



## **PARKLAND & FACILITIES MASTER PLAN**

**May 2009**

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## EXECUTIVE SUMMARY

A Master Plan is an evolving, long term planning document. It establishes the framework and key elements of a subject area, reflecting a clear vision created and adopted in an open process. It combines civil goals and the public's aspirations, provides form and organization, and defines a realistic plan for implementation.

This Master Plan provides guidance for Town of Pawling Parklands and Facilities over the next decade. The overall planning effort extended over several years and involved input from many sources, including appointed advisory boards, the public, and professional consultants.

The Document is composed of six major sections, along with maps and appendices, as follows:

- Project Overview
- Vision & Goals
- Inventory of Parklands & Facilities
- Recommendations
- Plan Implementation
- Appendices & Maps

## PROJECT OVERVIEW

### Purpose and Background of the Master Plan

In March 2003, the Town of Pawling acquired Lakeside Park, formerly Holiday Hills Conference Center, consisting of 292 acres, including a 36 acre lake and 24 buildings. This property is adjacent to the existing town-owned Murrow Park which has 73 acres, a lake, and several structures. The Town also owns other municipal facilities, as well as recreation facilities in the hamlet of Holmes, including Holmes Pond and the Holmes/Whaley Lake Civic Association building.

The Town elected to develop a Master Plan to address these facilities, including the recreation programs that they support. In addition, the administrative needs of the Town, including the use of Town Hall and the adjacent recreation building, were to be addressed.

To provide public input, the Town Board, by a May 13, 2003 resolution, created the Parkland Advisory Council to channel public input into the planning process.

### Planning Process and Public Involvement

The mission of the Parkland Advisory Council was to solicit and evaluate ideas from the community for a Master Plan to address future uses of Lakeside Park, Murrow Park, Holmes area facilities, and the existing Town Hall & Recreation buildings. The planned uses must meet the following criteria:

- Provide maximum public benefit
- Be consistent with the mission of the Town
- Have long term sustainability
- Be affordable
- Respect the Environment
- Have minimum negative impact
- Comply with code and legal requirements

The Town Board selected Zarecki & Associates as consultant to create a Master Plan to address both short and long range planning to create a vision for the community's recreation and office needs for the next decade. Working with Curt Johnson, RA, 65+ citizen members of the Parkland Advisory Council volunteered many hours of their time and effort. After dozens of meetings, tours, inspections and debate, the Parkland Advisory Council provided a broad scope of recommendations in their January 7, 2005 *Parkland and Facility Master Plan Report*.

The Town Board, on June 12, 2006, appointed a small number of Parkland Advisory Council members to the Parkland & Facilities Master Plan Advisory Committee, whose mission was to develop final Master Plan recommendations for the Town Board's consideration and approval.

The Master Plan will also include preliminary recommendations regarding the Dutcher Golf Course, as well as other Town properties potentially suitable for recreational or municipal uses, as recently assessed by the Committee.

## VISION & GOALS

### Vision

Parklands and Facilities will be developed, maintained, and operated to support Recreation Programs and Municipal Services so as to maximize the value they provide to the Community. Funding for these public assets will be adequately supported to create a sustainable system that provides a long term benefit to the Community.

### Goals

- Provide flexible recreation space to allow for a broad range of active and passive uses
- Provide community assembly spaces that can be used for formal and informal events
- Ensure equitable and safe access to, within, and through parklands by road, path, and trail
- Recognize the importance of neighborhoods in the Community
- Recognize the importance and value of partnerships. Participate in partnerships with public agencies, non-profit organizations, volunteers, and the public sector to achieve mutual goals
- Coordinate with current initiatives, activities, and programs at community schools, libraries, and service organizations to avoid duplication, and to ensure that a broad range of community needs are met
- Pursue all appropriate activities and opportunities to ensure the fiscal health of the public assets.

## INVENTORY OF PARKLANDS & FACILITIES

• Lakeside Park	2 Lakeside Drive	292.5 acres
• Murrow Park	146 Lakeside Drive	62.5 acres
• Lakeside Ball Fields	92 Lakeside Drive	10.5 acres
• Town Hall	160 Charles Colman Blvd.	.6 acre
• Recreation Building	154 Charles Colman Blvd.	1.9 acres
• HWLCA Building	245 Route 292	2.0 acres
• Holmes Pond Park	16 Holmes Road	3.5 acres
• Dutcher Golf Course	135 East Main Street	32.5 acres

## RECOMMENDATIONS

### Initial Recommendations

The Master Plan Committee submitted July 31, 2007 correspondence to the Town Board providing initial recommendations to address immediate initiatives pertaining to maintenance and improvements. These recommendations were subsequently adopted by the Town Board, and are included as an appendix.

### General

- Comply with all state, federal, and industry standards for public health, safety, and accessibility
- Ensure that all facilities be designed and developed to afford maximum accessibility to all residents
- Secure vacant buildings from vandalism and the elements
- Limit vehicular circulation to parking lots and overflow parking areas; provide unrestricted emergency and maintenance vehicle access
- Limit impermeable path and walkway surfaces
- Maintain trails to accommodate year-round uses
- Expand trail system
- Maintain and repair dams as needed
- Develop and implement a parkland security plan
- Develop and post parkland rules, regulations, and code of conduct
- Employ a resident caretaker for Lakeside/Murrow Park
- Develop and implement a standard Town signage template
- Incorporate low level lighting with no direct beam illumination leaving the site
- Employ practices to support recycling and energy efficient technology
- Develop a cohesive architectural style to guide future construction, renovation or alteration projects
- Explore all appropriate opportunities for public/private partnerships
- Complete petroleum bulk storage compliance program
- Create Recreation Information Gathering Committee

## Lakeside Park/ Murrow Park/ Lakeside Ball Fields/Dodge Road Ball Fields

These four contiguous facilities have been evaluated as a group and divided into various Management Zones as follows:

### **Zone A1 (Active Recreation)**Lathrop/Donaldson/Field/Teen Center Parking Lots/Beach/ Johnson Pavilion/ Ball Fields/Concession

- Develop and relocate main park entrance to West Dover Road
- Maintain and surface Lathrop and Donaldson/Teen Center parking areas, delineate parking spaces
- Improve, maintain, and surface Lakeside Drive access and contiguous parking lot connector roadways
- Explore and identify other compliant recreational uses of Green Mountain Lake
- Improve gate system in park to control flow and security
- Design and provide significant aesthetic and functional enhancements to the Lathrop Building and surroundings, as it is an important focal point for the Park
- Determine Donaldson Building use, evaluate current rental use, configure and renovate as required
- Explore potential enhancements to Teen Center building and programs, as well as alternate locations for the children's playground equipment
- Improve and maintain the hard-surfaced tennis courts, skateboard park, and basketball courts. Maintain clay tennis courts, continue membership-only use
- Provide playground adjacent to the beach area
- Maintain Great Lawn for use as open sports fields and community events
- Consider future construction of a restroom facility, first-aid/security station, and a snack concession facility and picnic pavilion adjacent to Lathrop, Main Field, and beachfront area
- Continue existing uses the Johnson Pavilion. Maintain and improve as needed.
- Renovate Lathrop kitchenette for coffee/beverage/snack bar service

### **Zone A2 (Active Recreation) Lakeside Ball Fields**

- Continue existing uses of Lakeside Ball Fields/Concession facility
- Maintain and improve as needed

