

**Warren County Board of Supervisors**

**Committee: Park Operations & Management (O&M)**

**Date: July 2, 2013**

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**Committee Members Present: Others Present:**

Supervisors Monroe  
Merlino  
Kenny  
Dickinson

Jeffery Tennyson, Superintendent of the Department of  
Public Works  
Paul Dusek, County Administrator  
Martin Auffredou, County Attorney  
Joan Sady, Clerk of the Board  
Frank E. Thomas, Budget Officer  
Supervisors Bentley  
Frasier  
Mason  
McDevitt  
Montesi  
Taylor  
Westcott  
Wood  
Robert Blais, Mayor, Village of Lake George  
Dave Harrington, Superintendent of Public Works, Village  
of Lake George  
Michael Consuelo, Executive Director of the Lake George  
Chamber of Commerce  
William Lamy, Park Management Executive Committee  
Member  
Don Lehman, *The Post Star*  
Nicole Livingston, Second Deputy Clerk

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Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 9:35 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the agenda were distributed to the Committee members; *a copy of same is on file with the minutes.*

Commencing the Agenda review, Mr. Monroe stated the first item concerned the Park Rules, copies of which had been emailed to the Committee members. He advised the Park Rules were currently being reviewed by Martin Auffredou, County Attorney, and were not ready for Committee action at this time. Mr. Auffredou added he had a few questions for the Attorney for the Village of Lake George and should be prepared to address the matter next month. Jeffery Tennyson, Superintendent of Public Works, noted if any Committee members had any comments or concerns they should contact him. Mr. Monroe requested the Park Rules be forwarded to all Supervisors for review, and Joan Sady, Clerk of the Board, acknowledged the request. Robert Blais, Mayor of the Village of Lake George, mentioned the Governor had

recently signed into Law a regulation prohibiting smoking within 50 feet of a children's playground and he noted that item had already been inserted in the Park Rules.

Mr. Monroe said the next item on the Agenda pertained to the 2013 Big Apple Circus and Site Improvements. Dave Harrington, Superintendent of Public Works for the Village of Lake George, apprised the inclement weather had slightly delayed the progress on site and there were a few trees remaining that they planned on removing, as well as stabilizing a few soft areas that were discovered last year, prior to the arrival of the Circus on Friday. Mr. Tennyson added the wet weather had made the site look worse than it did last year. He noted the Committee had approved the use of approximately \$5,000 in materials last year which was utilized to establish a large parking area and he believed another \$1,000 to \$2,000 worth of material and hauling could finish the site, and he pointed out said funds had been included in the 2013 budget.

Mr. Monroe referred to Item 3 on the Agenda, the Park Construction Schedule-TEP (Transportation Enhancement Project) and Festival Space. Mr. Tennyson announced there had been additional requests for use of the Festival Space and based on the last P MEC (Park Management Executive Committee) meeting and the current schedule, those requests had not been addressed. He further advised they were still waiting for New York State Department of Transportation (NYS DOT) approval with regard to the TEP grant and it was originally anticipated that the TEP grant funded portion of the project would be combined with the County project that was specific to the Festival Space as one bid; however, he said, they were now considering splitting the two out in order to proceed with the Festival Space work as early as possible without having any links to the NYS DOT grants, which were uncertain at this time. Mr. Tennyson informed the Festival Space design had recently undergone another round of review with the Engineers and had been re-submitted to Elan Planning for corrections, and the contract most likely would not be awarded until August, with a construction start of early September. He asserted that would allow the Festival Space to be available for use during the month of August. He reiterated the options, noting they could proceed with the New York State Department of State (NYS DOS) grant that was specific to the Festival Space in order to get the construction underway.

Mayor Blais outlined the requests that had been received for use of the Festival Space as follows:

- Amusements of America from August 12-17, 2013; he noted this Carnival utilized the area last year and was sponsored by the American Legion. He added they had completed a Village permit which had incorporated the County's requirements for use of the Festival Space and their insurance documents were being forwarded. He suggested that they charge \$1,000 for the use of the space for five days.
- a possible re-enactment on August 23-24, 2013; however, Mayor Blais advised they may have already signed on to use the Battleground Park.
- Lake George Triathlon which used the space last year on Labor Day weekend; he stated he had provided them with an application to complete and they had paid \$1,000 for parking last year.
- Adirondack Nationals Car Show on September 6-8, 2013; he said he had sent them an application and last year they used the area for parking, as well.
- the fire works show provided by the Village on Thursday evenings throughout the month of August which could generate approximately \$8,000 to \$10,000 in additional revenue.

