a cook and food lover who daily regrets wasting organics, I am excited by the possibility that Tarrytown could be as enlightened a leader in waste management as it has been with the RiverWalk.

Pat

Pat Jones Architect
16 Rivers Edge Drive - Apt 506
Tarrytown, NY 10591
t 914-419-7229
f 914-747-5404



An AGZA Green Zone® Proposal For The Village of Tarrytown, NY

October 31, 2017

Dear Anthony,

Thank you for your interest and time. We look forward to discussing this proposal at your convenience.

Sincerely,

Dan Mabe
CEO, President
American Green Zone Alliance
DJMabe@AGZA.net
(310) 779-9785

Luke Massman-Johnson
CFO, Director of Communications
American Green Zone Alliance
Luke@AGZA.net
(323) 445-1613

Vision

The American Green Zone Alliance (AGZA) is pleased to propose the development of an AGZA Green Zone® in The Village of Tarrytown, NY. This comprehensive workplan would transition all routine maintenance on the designated property from gas to electric, as well as educate and accredit the grounds crew in optimal electric operations. This project would culminate in the certification and celebration of **the first AGZA Green Zone in Westchester.**

An AGZA Green Zone is a dedicated area maintained with zero emission, low noise, commercial-grade battery electric equipment. Green Zones dramatically reduce noise pollution while completely eliminating toxic and carcinogenic emissions, greenhouse gases, solid waste, and soil and water pollution. With the elimination of gas and oil, plus significantly reduced maintenance costs, substantial ROI for grounds operations can be realized.

AGZA Green Zones are a huge win across the triple-bottom-line: people, planet, and profits. Residents appreciate cleaner and quieter neighborhoods and public spaces. Work crews benefit from safer and healthier working conditions. Municipalities reduce operating cost while eliminating health and environmental threats. Tarrytown groundskeeping creates ongoing teachable moments: citizens witness quieter, cleaner lawn care which they can apply at home. Everyone takes pride in being part of a solution.

Tarrytown is already demonstrating serious sustainability leadership with a seasonal ban on leaf blowers (§205-3.1), sensible noise limits (§215-3), and reasonable work hours (§215-6). An AGZA Green Zone would expand these positive initiatives holistically throughout municipal ground maintenance operations. Reducing noise pollution and eliminating air pollution and greenhouse gasses align perfectly with the Mission Statement of the Tarrytown Environmental Advisory Council, as well as with the long-term goals of Sustainable Westchester. (See APPENDIX A)

Scaling Up

Your one-time investment in an AGZA Green Zone eliminates gas operations on that property forever, and returns health and environmental benefits to your community year after year. You can achieve even greater benefits if you choose to scale your initial Green Zone throughout the Village of Tarrytown. The best news: expanding from one Green Zone to an entire AGZA Green Zone Town requires very little additional time and expense per acre.

Your largest capital investment, the electric equipment fleet, will be the backbone of your expansion program. Depending on the scope of additional properties, some municipalities find they require very little supplemental equipment investment.

To support your expansion AGZA offers key consulting services à la carte at very reasonable time and materials fees. We can help you inventory your gas tools as you replace them, and generate updated environmental impact reports. We can provide training and AGZA Service Provider Accreditation to expanded crews. We can advise you on additional equipment purchases and pass on AGZA Green Zone Credits we've arranged with some manufacturers. We can design and print customized AGZA Green Zone signage for your parks and properties. And of course we can help promote and host an AGZA Green Zone Village certification ceremony.

Background

AGZA is the leader in sustainable zero-emission grounds maintenance programs. We are solutions-based and business-friendly, and we are proactively evolving the lawn & garden industry from the inside. AGZA Green Zones have been adopted by Air Quality Management Districts, municipalities, commercial properties, campuses, and residential neighborhoods. With dozens of Green Zones established across the country, the model has been proven.