### **Zone A3 (Active Recreation) Murrow Park**

- Stabilize streambed adjacent to Old Route 55
- Upgrade basketball court and playground facilities
- Maintain and surface parking lot, delineate spaces
- Relocate septic system, due to existing proximity to the stream
- Identify, evaluate, and provide other active recreation uses
- Increase outdoor amphitheater use
- Identify and evaluate potential private operation of swimming facility
- Remove Burr House, due to condition. Provide overflow parking in this area
- Create and maintain trails between Murrow and Lakeside Parks

### **Zone A4 (Active Recreation) Dodge Road Ball Field, Roller Rink**

- Continue existing uses. Maintain and improve as needed

### **Zone A5 (Active Recreation) Old Soccer Field, Environmental Pavilion**

- Identify and provide additional active recreation opportunities
- Consider combining Zone A5 and Zone C

### **Zone B (Potential Outside User) Inn, Chapel, Cottages, and Outbuildings**

- Develop and circulate a Request for Information to solicit interest and concepts for a public/private partnership use

Alternatively, in the absence of a viable public/private partnership project,

- Evaluate Inn configuration and condition. Consider removal of building additions, restoration of the original Inn structure for use as a reception center or museum.
- Remove White and Acorn Cottages, Laundry building, and Maintenance shed, due to condition
- Evaluate Chapel, Brown and Elms Cottages and Yellow House for appropriate uses

**Zone C (Arts and Cultural)** North & South Barns, Lodge

- Develop and circulate a Request for Information to solicit interest and concepts for a public/private partnership use

Alternatively, in the absence of a viable public/private partnership project,

- Remove the Lodge, due to condition
- Renovate Barns into space for community groups and/or gymnasium

**Zone D1 (Passive Recreation)** Open Meadows, Forest, Steep Slopes/Rock Outcrops, and trails bordering the upper portion of Green Mountain Lake

- Continue existing use
- Commence study to identify other uses for the open meadow (Old Hayfield) area, consistent with the existing use, as well as other uses within Lakeside Park

**Zone D2 (Passive Recreation)** Forested, rolling topography, trail network, encompassing western portion of Lakeside Park/ northern Murrow Park

- Continue existing use
- Encourage continued volunteer efforts to maintain trails
- Connect trails to other off-site circulation systems

**Zone E (Residential)** Three residences adjacent to Dodge Road

- Evaluate Pines and Director's House
- Evaluate Superintendent's House/ remove due to condition
- Maintain and surface access road
- Pursue other options, to include affordable housing use or subdivision and sale of residences/lots
- Evaluate other alternate compatible uses

## **Town Hall Complex** Town Hall and Recreation Center/American Legion Building

For the immediate future, it is assumed that the existing Town offices shall remain in their present location. It is recommended that the Town assess the function and viability that the existing space offers current and future municipal requirements. If the Town Offices, including the Justice Court, are to remain, a priority list of necessary improvements/repairs should be formulated. Such list should include, but not be limited to, sight and building access, safety and security, privacy, records management, overall function, and routine maintenance.

The Recreation Building is currently underutilized. Continued and future uses should be carefully considered due to its proximity to Town Hall. The two buildings share a common curb-cut on Charles Colman Boulevard, as well as onsite parking and driving aisles. Existing uses within the building (seniors, American Legion, Grange, etc.) must be considered in all proposals for use of the site.

These sites are within walking distance of the Village of Pawling and Lakeside Park and should be considered for inclusion in a Town & Village-wide trail/path system.

If alternate locations can be secured for the existing municipal uses, the Town may consider sale of these properties, consistent with the Plan mission, vision, and goals.

## **Holmes/Whaley Lake Civic Center and Holmes Pond**

The hamlet of Holmes is unique in that, although part of the Town of Pawling, it retains a smaller-scale community neighborhood identity that is important to retain. The Civic Center is an important part of the Holmes/Whaley Lake community, a fast-growing section of the Town. The use of the building has provided a much-needed gathering space for various community activities. Several community groups, such as the Holmes/Whaley Lake Civic Association (HWLCA) and the Shorehaven Civic Association utilize the upper level of the building, as does Dutchess County Office for the Aging and Pawling Recreation for programs, and Dutchess County Board of Elections for voting. In addition, the multi-purpose room is used for parties, meetings, and other uses requiring local assembly space, including those uses which generate revenue. The upper level is currently underutilized, due to condition. The lower level of the building is generally not utilized.

It is recommended that the building and surrounding site be upgraded to accommodate additional appropriate uses for both Holmes and town-wide residents, and that Pawling Recreation programs (seniors, teens, arts/culture) be expanded.

It is recommended that expanded recreational facilities be developed within the hamlet of Holmes, as follows:

- Relocate the Holmes Pond playground, due to its proximity to the road and lack of parking
- Upgrade basketball court and adjacent parking. Relocate if other suitable land becomes available
- Establish a maintenance plan for Holmes Pond and the Dam to provide improved public access and passive recreation opportunities. Implement selective pruning to enhance view of the Pond from the Civic Center, without significantly reducing the noise buffer
- Contact Girl Scouts to reinstate the use agreement with the Town for use of the existing baseball field at Camp Kaufmann
- Contact Fire Commissioners to pursue an agreement with the Town for use of the open parcel south of Station 2 as an all-purpose playing field
- Explore other small-scale recreation opportunities, including dedication of useable land by property owners or developers
- Consider a Town-wide pedestrian and bicycle plan, to include northward expansion of the Maybrook Rail trail, sidewalks/pathways along Route 292 (from Civic Center northward to store south of Bundy Hill Road), and pedestrian access between the Civic Center and Holmes Pond.
- Pursue additional parking opportunities, both on site and north of the Civic Center, to enhance access to the upper level Main entrance
- Support ongoing efforts of community volunteers to achieve these goals

### **Dutcher Golf Course**

This public golf course offers unique opportunities for the Town, representing a local, grassroots learning center for the appreciation of a lifelong sporting activity

- Evaluate existing golf course operations, goal to maximize Town revenue
- Solicit bids from private professional golf course management entities for operation of the facility
- Encourage partnerships with local schools for golf programs

### **Other Town Properties**

Other available Town-owned properties should be evaluated for their potential and suitability for recreational or municipal uses. A particular four acre parcel on Dutcher Avenue adjacent to the Great Swamp, donated to the Town with the stipulation that it be used for passive recreation, should be improved, using conservation and volunteer groups, to create a walking ecological park.

## PLAN IMPLEMENTATION

The Town Board should develop a timely, phased schedule for implementation of the Plan, subject to affordable and available funding and resources.

A Priority List of initial implementation recommendations follows:

- Continue action on Master Plan Committee Initial Recommendations (7/31/07)
- Maintain trails
- Maintain and repair dams as needed
- Develop and Implement a Park Security Plan
- Develop and Post Park Rules, Regulations, and Code of Conduct
- Employ Park caretaker
- Explore all appropriate opportunities for public/private partnerships
- Complete bulk storage compliance program
- Evaluate Donaldson Building use and options
- Develop and circulate RFI's for Zone B and Zone C
- Stabilize Murrow Park streambed
- Remove Burr House
- Contact Girl Scouts and Fire Commissioners regarding Field use
- Develop and expand Holmes area Recreation programs
- Provide Zone 1 Snack Bar
- Upgrade Lakeside Park beachfront facilities
- Design and construct relocated main Lakeside Park entrance
- Form Recreation Information Gathering Committee

## APPENDIX

1. Parkland Advisory Council Parkland & Facility Master Plan Report (1/07/05)
2. Parkland & Facilities Master Plan Committee Initial Recommendations (7/31/07)
3. Recommendation: Information Gathering Committee
4. Conceptual Master Plan Site Plan

***Parkland Advisory Council Parkland & Facility Master Plan Report  
(1/07/05)***

## **PAWLING PARKLAND ADVISORY COUNCIL**

### **PARKLAND AND FACILITY MASTER PLAN REPORT**

**January 7, 2005**

#### **1. PURPOSE AND BACKGROUND**

In March 2003 the Town of Pawling acquired Lakeside Park, formerly Holiday Hills Conference Center, consisting of 292 acres including a 36 acre lake and 24 buildings. This property is adjacent to the existing Town-owned Murrow Park which has 73 acres, a lake and several structures. The Town also owns recreation facilities in Holmes including the Civic Association building and Holmes Pond.