Mayor Blais expounded based on the Committee's permission, he would proceed with the applications as outlined above, and await the required insurance documents for each event. He pointed out the approval of use of the Festival Space for these events would provide additional revenue through the month of August and beginning of September. He remarked that Elan Planning had stopped work on the project because they had not been paid and also because the contracts had not been executed. Mayor Blais clarified that even once the contracts were signed, they would need to be submitted to the NYS DOS followed by submission to the State Comptroller's Office for approval, which could take another two to three weeks after the initial contracts were received. Mr. Tennyson apprised this reinforced the need to split the two projects and to proceed with the Festival Space work. He remarked September 9, 2013 could be the target date to commence construction on the Festival Space.

With regard to the NYS DOT TEP grant, Bill Lamy, Park Management Executive Committee member, advised the County would be at risk of bearing responsibility for all associated expenses if they went to bid prior to receiving Federal authorization on the TEP grant. He added it would be at least six to eight weeks from the time approval was received before a contractor could mobilize on the site.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the use of the Festival Space for the outlined events, contingent on receipt of the required insurance documents, and the necessary resolution was authorized for the July 19, 2013 Board meeting.

Mr. Auffredou reported last year the County accepted the Village use permits for the aforementioned events which incorporated the County's terms and conditions. He questioned if the insurance certificates received would name both the County and the Village as additional insureds and Mayor Blais responded affirmatively.

Continuing the Agenda review, Mr. Monroe stated the next item pertained to the status of the Land Swap. Mr. Auffredou reported a couple of the involved parties were still in the process of finalizing the correct title insurance; however, he said, the County was ready to close and had the necessary maps and agreements in place.

Mr. Monroe referred to the Pending Item on the Agenda, which was for Mr. Tennyson and Mr. Harrington to develop a maintenance schedule and estimated budget, as well as a cost estimate for park signage. He asked Mr. Tennyson if he had any update for the Committee. Mr. Tennyson replied they were continuing to work on that matter and could be ready to present the requested information at the next Committee meeting.

Mr. Monroe acknowledged Michael Consuelo, Executive Director of the Lake George Chamber of Commerce, was at the meeting to provide an update on the recently approved marketing brochure. Mr. Consuelo reminded the Committee members that they were working with Declare Creative Services on the production of the marketing brochure for the Festival Space. He noted the design work was progressing and he hoped to have a sample to share at the next meeting. He explained that the contract for these services could not be executed by the Lake George Chamber of Commerce because Declare Creative Services required a deposit in the amount of \$850 in order to commence the work; therefore, he said, a signed contract

needed to be in place. Mr. Consuelo added the total amount for the contract was \$2,550. Mr. Auffredou recognized a resolution was adopted authorizing the contract with Declare Creative Services, which would be signed by the Chairman of the Board of Supervisors. He asserted Resolution No. 338 of 2013, which authorized the contract for these services, could be amended to include that the County would provide an up-front deposit in the amount of \$850.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to amend Resolution No. 338 of 2013 to clarify that the up-front deposit payment would be paid by Warren County as outlined above, and the necessary resolution was authorized for the July 19, 2013 Board meeting.

Mayor Blais informed that at the recent P MEC meeting, they had been encouraged to apply for another round of CFA (Consolidated Funding Application) grants and the one element of the Park included in the Master Plan that had not received funding was the water feature; said funding would be utilized for such if awarded for an approximate amount of \$300,000. He added it had also been suggested that the Challenge grant from the Wood Foundation in the amount of \$150,000 be utilized towards the local match for the CFA grant, as well as for the sign for the entrance of the Park; noting he was waiting for a response from the Wood Foundation to see if said use would be acceptable. He remarked that if the Wood Foundation did not agree to the matching funds then the application would not be submitted. Mayor Blais commented the deadline for the CFA grant was August 15, 2013 and Elan Planning would prepare the application for a total amount not to exceed \$2,500.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to authorize up to \$2,500 to Elan Planning for the completion of the CFA grant application to be paid from parking fees; and to apply for \$300,000 in grant funds to be used for the water features and signage for the Park, providing the Wood Foundation agreed that their grant could be used for the local match, and the necessary resolution was authorized for the July 19, 2013 Board meeting.

As there was no further business to come before the Park Operations & Management (O&M) Committee, on motion made by Mr. Kenny and seconded by Mr. Merlino, Mr. Monroe adjourned the meeting at 10:10 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk