

VILLAGE OF BREWSTER  
BOARD OF TRUSTEES  
6 APRIL 2016  
7:30 P.M.  
REGULAR MEETING  
MINUTES

The Board of Trustees of the Village of Brewster held a Regular Meeting on April 6, 2016 at 7:30 P.M at Village Hall, 50 Main Street, Brewster, NY 10509.

Attendees:

Mayor: James Schoenig  
Deputy Mayor and Trustee: Christine Piccini  
Trustees; Mary Bryde, Tom Boissonnault, Erin Meagher  
Village Engineer:  
Village Counsel: Anthony Molé  
Clerk & Treasurer: Peter Hansen

Absent:

John Folchetti

Pledge to flag.

Notation of Exits

**Regular Meeting**

Mayor Schoenig motions to open the regular meeting, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

1. Girl Scouts

1.1. Troop 1077 Silver Award – Girl Scouts from Troop 1077; Trustee Bryde says that she and Trustee Boissonnault have met with the Girl Scouts and have been very impressed. Meghan Feehan, Erin Brann, Izabella Mancini and Chloe Stalker are proposing a project to create a Little Free Library in Wells Park where books can be exchanged for free. The project would include an elevated box on two mailbox posts with two shelves and a pitched roof. Approximately 64” high, 24” deep, 30” in length. The structure will be built and initially stocked through donations of materials, money, and books. These four Girl Scouts will manage the project and the upkeep for the next four years. Usage will be monitored on a frequent basis, possibly weekly, for at least the first year. Then the Girl Scouts will monitor the status for 4 years and then turn it over to others in the troop. This project is meant to show honor and respect for the community and develop leadership skills in the Scouts. Deputy Mayor Piccini asks if they have chosen a location for the installation. Trustee Boissonnault says that a final location has not been determined yet. Trustee Boissonnault motions to allow Troop 1077 to put a (Take a book/leave a book) Little Free Library in Wells Park under his direction, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0. Mayor Schoenig donates \$50.00 to jump-start the fundraising.

2. Fee Schedule Revisions

2.1. Deputy Mayor Piccini describes the fee schedule revisions that were incorporated at the work session held on April 4, 2016 and shared the final revisions with the Board of Trustees with a couple of minor additions. All the changes the Board has not previously discussed are in red for easy identification and will be changed to black once adopted. Deputy Mayor Piccini motions to adopt fee schedule as written and with minor changes discussed, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0. Trustee Meagher abstaining.

3. Tentative Budget revisions

3.1. Mayor Schoenig motions to adopt tentative budget revisions per work sessions held, Trustee Meagher 2<sup>nd</sup> all in favor 5 to 0.

4. Budget report Year to Date FY 2016

4.1. Treasurer Hansen provides the year to date budget report. No significant deviations from plan. The Board of Trustees had no questions.

5. Brewster Farmers Market

5.1. Jack Gress representing the Coalition for a Better Brewster asks the Board for permission to use Wells Park for the Farmers Market from June 11<sup>th</sup> to November 19<sup>th</sup> per the attached letter and requests waiver of fees; Mayor Schoenig motions to authorize the Coalition for a Better Brewster to operate the Farmers Market at Wells Park according to pre-established rules and regulations, waiving the fees as requested in writing, Trustee Boissonnault 2<sup>nd</sup> all in favor 4 to 0 with Trustee Meagher abstaining. Trustee

Boissonnault says he is very happy we are making this transition to Wells Park which has more space, better parking, and is more centrally located in the Village than is 208 Main Street. Additionally, the Bike & Hike trail will be accessible through Wells Park giving the ability for people to walk or bike to the market on Wednesdays and Saturdays.

6. East of Hudson Resolution – tabled until April 20, 2016 meeting.
7. 25 Marvin Ave. (former DEP Lab) real estate listing for lease – Mayor Schoenig discusses the plan to rent the facility and have J. Phillip Commercial Group represent the Village in this transaction. The commission schedule attached to the agreement and previously distributed has been negotiated which is more favorable to the Village than their standard terms. Village Counsel has read the Professional Services Agreement and found everything in order. Trustee Boissonnault motions to authorize the Mayor to sign the Professional Services Agreement and negotiated Commission Schedule, Trustee Bryde 2<sup>nd</sup>, discussion, all in favor 5 to 0.
8. Set Urban Renewal Plan work sessions if needed
  - 8.1. Deputy Mayor Piccini says we are waiting for VHB to provide the material to proceed. In anticipation of having the material back from VHB to work with, Deputy Mayor Piccini thinks addressing the draft plan at the April 20, 2016 meeting first and setting a work session on the Urban Renewal Plan and any other business necessary if needed, for April 25, 2016 at 7:PM at 50 Main St. Brewster, NY 10509, Mayor Schoenig 2<sup>nd</sup> all in favor 5 to 0.
9. Wells Park
  - 9.1. Trustee Boissonnault presents the guide including insurance requirements as written, Trustee Boissonnault motions to approve the Wells Park Guide with amendments as discussed, Trustee Bryde 2<sup>nd</sup> all in favor 5 to 0. A final document will be posted on the Village web site and will be available in the Village office for review.
  - 9.2. New signage for the Park. Trustee Boissonnault motions to purchase the new sign as depicted in the drawing but will continue to seek donors to offset the cost, Mayor Schoenig 2<sup>nd</sup> all in favor 5 to 0.
10. Employee medical introductory period for health insurance – tabled until April 20, 2016
11. Unused sick days correspondence approval – Deputy Mayor Piccini motions to authorize a letter be sent to the former employee with regard to unused sick time to not be paid but available for use in the NYS Employee Retirement System for conversion to service time, Trustee Meagher 2<sup>nd</sup> all in favor 5 to 0.
12. Parking signs Railroad Avenue South (head in parking only). The Board has determined that no additional signs are needed and if they were it would be MTA responsibility. No action necessary.
13. Minutes for approval;
  - 13.1. March 16, 2016 Regular Meeting – Trustee Bryde motions to approve the March 16, 2016 minutes, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.
14. Vouchers Payable – Trustee Bryde reviewed the vouchers and found everything in order.

14.1.	A - GENERAL FUND	\$ 23,704.79
14.2.	C – REFUSE & GARBAGE	608.49
14.3.	EN -ENGINEERING FEES ESCROW	1,147.50
14.4.	F - WATER FUND	9,714.20
14.5.	G - SEWER FUND	108,822.50
14.6.	T - TRUST & AGENCY	2,593.31

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Total Vouchers Payable \$ 146,590.79

Mayor Schoenig motions to approve vouchers payable as written, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

15. Other Business
  - 15.1. Deputy Mayor Piccini attended the Town of Southeast Council work session held on February 24<sup>th</sup> wherein they discussed setting sewer rates for the Highlands Shopping Center resulting in no path forward. The subject of leasing 67 Main Street to the Town of Southeast Arts Coalition for the 1<sup>st</sup> and third floors was discussed. The Board discussed the town Highway Department's plate reader which was purchased to monitor vehicles that litter on town roads. The Town cleanup days are April 16 & 17<sup>th</sup> which overlaps our cleanup on April 17<sup>th</sup>. Both days the registration, assignment area, and supplies will be provided in front of 67 Main Street or under the old Cameo marquee if raining.
  - 15.2. Trustee Meagher says she and Councilwoman Eckardt have been working on cleanup. Spoke with Mike Bruen and asked for two dates for the street sweeper.
  - 15.3. Trustee Bryde asked Trustee Meagher about the Suburban Carting status, specifically about a representative scheduled to appear at last meeting, who did not appear. Trustee Bryde again asked Trustee Meagher to reschedule the meeting by inviting them by letter or email with a copy to all Board

members. Trustee Bryde asked about the status of the 114 Main St. repayment agreement. Clerk Hansen says the agreement was signed and the first payment was made per the agreement by the deadline. Little League Opening Day on April 16<sup>th</sup> but unable to make it, Trustee Boissonnault will attend. Trustee Meagher said she will also attend.

16. New Business

- 16.1. Trustee Meagher toured the 67 Main Street Theater with Putnam County President of Economic Development Corporation, Jill Varricchio. Ms. Varricchio said there may be other grant programs available that are not CFA related and she will pass that information along.
- 16.2. Trustee Bryde mentioned the annual CAP luncheon on April 14, 2016 and said she will attend along with the Mayor and Village Clerk. Trustee Bryde mentioned the Putnam County Chamber of Commerce meeting of municipal officials and business people on April 17, 2016 from 1 to 3 PM at Cornerstone Park. Trustee Bryde mentioned that there will be a meeting with regard to people with disabilities at PHC on April 16, 2016. Trustee Bryde mentioned the notice received from Supervisor Hay that the DEC SPDES permit fees for Wells Park are not called-out in the village-town lease for the property.
- 16.3. Mayor Schoenig said he and the Village Clerk are meeting with DOT and MTA on April 14, 2016 to discuss the Carmel Avenue Bridge replacement. Mayor Schoenig mentions that Team Brewster is scheduled for tomorrow at 10 AM