The Town will develop a Master Plan to address these facilities including the recreation programs that they support. In addition, the administrative office needs of the Town, including use of the Town Hall and Recreation buildings on Colman Boulevard, will be addressed.

To provide public input, the Town Board has created the Parkland Advisory Council to channel public input into the planning process.

#### **2. PARKLAND ADVISORY COUNCIL – MISSION**

The mission of the Parkland Advisory Council is to solicit and evaluate ideas from the community for a Master Plan which will address future uses of Lakeside Park, Murrow Park, Holmes area facilities and the existing Town Hall/Recreation buildings.

The planned use must meet the following criteria:

- Provide maximum public benefit
- Be consistent with mission of the Town
- Have long term sustainability
- Be affordable
- Respect the environment
- Have minimum negative impact
- Comply with code and legal requirements

#### **3. THE PROCESS**

The Town Board selected Zarecki and Associates as consultant to create a Master Plan which addresses both short term and long range planning to create a vision for the community's recreation and office needs for the next five to ten years.

The Town Board in a resolution May 13, 2003 also created the Parkland Advisory Council for which more than 65 citizens have volunteered many hours of their time and effort. Working with Curt Johnson, RA, our Zarecki & Associates consultant, this group divided into sub committees, each covering a specific area: Environment; Holmes; Hospitality; Housing; Recreation; Town Offices; Financial. A list of Council members is appended hereto.

## 4. Recommendations:

After dozens of meetings, tours, inspections and debate, the Parkland Advisory Council sets forth these recommendations to the Town Board. All items found in the final sub committee reports are included, organized under the following categories with similar topics appearing together and eliminating redundancies.

- **Environment**
- **Lakeside and Murrow - General Use Buildings**
- **Lakeside and Murrow - Housing Units**
- **Lakeside and Murrow - Roads and Parking**
- **Trails**
- **Town Offices**
- **Holmes – Whaley Lake**

### Environment:

1. Asbestos Removal:
  - Once the disposition of a building has been determined, an appropriate asbestos testing and abatement (as necessary) procedure shall be followed.
  - Develop a regular maintenance program for all buildings where asbestos has been identified
  - Any areas identified for remediation will be addressed immediately
2. Boats:
  - Consider a boat storage area or a boat concession which would reduce use of private boats.
  - Establish guidelines for use of private boats at the lake (including canoes and kayaks) to reduce potential exposure to invasives from other water bodies. Prepare guidelines/rules for use that would be distributed as part of required license to use private boats.
  - Limit the number of boats that are allowed on the lake.
  - No motorized boats on the lake or any pond.
3. Dam - Lakeside: Maintain and repair dam. Prevent new vegetation from growing on the dam.
4. Landscaping: Consider some trees/plantings along the water edge and in groupings to break up lawn. Replace sumacs with shade trees. Use native species for all plantings.
5. Noise/Lighting/Energy:
  - Energy: The Lakeside site should be investigated to determine if it could generate energy (wind or solar) without excessive noise or reduction of the visual quality of the park.
  - Energy: New construction and renovations should use “green building” methods whenever possible to reduce energy consumption and water use.
  - Lights: Avoid light fixtures that have a horizontal throw such as floodlights and wallpaks.
  - Lights: Avoid sky glow

- Lights: Carefully site all lights throughout the complex
- Lights: Night lighting should be limited at Lakeside Park. Murrow Park ballfields should be allowed to have night games.
- Lights: Temporary lighting for ice skating should be considered.

6. Sanitary Waste

- Sanitary Waste Plan: Recommend a professionally prepared septic and sanitary waste plan for Lakeside and Murrow
- Municipal Sewer Line: Should the sewer lines be extended into the vicinity of Lakeside and the use increases beyond the capacity of the SSDA, consider extending the municipal sewer service to Lakeside Park. Submit the necessary documents for grants for such extension. This may require work within the Wastewater Treatment Plant to increase necessary capacity.
- Lakeside - Additional Septic Systems: Must be sensitive to the proximity of the lake and beach, the use of land as fields and costs associated with length of pipe
- Lakeside - Existing Septic Systems: Should be located and their capacity confirmed. The Inn's septic system was upgraded in the 1980's. Lathrop and Donaldson were used year round and those septic system are assumed to address a larger population, but this should be confirmed.
- Murrow Park: The septic system at the Pavilion (Lions) is very close to the stream. As a short term goal, this system should be evaluated with further study into relocation.. Should municipal lines be extended , hook up to the municipal sewer. For the long term, the septic system and rest rooms here should be removed and an alternate system explored.
- Systems Properly sized: Where soils are acceptable, the main use areas must have suitable septic systems which are properly sized.
- New Buildings: Where new buildings or more intense uses are proposed, provide an analysis of the sewer flow generated and the size of the required septic system as part of the project. All new septic systems must meet NYSDEC and DCDOH standards and will require their approval.
- Existing Town Hall and Recreation (Legion) Buildings: Are serviced by Village of Pawling municipal sewer. Any future uses of these buildings will need to be coordinated with the local sewer authority.
- Portable bathrooms: Depending on cost and the length of the season in use, the Town could consider a contract for the supply and maintenance of portable bathrooms at various locations at Lakeside. Consider extending the sewer lines or using portables at the trail heads.

7. Oil Tanks: Lakeside Park has 9 underground oil tanks. Of these tanks, 2 have been tested and no leaks identified. One tank , at the Inn, failed its testing. It has been pumped and is out of service. This tank will need to be removed immediately. The remaining tanks are scheduled to be removed. There

is also an underground tank at the Recreation Building in the Village and the Holmes Civic Center. These tanks will also need to be tested. However, in order to ensure that no future leaks occur and to save the Town the cost of addressing these leaks:

1. Remove all underground oil tanks at buildings which are to be removed.
2. As part of any building project, the existing underground oil tanks shall be removed and an aboveground fuel source ( with appropriate leak protection) should be installed.
3. All removals and new construction shall be in accordance with NYSDEC and DCDOH requirements.
4. Test all underground tanks immediately.
5. Continue testing program for all underground fuel storage tanks at Lakeside and Murrow, Town Hall and Murrow

8. Stormwater Mgmt: Where new buildings and impervious surfaces are proposed, the construction should include water quality measures. These measures should integrate into the site as “natural” features. Avoid large detention basins whenever possible. Use swales, created wetlands and other more natural looking measures.