- ADVOCATE for zero-emission policies, environmental justice, and clean technology for grounds maintenance
- PARTNER with manufacturers to rigorously test advanced zero-emission equipment
- IMPLEMENT commercial zero-emission equipment use and sound environmental practices
- EDUCATE AND ACCREDIT grounds managers, land care professionals and property owners
- CERTIFY Green Zones maintained with zero-emission equipment and sustainable practices
- DELIVER effective and profitable zero-emission programs tailored to real life requirements

Workplan

The workplan to establish a certified AGZA Green Zone in The Village of Tarrytown consists of 10 tasks broken out into 4 phases: Scoping, Equipment Procurement, Implementation, and Verification. (See Table 1: Workplan)

Table 1: Workplan

TASK	DESCRIPTION	ROLES & RESPONSIBILITIES
PHASE 1: Scoping		
1	HOLD ORIENTATION: Convene management and work crew responsible for maintaining Tarrytown's municipal properties to present the project, tasks, time table, demonstrate samples of commercial electric equipment, and current Green Zone overview.	AGZA in collaboration with Village of Tarrytown
2	<p>INVENTORY: Land area and configuration (turf, planting beds, shrubbery, edges, hardscape areas); Plant and turf types; (crew size and shifts, existing fuel-powered equipment, emissions levels, noise levels, current costs); Maintenance tasks and schedules (seasonal, daily, weekly, monthly). Shadow for one to two days the gas maintenance crew to assess work production.</p> <p>Identify storage and charging facilities.</p> <ul style="list-style-type: none"> • Recommend appropriate existing indoor storage space • Access electrical panel, and available 110 and 220 outlets • Recommend the addition of panel space and charging outlets 	AGZA in collaboration with Village
3	EVALUATE IMPACTS: Levels of emissions and other air pollutants, noise, fuel spillage, solid/toxic waste generation associated with current equipment and practices will be quantified and used to demonstrate the benefits of the Green Zone on health, environment, and costs.	AGZA
4	DESIGN SOLUTION: Determine specific replacement equipment: type, brand, model, battery power based on run times; charge times; power needs/sources; sturdiness, reliability; cost; ROI. Work with staff to develop phase-in timetable as needed. Solution will include at least 3 different options for equipment package.	AGZA in collaboration with Village
5	WRITE SUMMARY EVALUATION REPORT on the results of the inventory, the potential impacts of transitioning to electric equipment throughout The Village of Tarrytown, and the equipment solution necessary to create a Green Zone at each property.	AGZA
PHASE 2: Equipment Procurement		
6	PROCURE THE EQUIPMENT PACKAGE.	Village, advised by AGZA

TASK	DESCRIPTION	ROLES & RESPONSIBILITIES
PHASE 3: Implementation		
7	<p>TRAIN AND AGZA ACCREDIT THE CREW in optimal equipment safety, operation, storage, care, and maintenance of electric equipment.</p> <ul style="list-style-type: none"> • Safety procedures • Two full work days of field training for mowers, blowers, line trimmers, hedge trimmers, chain saws • Electric work production outcome • Charging procedures and proper battery rotation • Proper handling and protecting equipment investment • Trouble shoot and repair 	AGZA
8	CERTIFY THE AGZA GREEN ZONE: Provide assistance and support for a three week (3–4 maintenance cycles) period. Ensure AGZA Green Zone maintenance standard has been achieved.	AGZA
9	CELEBRATE THE CREATION OF THE AGZA GREEN ZONE with a ribbon cutting and media coverage.	Village, advised by AGZA
PHASE 4: Verification		
10	VERIFY THE PERFORMANCE of crew and equipment to ensure The Village of Tarrytown receives all the benefits of the Green Zone: grounds operations, environment, health, quality of life, and ROI. On a quarterly basis AGZA will provide a simple self-check form with which the grounds manager can review the fleet performance.	AGZA, Village to assign a verification liaison.

Budgets for AGZA Green Zone Certification and Equipment

With expedient support from The Village of Tarrytown, an AGZA Green Zone can be established within 3 months of the start of the project. The cost of AGZA Certification for the Green Zone will be \$9,950 (*Table 2: AGZA Green Zone Certification Budget*), plus expenses not to exceed \$3,000. No administrative overhead will be charged. Out-of-pocket expenses for travel, printing/copying, signage, etc. will be billed at cost.

Included in our Green Zone package, AGZA will work closely with Tarrytown to specify a commercial-grade battery electric fleet that will comfortably service the entire municipal property up to 10 acres. Exact equipment budget will depend on the results of AGZA's detailed on-the-ground property assessment, inventory of current gas fleet, and collaboration and input from the grounds maintenance management. AGZA will then draft three equipment packages at different price points, from which The Village can select or customize the final fleet purchase and budget.