17. Public Comment

- 17.1. Rick Stockburger mentions the zoning of the former DEP Lab for a new tenant (use) needs to be addressed. Mayor Schoenig says we first need a prospective tenant/use before zoning discussions can begin and the issue may be addressed by the ZBA for a variance or through a zoning amendment by the Board of Trustees.
18. Mayor Schoenig motions to go into Executive Session to discuss personnel Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.
19. Trustee Meagher motions to come out of executive session and adjourn, Deputy Mayor Piccini 2<sup>nd</sup> all in favor 5 to 0.

**COALITION for a BETTER BREWSTER, INC.**

12 Main Street #305  
Brewster, New York 10509

Village of Brewster  
50 Main Street  
Brewster, NY 10509

April 4, 2016

Mayor Schoenig and Trustees:

Dear Jim,

The Coalition for a Better Brewster is preparing to launch the 2016 Brewster Farmers' Market. The Coalition has selected Jennifer (Jenny) A. Hinsman as our Farmers' Market manager. Jenny has attended the NY Farmers Market Federation training program and is now taking on-line courses to keep updated on all procedures.

The Market will basically have the same vendors as last year and we have filed our permit application with the NYS Agriculture Dept. Once again we will be participants in the (FMNP) Farmers Market Nutritional Program and (WIC) Women, Infants and Children assistance program. We are working on other programs as well and I will keep you updated.

I have been in contact with Trustee Tom Boissonnault and we have discussed the location for the 2016 Farmers Market. We would like to move from 208 Main Street to Wells Park. Both the Coalition and Tom believes this is a great idea and will be beneficial to the Village of Brewster, CBB, BFM vendors, customers and all the residents of our area. Tom has announced that the Park will have its Grand opening on May 15, 2016; this will allow us time to give notice and prepare both vendors and customers for the move. Advertising will be the key to successful move and we plan to apply for any necessary sign permits when the time comes. Once we make the move there is a possibility of expanding to more vendors.

I would like to officially request the Board of Trustees permission to operate the 2016 Brewster Farmers' Market at "Wells Park" on Wednesday and Saturday - 9:00 AM to 2:00 PM (set-up 6:30 am). The start date is Saturday, June 11, 2016; end date is Saturday November 19, 2016. In addition, could we also get permission to use Wells Park bathroom facilities and electric hook-up? It would be greatly appreciated if the Board could waive any and all fees associated with this application. I will coordinate everything with Trustee Tom Boissonnault and Highway Superintendent Dan Crawford. I have spoken to Brewster Police Chief, John Del Gardo and we are discussing traffic flow into Oak Street.

**COALITION for a BETTER BREWSTER, INC.**

12 Main Street #305  
Brewster, New York 10509

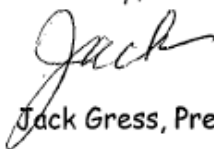
The Coalition for a Better Brewster will provide:

- An onsite manager, Jenny Hinsman, at the location on Wednesday and Saturday.
- A Certificate of Insurance from CBB naming the Village of Brewster as "Additional Insured"
- A Certificate of Insurance from all vendors naming the Village of Brewster as "Additional Insured"
- A "Hold Harmless" agreement from CBB and all vendors to the Village of Brewster.
- A parking attendant, when necessary, to direct traffic.
- A notification to the Wells Park, Highway Dept and Police Dept of dates and times and any changes, along with a list of contact names and phone numbers.
- A copy of the vendor agreement with our rules and regulations which are on file with the NYS Agriculture Dept.
- Each Vendor agrees to clean up their site after they finish for the day.

This year BFM plans to open the market to local not-for-profit organizations again; at no charge. We will rotate different organizations weekly. We are also making plans to have entertainment (Bands) at the Market on Saturdays to encourage more visitors to the Park. We plan on publishing a schedule on our Facebook page. The Coalition for a Better Brewster makes no profit at the BFM and it has been our goal for over 20 years to break even. This is a Community Benefit.

Thank you in advance for your consideration. Any suggestions from the Board would be appreciated.

Sincerely,



Jack Gress, President

Coalition for a Better Brewster

Brewster Farmers Market 2016

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