9. Water Quality

- **Maintenance Plan:** Prepare an annual maintenance plan for the Town Public Works Department to ensure water quality elements are addressed - for example- time and location of mowing, etc.
- **Stream at Murrow Park:** Baseline water quality testing should be done upstream of the pond, at the of the pond and at the site outlet to monitor bacteria, fecal choliform and nutrient levels which would affect use of the swimming facility. Should any parameter test in the low to moderate range, an upstream management plan should be implemented. If any parameter meets or exceeds NYS limits immediate action should be taken.
- **Stream at Murrow:** The stream bank at the Pavilion should be stabilized using coir logs or vegetation.
- **Streams at Lakeside:** Annually review streams discharging into the lake to determine need for repair, bank stabilization, etc.
- **Sampling:** Baseline water quality sampling should be done to determine existing conditions. This would include all nutrient levels, biological profiles including macro- invertebrates, temperature reading at various depths, etc. Continue water sampling for a wide array of parameters to monitor seasonal changes and changes from new uses of the park.
- **Invasive Species:** Determine if tiger mussels or any other invasive species have been introduced into the lake and implement a management plan.
- **Geese:** Research and implement a geese management program. (*done*)

### **Lakeside and Murrow Park - General Use Buildings:**

10. All Facilities: Need a complete professionally prepared master building and facilities plan
11. All Buildings: All existing buildings at Lakeside to be considered for both recreation programs and/or Town government
12. All Programs: should be centralized as far as possible at either Lakeside- Lathrop or Holmes Whaley Civic Center
13. One site: Lakeside and Murrow to be viewed as one site with duplication of programs eliminated as far as possible
14. Passive v. Active Recreation: The subcommittee recommends that future new uses of Lakeside Park focus on passive recreation. Passive recreation includes the implementation of a trail system which would allow a variety of users to participate at their own pace. Active recreation or use should be limited to the Lathrop complex or along Dodge Road.
15. Barns/Gymnasium/ Multi purpose building: With the continued growth of Pawling and the need for various types of indoor space, it is recommended that the barns be reconstructed as a gymnasium building within the next five years. The existing Barns complex could be altered to provide gymnasium and/or multi-purpose space. They are in good condition, situated away from the main recreational area and could be included in the RFI as described below.
16. Cottage Row: due to its condition and location, does not have viable potential for hospitality use. These buildings may be removed from the site to prevent further deterioration, harm to the public, and insurance liability.
17. Chapel and Outbuildings: It is recommended that the Chapel, Laundry, and Ice/Milk Houses also be removed
18. Day Care: The expansion of the existing childcare program to full daycare represents a public need and a potential revenue-producing venture for the Town. The existing program should be expanded to full-time daycare, which will require expansion of the existing building.
19. Donaldson Center: has been considered for potential relocation of the Town Hall. The existing building layout would not permit placement of the Justice Court within the footprint of the structure. An elevator would be required to provide universal access to the second floor. Neither does it lend itself to hospitality use. Other uses should be considered

The location of the Donaldson Center within Lakeside Park is not conducive to the surrounding recreation uses - . Day Care Center, Day Camp Operation, beach front and playing fields.

Donaldson could be utilized for Recreation Dept. offices and programs if the deteriorated buildings on Cottage Row are removed

20. Inn: Commercial use of the Inn may conflict with the stated purpose of the park for community recreation. It is recommended that an RFI be circulated to gauge interest and possibilities. Meanwhile optimum use may be for a Town owned community catering facility operated by town-approved

caterers. The RFI might also include potential uses for the Barns and the Holmes Civic Center.

21. Lathrop Auditorium: The Recreation Sub Committee recommends that the Auditorium at Lathrop be preserved for community activities
22. Kitchen Facilities: Existing kitchen and/or kitchenette facilities at the Inn, Lathrop, Lions Pavilion, Town Hall, and HWLCA should be considered as disposition of these buildings is determined
23. Arts Center: *Support* establishment of an Arts Center at Lakeside offering education, exhibition and performance space
24. Environmental Center: *Support* establishment of an outdoor environmental education center at Lakeside
25. Outdoor Skate Park: Support the need for installation of a skate park at Lakeside Park.
26. Indoor pool: With expected population growth over the next ten years, an indoor pool should be in our long range planning
27. Playgrounds: Safe playgrounds for young children should be maintained, enlarged and new one created as needs arise
28. Playing/Ball fields: are in increasing demand and should be developed and/or expanded at current and future sites, consolidating locations where possible.
28. Pavilions/Bandstand: to be maintained at Lakeside and Murrow for outdoor events and activities
29. Tennis: has been supported at Lakeside for over 40 years. The four existing har-tru clay tennis courts need to continue to be maintained. The number of “hard courts” currently in existence can be reduced, with the remaining courts repaired and renovated for community and school use. Repurpose unused tennis courts for other activities such as handball, basketball, etc.
30. Emergency response plan: An emergency response plan, including telephones, needs to be implemented at all the Town recreation sites.

### **Lakeside and Murrow Park - Housing Units:**

31. Burr House: It is recognized that the Burr House represents a type of 19<sup>th</sup>-century housing indicative a Pawling’s agrarian history and the structure was the homestead of the original Burr family farm. The building has been reviewed by this Sub-committee and the findings are as follows:

Based on historical photographs, the building was larger at one time. The western wing of the house has since been removed.

A fire in the 1930’s caused extensive damage to the roof and upper floor of the building. This damage is evidenced by charred wood and replaced structural members.

The installation of the asbestos (assumed) tile siding has obliterated at detail work on the building.

As the building has not been maintained, a majority of any architectural detailing has been removed or is beyond repair.

The type and adequacy of potable water and wastewater removal requires further study.

Overall, the Burr House has fallen into a state of severe disrepair, the full extent of which cannot be determined solely by visual inspection. In its current state, the building represents an attractive nuisance and an insurance liability.

It is recommended that the Burr House be removed from the site to prevent further deterioration, harm to the public, and insurance liability.

32. Chateau: The Château is currently being utilized by the Recreation Department for the lifeguards and should not be reinstated for residential use at this time.
33. Brown and Elms Cottages : The four cottages along Green Mountain Lake Road: “Brown”, “Elms”, “White”, “Acorn” cottages vary in construction quality and condition. It is recommended that the Brown and Elm cottages should not be demolished. Residential use for these two structures is limited and the Town should consider alternate uses. If appropriate, relocation of these buildings to other areas of the site could also be pursued.
34. White and Acorn cottages should be removed from the site. It is recommended that the Town solicit offers from the public to remove one or both of the structures from the site at no cost to the Town.
35. Lodge: is deteriorated and should be removed
36. Yellow House: The Yellow House is in generally good repair and should remain. The existing structure provides housing for the Head of Maintenance at Lakeside Park.
37. “The Pines”, “Directors House” and “Superintendents House: are in generally good condition and these structures should be maintained. It is recommended to occupy these buildings as affordable rental housing per affordable housing guidelines established by the Town of Pawling. Discussions with outside management agencies should continue towards this goal.
38. Securing: Occupancy of structures will be part of the overall Master Plan and must be phased accordingly. During implementation of the Master Plan, each should be adequately secured to promote public safety and prevent vandalism.
39. Other items discussed:
  - Offer the Pines, Superintendents House and/or Directors House, with minimum plot of land respectively, for sale to the general public.
  - Offer the Pines, Superintendents House and/or Directors House for rental to the general public.
  - Utilize any of the residential structures for emergency housing.

## **Lakeside and Murrow Park – Roads and Parking:**

### 40. Roads:

- Parking and Circulation Plan: Need a (*professionally prepared*) parking and circulation plan for Lakeside and Murrow
- Emergency Access: Emergency Vehicle only access should be extended between Murrow and Lakeside Park. This will also serve to allow pedestrian and bike riders a connection between the two parks
- Entrance to Lakeside: Access to Lakeside Park should be modified to create a “T” intersection with West Dover Road
- Limited Access: The existing road between the Donaldson Center and the barns should be maintained
- Relocation Road along Cottage Row: Relocation of the road to the north of Cottage Row should be considered. Relocation where existing vegetation (spruce trees) would be detrimentally affected should be avoided
- Paving: All roads currently paved should be reevaluated to determine where pavement may be reduced. Consider reducing pavement in wooded areas or using alternate surfaces, such as pavers.