Table 2: AGZA Green Zone Certification Budget

TASK	DESCRIPTION	PERSONNEL and TIME REQUIRED*	COST
PHASE 1: Scoping			
1	Orientation	1 Lead + 1 Support @ 1 day ea.*	\$850
2	Inventory	1 Lead + 1 Support @ 2 days ea.	\$1,700
3	Impact Evaluation	1 Lead + 1 Support @ 2 days ea.	\$1,700
4	Solution Design	1 Lead + 1 Support @ 2 days ea.	\$1,700
5	Summary Evaluation Report	1 Lead + 1 Support @ 2 days ea.	\$1,700
PHASE 2: Equipment			
6	Procure Equipment	NA	NA
PHASE 3: Implementation			
7	Train and Accredited Crew	1 Lead + 1 Support @ 2 days ea.	\$1,700
8	Certify AGZA Green Zone	1 Support @ 2 days	\$600
9	Celebrate AGZA Green Zone	1 Lead + 1 Support @ 1 day ea.	NA
PHASE 4: Tracking			
10	Quarterly Tracking and Maintaining Certification	NA	NA
* Lead per diem = \$500 Support per diem = \$350			AGZA GREEN ZONE BUDGET for THE VILLAGE of TARRYTOWN, NY \$9,950

Deliverables

1. Current Fleet Equipment Inventory
2. Environmental Impact Report (emissions, waste stream, health, etc.)
3. AGZA Green Zone Certificate (print and digital)
4. AGZA Green Zone graphics support (imagery + graphics for press release, website, and media)

Table 3: Sample Timetable

PHASE	DATE
Scoping	TBD
Equipment Selection	TBD
Deliver Summary Evaluation Report	TBD
Place equipment order	TBD
Receive equipment	TBD
Implementation of AGZA Green Zone	TBD
Certify AGZA Green Zone	TBD
Celebrate AGZA Green Zone	TBD

Payment Schedule

Total consulting, planning and training fees for the Tarrytown Green Zone will be \$9,950 to be paid in 3 installments.


- \$3,350 upon contract signing and initiation of work, net 30 days
- \$3,300 upon delivery of Summary Evaluation Report, net 30 days
- \$3,300 upon certification of the Green Zone, net 30 days

Pass-through costs including out-of-pocket expenses for travel, printing/copying, etc. will be billed at cost on a monthly basis.

Terms

1. The terms of this contract are valid for 60 days.
2. The contract is valid for one year.
3. Tarrytown personnel will collaborate in the scheduling and completion of tasks, as indicated (see Table 1).
4. Authorized travel expenses will be billed at cost.

By signing below, you agree to commence the contract and adhere to its payment schedule and terms.



American Green Zone Alliance
 Luke Massman-Johnson
 CFO, Director of Communications