### 41. Parking

- Additional parking: Should be added where necessary once building/site uses have been established.
- Drainage: Where possible, non- intrusive stormwater quality methods should be added to the final parking layout (such as dry wells and grass swales) to provide stormwater filtering before entering and stream, wetland or the Lake
- Town Hall: If uses are to change at these sites, the parking plan should be revised to provide for better flow and stormwater management. This would include a decreased curb cut on Charles Colman Boulevard. The existing parking area generally pitches to Charles Colman Blvd
- Maintenance: Lakeside, Murrow, and Holmes Parks should be integrated into the Town’s maintenance program for parking and roads
- Paving: At both Murrow Park and Lakeside Park, the parking areas are in poor condition and have more pavement than necessary. The layout of the parking areas should be redesigned to reduce excess pavement but also to clarify traffic patterns. To protect the underlying soils and groundwater permanent parking areas should be paved
- Paving: Overflow parking areas should be considered using alternate surfaces
- Paving: Provide green space in parking areas to clarify traffic patterns and to allow recharge thru the grass

## **Trails:**

42. **Townwide Trail System:** A town-wide trail map should be prepared which includes all current trails as well as potential future trails and connections with regional trails beyond the limits of the Town. Establish Trail Heads with Trail Maps / signage, and brochures. Establish a program for construction and maintenance of trails
43. **Bikes:** Designate a specific paved/smooth gravel path for bicycles which will connect with other street bike paths. Designate specific paths for mountain bikes
44. **Connections:** Extend connector between Murrow Park and Lakeside Park. Support sidewalk and path connection to Town Hall and the Village.
45. **Dogs:** Consider a designated dog park area with pick-up and trash facilities for poop.
46. **Erosion:** Consider rotation of trail use to avoid overuse and potential erosion.
47. **Handicap access:** Provide a clearly signed wheelchair accessible loop
48. **Horses:** No horses should be allowed at the Park – they produce waste, need facilities for horse trailers and trail lengths would not be adequate for half day excursions.
49. **Posting:** Establish and post difficulty levels for all trails. Post all paths with right-of-ways protocols for different users.
50. **Surfacing:** The Town should consider a variety of path Surfaces which must be maintained. Path surfaces could be determined by user groups - for example - peds + wheelchairs+ street bikes = paved path. Peds only= stone dust path. In steep areas, provide path surfaces which are designed to control runoff. In wooded areas, consider using wood chips or other surfaces.
51. **Wetlands:** Limit the use of western wetland. Where trails are installed in the wetlands, provide boardwalks and interpretive signs.
52. **Passive v. Active Use:** The subcommittee recommends that the uses for the Central Hill, East Hill and areas within 300 'of the north, east, and west sides of Green Mountain Lake be used for passive recreation only. This means no lights or active sports fields within 300' of the north, east, and west of the lake (except existing buildings).

### **Town Offices:**

53. **Relocation of Existing Town Hall:** Existing Town Hall facility is inadequate for safe and efficient services. Specific areas of concern include inadequate parking, security, privacy, access, fire safety, and protection of Town documents. Due to the constraints present at the present Town Hall site, relocation of the municipal offices should be considered. Based on a review of the existing Town-owned buildings/sites, the *Town Offices* sub committee recommends further study into the relocation of the Pawling Town Hall to the Lathrop Building at Lakeside Park. Preliminary layouts for the Lathrop Building illustrate that all municipal offices, including the Justice Court, present in the existing Town Hall could be relocated to the Lathrop Building. Such relocation would mitigate the issues present at the existing Town Hall and provides space for future growth. In addition, the location of the Lathrop Building within the existing Park would allow for the coexistence of the municipal use with the existing and proposed recreation uses on the site.
54. **Town Functions - Offices and Recreation:** Lakeside provides a good location for a number of Town functions. i.e. recreation and government. To provide appropriate space for all, it is recommended that all existing buildings at Lakeside be considered to house these functions (*i.e. move Town Offices to Lakeside*). Recreation Dept. Offices should continue to be housed at Lakeside
55. **Lathrop Auditorium:** The Recreation Sub Committee recommends that the Auditorium at Lathrop be preserved for community activities
56. **Existing Town Offices – Potential Uses :**
  - Multi purpose recreational space has been recommended by the Recreation sub committee. Much of the interior walls of the existing Town Hall are removable, which would open the space for an interim large, multi-purpose space. There are also possibilities for such multi-purpose space at the Barns.
  - Existing Recreation/Legion Building - would be a suitable location for the Lions Club, Grange, Legion and other community organization to hold meetings and functions.
  - Existing Town Hall - building would be suitable for use by the Pawling Theater Company and other similar organizations.
  - Sell the existing Town Hall and Rec. Bldgs to fund improvements at Lakeside

### **Holmes - Whaley Lake:**

57. **Background:** The Hamlet of Holmes is unique in that, although it is part of the Town of Pawling, it retains a smaller-scale community identity that is important to maintain. The Civic Association Building is an important part of the Holmes-Whaley Lake community, a fast-growing section of the Town. The use of the building has provided a much-needed gathering space for various community activities. Several community groups, such as the Holmes Whaley Lake Civic Association (HWLCAC), Shorehaven Civic Association, Great Bear Homeowners Association, as well as Town of Pawling Recreation Department programs, utilize the upper level of building. In addition, the multi-purpose room is used for parties, meetings, and other uses requiring local assembly space. The lower

level of the building is generally not utilized.

58. Programs and facilities to be expanded:

- It is recommended to expand programs provided at the Civic Center to include child and/or senior care, teen center, seniors center, arts and cultural activities.
- The existing playground on Holmes Road is close to the road and there is no dedicated parking facility for these areas. It is recommended to relocate the playground to a safer location.
- The basketball courts require some upgrades and parking.
- The Girl Scouts should be contacted to reinstate the use agreement with the Town for the existing baseball field at Camp Kaufmann.
- The Fire Commissioners need to be contacted for agreement to use a one acre+/- parcel south of the firehouse for an all purpose playing field.

59. Holmes-Whaley Civic – Community Center: The Holmes area needs the community center for meetings, childcare, teen center and seniors. Existing building needs renovation and expansion. It is recommended that the HWLCA building and surrounding site be upgraded to meet the needs of the Holmes community. A full list of building issues and priorities has been prepared (refer to Holmes Building Report attachment). Of particular note is the existing kitchen, which provides minimal, but necessary, support to the large multi-purpose room and the potential for utilization of the lower level of the building.

60. Holmes Whaley Civic Center – Parking:

- Analyze all parking at Holmes Whaley Civic Center
- The existing parking area at the Civic Center is unpaved. A parking plan, including stormwater management, should be considered.
- Provide for designated parking spaces at the existing basketball court and playground.
- recommended that additional parking opportunities, whether on-site or the north be pursued to provide better access to the upper level of the building. Currently there is no convenient access to the front entrance and handicap accessibility is limited.

61. Holmes-Whaley Civic Center – Sanitary Waste: Determine the location and capacity of the Holmes Civic Center septic facilities. Any expanded use of the facilities at the site may require alterations to the existing system.

62. Pedestrian access: Convenient access between the Civic Association site and Holmes Pond is desired.

63. Pond/Dam: All required dam and retaining wall repairs should be completed. Establish a maintenance plan for Holmes Pond and the dam.

64. Rail Trail: It is recommended that a circulation plan be established which encourages use and expansion northward of the Maybrook Rail Trail.

65. Sidewalks: Create a pedestrian circulation system in the Holmes Hamlet area. The circulation plan should include consideration for sidewalks along Route 292 (from deli near Bundy Hill Road extending south to the Civic Association).
66. Whaley Lake: It is recommended that public access to Whaley Lake be provided.
67. Implementation of recommendations: The hamlet of Holmes represents a strong community and residents have expressed interest in working with the Town to provide labor, where appropriate, to achieve some of the goals listed in this document.

## 5. Priorities:

It would appear that over two thirds of these recommendations can be folded in to the Town's general operations over ensuing years without major budget impact. Some, however, are either significant or urgent enough to warrant priority consideration.

The following priorities have been identified by the Finance Sub Committee for immediate, near term (1 –5 years) or long term (over 5 years) consideration with estimated costs - under \$10k, under \$100k, under \$500k, over \$500k.

<b><u>Immediate Recommendations:</u></b>	<b><u>Cost range</u></b>
1. <b>Affordable Housing:</b> Based on the general good condition of the three residences along Dodge Road (Pines, Directors and Superintendents Houses), it is recommended to occupy these buildings as rental housing per affordable housing guideline established by the Town of Pawling. Discussions with outside management agencies should continue towards this goal.	Under \$10k
2. <b>Building Removal:</b> Buildings recommended to be removed from the site should be done to prevent further deterioration, harm to the public, and insurance liability. The following buildings are of immediate concern. ( <i>See Near Term Recs also</i> ): <ul style="list-style-type: none"><li>• Lodge</li><li>• Burr House</li></ul>	Under \$10k Under \$100k
3. <b>Dam at Lakeside:</b> All required Dam Repairs to be completed at Green Mt. Lake	Under \$10k
4. <b>Request For Information (RFI):</b> A Request for Information should be prepared and circulated to obtain better insight for the potential uses at the Inn and the Barns and operation of the Holmes Civic Center kitchen.	Under \$10k
5. <b>Recreation Dept. Offices:</b> The Donaldson Center could be utilized for Recreation Department offices and programs.	Under \$100k
6. <b>Holmes Civic Center Building – Immediate items:</b> Begin the process of repair and renovation at the Holmes Whaley Lake Civic Center. The Holmes Subcommittee has prepared a priority list, which spans immediate needs through the next ten years. Refer to the Building Report Attachment of the Holmes Subcommittee Report. ( <i>Also see “Near Term”recs which follow</i> )	Under \$100k
7. <b>Holmes Recreation Programs, Facilities and Parking:</b> The Town of Pawling should pursue additional recreation (e.g.: Camp Kaufmann baseball field and field south of the firehouse) and parking opportunities in the vicinity of the Holmes Whaley Lake Civic Center site ( <i>more specifically detailed in General Recommendations above</i> ).	Under \$10k

### **Immediate Recommendations:**

8. **Oil Tanks:** Continue testing program for all underground fuel storage tanks at Lakeside and Murrow Parks, Town Hall complex and Holmes site. Under \$10k
9. **Roads and Parking Plan:** The Town should prepare a parking and vehicle circulation plan for Lakeside and Murrow Parks. (“*Roads and Parking*” recommendations in Section 4 above would apply). Under \$10k
10. **Stream Bank:** Repair/stabilize the stream bank at Murrow Park. Under \$10k
11. **Septic System Murrow Park:** Due to its proximity to the stream, the Town should perform further study into the relocation of the Murrow Park septic system or connection to the municipal sewer system. Under \$10k
12. **Skate Park:** A skate park should be installed at Lakeside Park. Under \$10k
13. **Trail Plan:** A town-wide trail map should be prepared which includes all current trails as well as potential future trails and connections beyond the limits of the Town. (“*Trails*” recommendations in Section 4 above would apply). Under \$10k
14. **Lathrop Discussed:** The Town Offices, Recreation and Finance Committees each had lengthy discussion about the best use of Lathrop – as the Town Hall or as a Multi-Use Building for recreation (*see items in Section 4 above*). It is concluded that the Town Board should decide.
15. **Revenue Sources:** It is recommended that a Finance Committee be established by the Town Board, which would work with the Board in identifying potential income sources for the parklands and facilities.

### **Near Term 1 – 5 Years:**

16. **Building Removal:**
  - Cottage Row Under \$100k
  - White and Acorn Cottages Under \$10k
  - Chapel, Laundry and Ice/Milk Houses
17. **Dam at Holmes Pond:** All required dam and retaining wall repairs should be completed at Holmes Pond Under \$100k
18. **Barns – Multi Purpose Space:** The existing Barns complex could be altered to provide gymnasium and/or multi-purpose space. Under \$500k
19. **Day Care expansion:** The expansion of the existing childcare program to full daycare represents a public need and a potential revenue-producing venture for the Town. The existing program should be expanded to full-time daycare, which will require expansion of the existing building. Under \$500k

**Near Term 1 – 5 Years:**

20. **Playing/Ballfields:** Expand playing/ballfields as necessary Under \$100k
21. **Holmes Civic Center Building – Near Term items:** Continue - over the next ten years - the repair and renovation project at the Holmes Whaley Lake Civic Center according to priority timetable prepared by the Holmes Subcommittee. Refer to the Building Report Attachment of the Holmes Subcommittee Report. (Also See “Immediate” recs above). Under \$500k
22. **Holmes - Pedestrian Walkways:** Create a pedestrian circulation system in the Holmes Hamlet area Under \$100k

**Long Term Over 5 Years:**

23. **Pool:** Consider construction of an indoor pool complex. Over \$500k

**Addenda:**

**Holmes Civic Center Building Report**

**Membership Listing**

## **HOLMES BUILDING REPORT ATTACHMENT**

The existing Holmes Whaley Lake Civic Building consists of a two-story, concrete block structure comprising approximately 5,000 square feet. The purpose of this document is to note the existing deficiencies within the referenced building and the associated site and to establish priorities. The priority level given each item is flexible and can be modified as budget and/or volunteer input allows.

### **PRIORITY: Immediate**

- Wood retaining wall at northeast corner of parking lot is in severe state of disrepair. Exposed wellhead is also in this area of the parking lot. The deterioration of this wall represents an immediate safety hazard. Access from the parking level to the building entrance should be considered in the design of the new wall. NOTE: this item has been identified as the number one priority item discussed.
- There is no parking area near the front entrance to the building. Exterior handicap access to the upper floor needs to be addressed with parking/ramp coordination.
- Exterior surface of concrete block building envelope has eroded in several places and requires repair. Consideration (whether installed now or in the future) for alternate finish material should be given.
- Steel lintels over passage doors and garage doors show signs of deterioration. The repair procedure can be contingent upon the decision for type of use for lower level. If the overhead doors are to be removed, a concrete block wall and lintel systems can replace the damaged steel lintels.
- Stormwater drainage system, including gutters and downspouts, for the building is in disrepair and has advanced the deterioration of the exterior building elements.
- Electrical service supply line to the building requires repair. Electrical panel is located near sink in kitchen and should be relocated.
- The life safety systems need to be updated to include hard-wired smoke/heat detectors, pull boxes, fire extinguishers, emergency and exit lights, etc.
- Lighting for the building perimeter, parking lot is minimal or non-existent and needs to be upgrade for safety and security purposes. The flagpole lighting needs to be redirected to prevent disturbance of neighboring residences.
- General maintenance, such as paint, minor rot repair, etc. needs to be completed to prevent further deterioration.
- The existing heating system elements should be cleaned and inspected for proper function.