Date October 31, 2017

 The Village of Tarrytown, NY

Name _____

Title _____

Date _____

APPENDIX A: AGZA Green Zone Alignment With Tarrytown Municipal Code

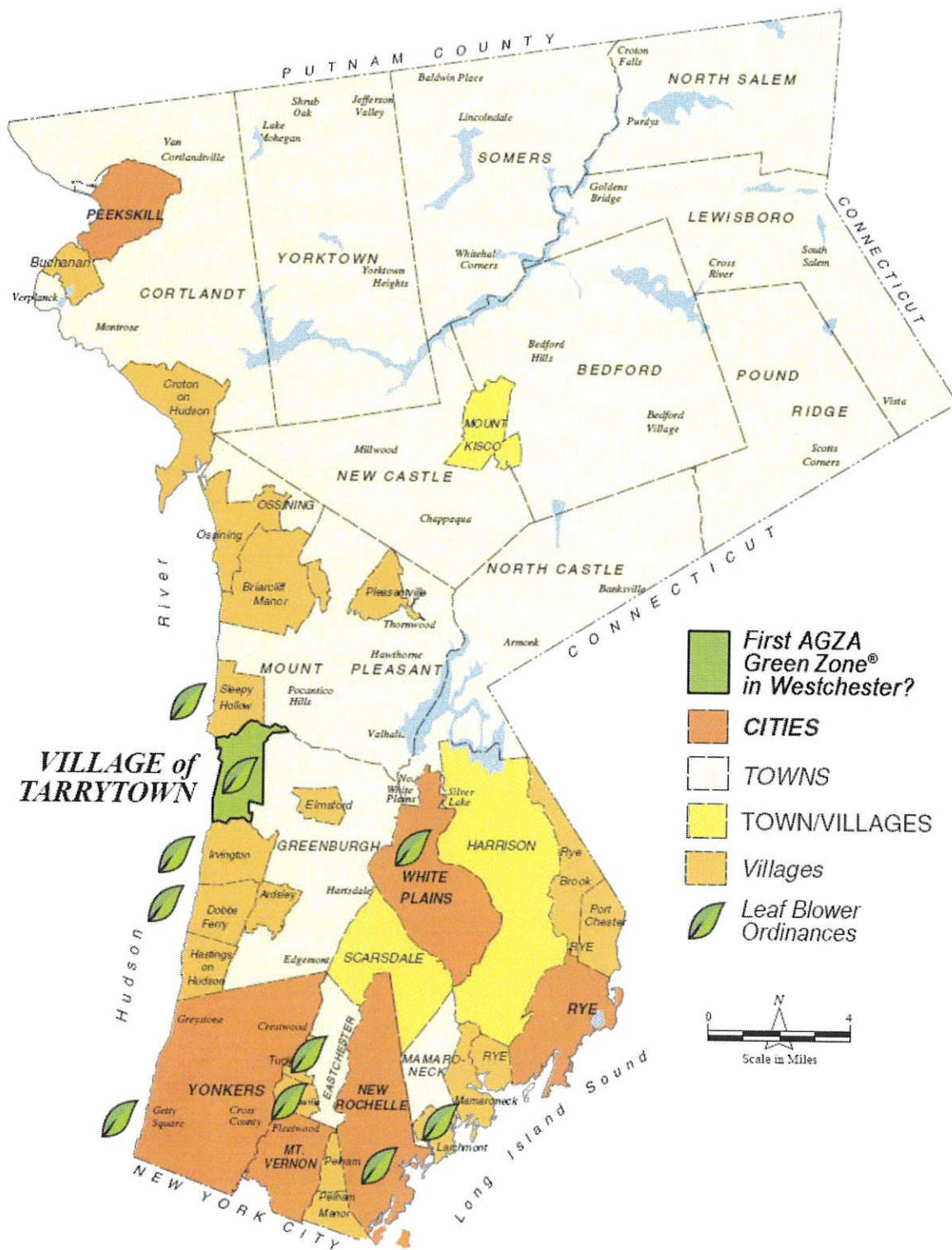
Chapter 205: Landscaping

- ☐ § 205-3 **Use of power equipment; burning of waste products; placement of refuse or leaves in public areas.**
 - A. No power equipment shall be used in performing any service which is the subject of this chapter between the hours of 5:00 p.m. and 8:00 a.m., Monday through Saturday, and between the hours of 5:00 p.m. and 12:00 noon on Sunday.
- ☐ § 205-3.1 **Seasonal ban on gas-powered leaf and garden blowers.**
 - A. The operation of a gasoline-powered leaf and garden blower is prohibited from June 15 through September 15 of each year and on Saturdays, Sundays and holidays during the period September 16 through June 14 each year. Person(s) who own or rent a one- to three-family home, who are using the gasoline-powered leaf and garden blowers at the home where they reside, are exempt from the provisions of this section. During times of emergency caused by a storm, the Village Engineer may declare a temporary moratorium on the operations of this provision.