### **PRIORITY: 1 to 2 years**

- Areas of the existing floor tile are damaged. A large portion of the existing finished flooring system consists of 9"x9" tile; this size and type of tile is indicative of an asbestos material. The mastic could also contain asbestos. Building should be fully tested for presence of asbestos and/or lead paint and, if found, should be removed from the site.

- Existing ceiling tile system, including bare-bulb light fixtures, in large room is in disrepair. A new acoustic ceiling tile system should be installed. This installation would also include drop-in lighting fixtures.
- Kitchen needs to be updated to comply with current code issues. Specific issues include the presence of a range hood, but it has not been installed. The Health Department requires several sinks for various uses.
- The electrical system has been added to over the years. Once the uses have been established, proper electrical loads can be determined and the entire electrical system should be updated to meet current requirements. Some examples of deficiencies include two prong and worn outlets, exposed-bulb fluorescent light fixtures, etc.
- Water is supplied by an on-site well. Lack of sufficient water has been an issue. Further review will be required to determine if the existing well can be altered to provide additional water or if a new well is required.
- Two existing propane tanks (for cooking) show evidence of rust. One of the tanks is no longer required. The fuel provider needs to certify the condition of the existing tank or replace. The non-used tank should be removed.
- There is an underground fuel oil storage tank that has not been tested. Although there are no records of any leaks, the tanks should be tested and efforts made to remove the tank and provide a new, aboveground tank.
- Although the firehouse use has relocated, the horn still exists on the roof. Consideration for removal should be given.
- Installation of a security system should be considered.
- General maintenance, such as paint and minor repair of finishes needs to be completed.

**PRIORITY: 2-5 years**

- Windows and doors, including overhead doors (if applicable) should be replaced for energy efficiency; there is also evidence of tampering with locks, etc.
- Consideration should be given to a utility closet, with mop basin, for cleaning, etc.
- Effluent is handled by an on-site, sub-surface sewage disposal system of unknown size and condition. Although there is no indication of failure, further investigation of the existing system should be performed as increased use of the building may affect the system. It should be noted that any occupancy of the lower floor would most likely require modifications/ expansion to the septic system. The suitability of an expanded septic system may limit the use of the lower level.

- There is no interior handicap accessible connection between the upper and lower levels of the building. If occupancy of the lower level is deemed appropriate and the uses between the upper and lower levels are connected, an elevator will be required.
- The bathroom on the lower floor needs to be remodeled and comply with handicap accessibility requirements.

### **PRIORITY 5-10 years**

- Parking lot is unpaved. There is no traffic and/or stormwater control. Accessible parking is not present and there is no current connection from the parking area to the upper floor of the building. Consideration should be given to relocating the accessible ramp to the north side of the building. The adjacent landowner could be approached to acquire land for additional parking, etc.
- Presence and/or efficiency of wall and roof insulation could not be determined from the visual inspection. Where applicable, insulation should be added to improve energy efficiency. Coordination with any new exterior building finish should be made so that insulation could be added.
- It is difficult to inspect the roof shingles and-or underlayment. Based on a visual inspection from the ground, the shingles appear to be in satisfactory condition.
- The existing heating system is working satisfactorily at this time but should be upgraded for efficiency.
- Provide air-conditioning for the building,

## Parkland Advisory Council Membership List

Nancy	Adrion	Musella	Corinne
Elizabeth	Allen	Munning	Ed
Adrian	Anderson	Nichols	Ross
Charles	Bell	O'Neill	Lawrence
Lloyd	Berkeley	Olson	Teri Chair Environment Sub Committee
John	Brockway	Osborn	Nancy
Chris	Burke	Osborne	Rosemary
Glenn	Carey	Parrino	Steven
Don	Cepiel	Piccone	Ronald J.
Rose	Clarkson	Scigliano	Jeanne
Gordon	Conley	Seidler	Irmgard
George	Coulter	Slocum	Earl
John	Daniels	Smith	Archibald Chair Finance Sub Committee
Charles	Daniels Chair Hospitality Sub Committee	Smith	Roger Chair Town Offices Sub Committee
David	Daniels	Souter	Mary
Ross	Daniels Council Co Chair	Stewart	Marie
Nada	Davis	Stewart	Gillian
George	DeLaVerne	Tanner	Nancy
Philip	DeRosa Chair Holmes Sub Committee	Tanner	James
Jeff	Dulitz	Twaddell	Susan
Tracy	Durkin	Williams	Robert
Russell	Feroe	Wood	Christopher
Amy	Farrell	Zelazny	Gayle
George	Fontaine		
David	Gamache		
Russell	Gerry		
Ann	Godesky		
Brian	Griffin		
John	Gutleber		
David	Hayner		
Richard	Harshbarger Council Co Chair		
Kent	Johnson		
Janice	Keeler		
David	Kelly		
Michael	Keupp		
Perry	Leight		
Robin	Lester		
Roberta	Lidl		
Rob	Liffland Chair Housing Sub Committee		
Michael	Ludington		
Edward	Lynn, Chair Recreation Sub Committee		
Michael	Matamarano		
Evelyn	McDonald		
Shannon	McKinney		
Jack	Meaney		
Robert	Mele		
Ferdinand	Metz		

***Parkland & Facilities***  
***Master Plan Committee Initial Recommendations (7/31/07)***

July 31, 2007

Town of Pawling Town Board  
Charles Coleman Boulevard  
Pawling, New York 12564

RE: Parkland and Facilities Master Plan: Initial Recommendations

Dear Members of the Board:

The Parkland and Facilities Master Plan Committee (Committee) was charged by the Town Board with concluding the parkland and facilities planning process by finalizing the Draft Pawling Parkland and Facilities Master Plan. The Plan, in its final form, will serve as an important tool to aid the Town Board in best meeting the communities' parkland and facilities needs by allocating the most appropriate Town resources. To that end, the Committee has reviewed available, and relevant, materials, particularly the resource inventory and Draft Report prepared by Zarecki & Associates, and developed its initial Plan recommendations for the Town Board's consideration based, in part, on that review.

The Committee agreed that a phased approach to developing the master plan was the only responsible, practical and effective approach to developing the plan. The Committee's initial recommendations are set forth in the attached and address immediate initiatives that fall under the category of Maintenance and Improvements.

### **1. Cottage Row**

Cottage Row continues to deteriorate and it's potential utility is outweighed by the costs to bring the structures into compliance with applicable codes. We recommend that it be demolished without delay

### **2. Holmes Whaley Lake Civic Association Building**

The existing Holmes Whaley Lake Civic Building consists of a two-story, concrete block structure comprising approximately 5,000 square feet. The Committee believes the building is an underutilized asset that warrants the immediate measures noted below to preserve the building and enhance its potential for community use and as a revenue source. .

Stormwater drainage system, including gutters and down spouts, for the building is in disrepair and has advanced the deterioration of the exterior building elements.

- Electrical service supply line to the building requires repair. The electrical panel is located near the sink in the kitchen and should be relocated. Installation of underground service should be considered.

- The life safety systems need to be updated to include hard-wired smoke/heat detectors, pull boxes, fire extinguishers, emergency and exit lights.

Lighting for the building perimeter, parking lot is minimal or non-existent and needs to be upgraded for safety and security purposes. The flagpole lighting needs to be redirected to prevent disturbance of neighboring residences.

General maintenance, such as paint and minor rot repair, needs to be completed to prevent further deterioration. We believe that volunteers would be available to assist with this task.

The existing heating system elements should be cleaned and inspected for proper function.

- Areas of the existing floor tile are damaged. A large portion of the existing finished flooring system consists of 9"x9" tile; this size and type of tile is indicative of an asbestos material. The mastic could also contain asbestos. Building should be fully tested for presence of asbestos and/or lead paint and, if found, should be removed from the site.

- The existing ceiling tile system, including bare-bulb light fixtures, in large room is in disrepair. A new ceiling system should be installed. This installation would also include drop-in lighting fixtures. We believe that volunteers would be willing to donate their time to complete this task.

- The kitchen should be updated to comply with current codes. Specific issues include the presence of a range hood, but it has not been installed. The Health Department requires several sinks for various uses.

- The electrical system has been added to over the years. Once the uses have been established, proper electrical loads can be determined and the entire electrical system should be updated to meet current requirements. Some examples of deficiencies include two prong and worn outlets, exposed-bulb fluorescent light fixtures, etc.

- Water is supplied by an on-site well. Lack of sufficient water has been an issue. Further review will be required to determine if the existing well can be altered to provide additional water or if a new well is required.

- Two existing propane tanks (for cooking) show evidence of rust. One of the tanks is no longer required. The fuel provider needs to certify the condition of the existing tank or replace. The non-used tank should be removed.

- There is an underground fuel oil storage tank that has not been tested. Although there are no records of any leaks, the tanks should be tested and efforts made to remove the tank and provide a new, aboveground tank. We recommend that the tank be tested for leakage.
- A permanent sign board, advertising community events, should be installed at the Civic Center. Signage for Holmes Pond should also be installed. We believe this to be an important component and one that can be completed by volunteers.
- General maintenance, such as paint and minor repair of finishes, needs to be completed.
- Windows and doors, including overhead doors (if applicable) should be replaced for energy efficiency; there is also evidence of tampering with locks, etc.
- A utility closet, with a mop basin, for cleaning, and other cleaning supplies, should be constructed. Members of the Holmes Whaley Lake Civic Association have expressed a willingness to volunteer their time to construct the closet.

### **3. LATHROP BUILDING**

The Lathrop Building consists of a one-story, concrete block (and wood frame) structure comprising approximately 13,125 square feet. Like the recommendations made for the Holmes-Whaley Lake Civic Association Building, the recommendations applicable to the Lathrop Building are made in the belief that the building is an underutilized asset that warrants immediate measures to preserve the building and enhance its potential for community use and as a revenue source. The committee believes that the Lathrop Building has significant potential to generate rental income, unrealized potential as a public and private meeting center, and great value as a community gathering center. The committee recommends that these uses be expanded and that the town hall offices not be relocated to Lathrop. Accordingly, we offer the following:

- In the past, Dutcher Avenue Builders performed on-going repairs and maintenance of the roof. According to Al Thomsen of Dutcher Avenue Builders, the existing roof is in good condition, but should be maintained (silver coated) on a periodic basis.
- The existing roof scuppers represent an on-going problem with water infiltration into the building. On-going water infiltration is evidenced by staining and efflorescence in two locations in the basement, behind the electrical panels and in the boiler room as well as in some of the office(s) on the main floor. The collection of roof drainage should be further

investigated, and consideration should be given to the installation of dry wells, and other measures to direct roof drainage away from the building. Immediate attention should be given to the leak that runs down the wall behind the electrical panels. This is a safety hazard and should be resolved immediately.

- The auditorium components should be upgraded, specifically the stage curtain and the sound system. The stage curtain requires fire retardant certification.

- The existing fire alarm system is a local system only and not currently connected to the fire department. Consideration should be given to upgrade the system so that it communicates with the local fire department.

- The majority of the carpet appears to be in reasonably good condition, but requires a deep cleaning. Consideration should be given to replacing the carpet in the office area (three offices and reception).

- Exterior window frames should be inspected for damage and rot and replaced where necessary.

- The ceilings appear to be in good condition, however some ceiling tiles and/or grids in the existing system need to be replaced and/or repaired. Discolored or broken light panels should be replaced. The ceilings in the office area are in good condition, but will need to be replaced at the location of roof leaks.

- General maintenance, such as paint, repair of holes in the gypsum wallboard, repair of cracks in walls, etc. needs to be completed to prevent further deterioration. Most walls require a fresh coat of paint.

- Some of the air conditioning units in the ceiling (main lobby, meeting rooms) are inoperable and should be repaired or replaced. All units need general maintenance and cleaning. Ceiling tiles surrounding these units are discolored and should be replaced. The through-the-wall air-conditioning units in the offices should be cleaned and maintained. The air-conditioning unit for the auditorium should be cleaned and maintained.

- Areas of the existing floor tiles are damaged. A large portion of the existing finished flooring system consists of 9"x9" tile. This size and type of tile is indicative of asbestos material. The mastic could also contain asbestos. Areas with damage should be sealed to prevent the tiles from further cracking and/or lifting.

- The existing, non-functioning water fountain in the hallway should be removed. There is a new, ADA compliant water fountain being installed as part of the bathroom renovation.
- The wood-burning fireplace in the lounge area should be inspected and serviced. The brick above the fireplace has a substantial crack and should be repaired.
- The folding wall between the meeting rooms should be repaired/replaced.
- The wall vents (assumed) located in the meeting rooms are currently covered with cardboard. The function and viability of these vents should be further reviewed and repaired/removed as necessary.
- Most of the existing windows are single pane, double hung units with storm windows. These should be replaced with new, energy efficient windows.
- Since utilizing the building to its fullest will expand the demand for kitchen services, we recommend that the kitchen/snack bar area be upgraded by installing a full sink, warming apparatus, and a refrigerator and freezer.

Completing many of the maintenance and improvement recommendations identified herein could be accomplished by a knowledgeable craftsman in the employ of the Town rather than through contractual arrangements. Further, the Committee sees an ongoing need for the continuous, on demand services of a skilled facilities foreman. Costs for the completing the immediate maintenance and improvement tasks we recommend, as well as similar tasks in the future, could be significantly reduced by employing a Department Head of Buildings and Grounds, such as being considered by the Board. As such, we recommend the Board adequately fund, and fill, the position from the Dutchess County list of eligible without delay.

Finally, the committee is considering recommendations concerning the sale of the three residences on the western portion of the Lakeside Park property, and is soliciting a market evaluation of the three parcels. The committee anticipates issuing recommendations relative to the use, or sale, of the three parcels, as well as use of the Inn will be developed shortly.

The Committee trusts that these recommendations are useful and looks forward to issuing subsequent inclusions to the plan. Meanwhile, should the Board have any questions concerning the Committee's initial recommendations, or care to discuss them, please contact me at your convenience.

Sincerely,

James D. Benson for the Committee

xc: Philip DeRosa, Edward Lynn, Shannon McKinney, Ross Nichols, Rosemary Osborne, Steven Parrino, Melissa Smith, Gayle Zelazny

***Recommendation: Information Gathering Committee***

## **Information Gathering Committee**

It is recommended that a committee be formed for the purpose of studying existing parklands outside of Pawling which may have similar facilities and community needs, to determine:

1. What usages of facilities (in their experience) have been embraced, appreciated, and supported most favorably by the community?
2. What uses of the facilities provided the greatest stream of revenue for the Town or organization?
3. What programs developed in the parkland were most successful in terms of participation?
4. What procedures were adopted by the parkland committee in order to organize in a cost-efficient manner?
5. What professional services were helpful and which should be avoided?
6. Etc.

This Committee should include the Recreation Director and Recreation Leader along with 3 or 4 others. Time should be spent contacting parkland organizations which have similarities to ours. Directors of those organizations should be willing to share their experiences with us, in order for us to gain insight into what has/has not worked for them, so that our challenge can be minimized as much as possible.