Chapter 215: Noise

- ☐ § 215-3 **Maximum sound-pressure levels; measurement standards.**
 - A. Except for noise emanating from the operation of motor vehicles and noise declared as unnecessary in § 215-2 hereinabove, the permissible intensity of noise from the foregoing between the hours of 8:00 a.m. to 10:00 p.m. and from 10:00 p.m. to 8:00 a.m. respectively, whether such noise is intermittent, impulsive, sporadic or continuous, is as follows: the maximum sound-pressure level (A-scale reading of standard calibrated sound meter, instrument calibration frequency of 100 cycles per second hertz):
 - (1) From 8:00 a.m. to 10:00 p.m.: 70 decibels,
 - (2) From 10:00 p.m. to 8:00 a.m.: 62 decibels,
 - B. The intensity shall be measured at a point no closer than 60 feet from the noise source, as best that point can be estimated by the operator of the sound-measuring device without the use of any distance-measuring equipment.
- ☐ § 215-6 **Outdoor power tools and construction equipment.**
 - A. Chain saws, leaf blowers and outdoor vacuums. It shall be unlawful for any person to operate a chain saw, power leaf blower, or outdoor vacuum after the hour of 5:00 p.m. and before the hour of 8:00 a.m. on any weekday, and before 9:00 a.m. and after 5:00 p.m. on Saturdays, Sundays and legal holidays.
 - C. Lawn mowers. It shall be unlawful for any person to operate lawn mowers or equipment after the hour of 9:00 p.m. and before the hour of 8:00 a.m. on any weekday, and before 9:00 a.m. and after 6:00 p.m. on Saturdays, Sundays and legal holidays.

APPENDIX B: Village of Tarrytown: First AGZA Green Zone in Westchester?



WESTCHESTER
COMMUNITY FOUNDATION



210 North Central Avenue, Suite 310
Hartsdale, NY 10530
914-948-5166; Fax: 914-948-5197
www.wcf-ny.org

RECEIVED
NOV - 2 2017
TARRYTOWN VILLAGE
ADMINISTRATOR

October 31, 2017

Mayor Drew Fixell
Village of Tarrytown
One Depot Plaza
Tarrytown, NY 10591

Dear Mayor Fixell:

It is my pleasure to inform you that a grant of \$15,000 has been authorized, effective immediately, to the Tarrytown Music Hall in support of free and low-cost family-friendly concerts in Tarrytown. A copy of my letter to Mr. Bjorn Olsson is enclosed for your information.

It is my understanding that the Village of Tarrytown has agreed to administer the funds for the Tarrytown Music Hall.

You will note in my letter to Mr. Olsson that a fiscal accounting of grant expenditures is to be submitted to us with the final report due December 14, 2018. It is understood that any funds not used for the purposes described in these letters will revert to the Westchester Community Foundation.

This grant is subject to financial audit upon our notification during or immediately following the grant period. A separate bank account is not required, but it is necessary that a separate accounting of this grant be maintained.

The grant will be given in one payment of \$15,000. A check will be issued shortly after we received the complete signed original of this letter, as well as the signed original of the grant award letter addressed to Mr. Olsson.

Kathy Deufemia

From: Richard Slingerland
Sent: Monday, November 06, 2017 3:37 PM
To: Kathy Deufemia
Subject: FW: Holiday meter parking

Next WS

Richard Slingerland
Village Administrator
Village of Tarrytown
One Depot Plaza
Tarrytown, New York 10591
914-631-1785
fax: 914-909-1208
e-mail: rslingerland@tarrytowngov.com

From: John Barbelet
Sent: Monday, November 6, 2017 9:04 AM
To: Richard Slingerland <rslingerland@tarrytowngov.com>
Subject: Holiday meter parking

In prior years, the Board of Trustees has directed the parking meters/pay per space machines in designated locations be covered to allow free parking, with a two hour limit, for a specific period during the holiday season.

Based on previous years and dates the corresponding dates for this year would be December 4 through December 27. Should the Board concur I would recommend the meters at the following locations be covered:

- All downtown business district meters
- Municipal Lots: South Washington Street (east and west), McKeel Avenue, South Broadway, and the West Elizabeth Street Lot.

The following commuter locations would NOT be included:

- S Broadway south of W Elizabeth Street
- Central Ave west of North Washington St
- Meters/machines in the Cortlandt St, Depot Plaza, S Depot Plaza and lower Main St west of White St
- All stations on the West side of the tracks

These locations have not changed from previous years. Please advise on the Board's decision, thank you.

Chief John Barbelet
Tarrytown Police Department
One Depot Plaza
Tarrytown, NY 10591
914-631-5544
jbarbelet@tarrytowngov.com