

JULY 09, 2019

Cossayuna Fire Chief Pat Donahue submitted an email from Cynthia Browning, Executive Director of the Batten Kill Watershed Alliance stating that the plans for the bank stabilization and trout habitat restoration project in the Batten Kill off Tracy Drive will be moving forward in September. Chief Donahue stated that they are also installing a dry hydrant at the fire access to the river.

Lorraine Ballard retrieved an American flag that was touching the ground in the roundabout, draped over the Greenwich sign. Supervisor Idleman said it belonged to Lisa Perkins and Ms. Ballard could deliver the flag to the Town Office. Despite the "no swimming" and "carry in/carry out" policies, Ms. Ballard observed many people in the river and a full trash can in the pavilion at the Battenkill Riverfront park this past weekend. She thanked the Board for installing the green fence to keep the geese off the sand.

UNFINISHED BUSINESS:

Supervisor Idleman wanted to move forward on the Owner/Operator Lease Agreement with Hudson Crossing Park. Councilman Jeffords said the Town is waiting on Hudson Crossing. The Park's lawyer is reviewing the Agreement.

NEW BUSINESS:

1. Senator Betty Little's office contacted Supervisor Idleman about speed reductions on County Route 49 after receiving a resident complaint. The office advised passing a speed reduction resolution and the Senator's office will assist in the process. The proposed resolution:

"RESOLVED, that the Town Board of the Town of Greenwich hereby requests that the Washington County Department of Public Works and the NYS Department of Transportation reduce the speed limit to 30 mph on:

- County Route 49 between County Route 48 and the cemetery located at 588 County Route 49.
- State Route 29 between the Town of Easton/Greenwich boundary line in Middle Falls and the Village of Greenwich.
- Meader Road between State Route 29 and North Road."

Councilman Patrick added that the third bullet point should be "Meader Road between State Route 29 and North **Greenwich** Road."

Supervisor Idleman wanted to clarify the details before voting. No action taken.

2. Greenwich is the pass through for the Hudson River Valley Greenway Grant to redo the Stewardship Plan for the Partnership. Supervisor Idleman asked permission to sign the agreement.

RESOLUTION NO. 90 -19

Hudson River Valley Greenway Grant Memo of Understanding

Resolution by Councilman Jeffords

Seconded by Councilman Patrick

Not signed -

LEASE AGREEMENT

Lease made this _____ day of _____, 2019 between the following parties:

Landlord:	TOWN OF GREENWICH (<i>herein after known as TOWN</i>)
Address for notices & rent:	Academy St.
Greenwich, NY 12834	
You, the Tenant	HUDSON CROSSING PARK, INC. (<i>herein after known as HCP</i>)
Address:	PO Address: Box 144
Schuylerville, NY. 12871	

1. Term: One year, commencing on July 1, 2019 and ending June 30, 2020.
 - a. *The term of this Agreement shall be one (1) year from the date of execution of this Agreement. The Agreement may be extended by mutual agreement of the party for additional terms.*
 - b. *This contract may be cancelled at the sole discretion of either party upon thirty (30) days notice to other party.*

2. Premises rented: The "Classroom" building located at 5149 County Route 113, Town of Greenwich, Greenwich, NY. 12834.

Tenant shall also have use of the grounds with prior notice to the Landlord and prior written approval of the landlord. *HCP and the TOWN agree to periodically consult and mutually determine the specific recreational and educational programs that will be undertaken on the PROPERTY. HCP may undertake ordinary programs on the PROPERTY without notice or approval by the TOWN. HCP shall not undertake non-ordinary educational and/or recreational opportunities on the PROPERTY without notice to and approval by the TOWN. In such cases HCP shall provide notice to the Town Clerk, Town of Greenwich via Mail or Email. If the TOWN does not object to the proposed non-ordinary activity within two days from its receipt of the notice, the proposed activity shall be deemed approved. The TOWN shall have absolute and sole discretion to approve or disapprove of such non-ordinary activities.*

3. Rent: ONE and NO/100 DOLLARS (\$1.00) payable with the execution of this lease and Tenant shall undertake to provide three free events annually, such as concerts or educational programs, specifically for the benefit of the residents of the Town of Greenwich.

4. Agreement to lease and pay rent: Landlord leases the premises to you, the Tenant, for the Term. You, the Tenant, agree to do everything required of you in the lease. *The TOWN agrees to construct, repair, and maintain all structures, trails, and open space on the PROPERTY.*

5. Successors: This lease is binding on all parties who lawfully succeed to the rights of or take the place of the Landlord. The Tenant may not assign or otherwise transfer this lease without the written consent of the Landlord.

6. Changes: This lease can be changed only by an agreement in writing signed by the parties to the lease.

7. Utilities: The Tenant will pay for all utilities for the premises, including heat, electricity, fuel oil, telephone and internet. *HCP shall be liable for and shall pay directly all charges, rents and fees (together with any applicable taxes or assessments thereon) when due for electricity, heat, telephone, internet, and any other utility charges or similar items consumed directly by HCP during the use or occupancy of the Premises during the Term of this Lease. Installation of utility infrastructure within the PROPERTY shall be the responsibility of the TOWN.*

8. Insurance: Tenant shall be responsible for insuring Tenant's personal property and shall provide proof of liability insurance satisfactory to the standard requirements of the Landlord's insurer.

9. Cleaning: Tenant shall be responsible for keeping the interior of the rented premises clean and shall not store any property in the common areas of the building.

10. Taxes. Tenant shall pay all real property taxes if any, on the premises.

11. Subletting. Tenant shall not sublet any portion of the premises without the prior written approval of the Landlord.

12. The parties agree that the TOWN will not provide payment or other compensation to HCP for the services described in this Agreement. The TOWN recognizes HCP's need to raise funding for general operating purposes, development, and implementation of programs, special events, organization management, staffing, and other activities conducive to the long term development of HCP. HCP may establish, collect, and retain any fees/revenues for admission to or for participation in any events organized by HCP with the exception of the three events per year for the Town of Greenwich residents as outlined in this Agreement. The TOWN acknowledges that HCP may seek outside funding from individuals, foundations, organizations/corporations and other sources.

13. Renewal. This lease may be renewed upon mutual agreement of the parties.

IN WITNESS WHEREOF, the parties have signed this lease as of the date at the top of this lease.

Landlord:

Tenant:

TOWN OF GREENWICH.

HUDSON CROSSING PARK, INC.

By: _____
Sara Idleman

By: _____

Title: Supervisor

Title: _____



DEPARTMENT OF CODE ENFORCEMENT

Washington County Annex I Office Building

415 Lower Main St.

Hudson Falls, New York 12839

Phone: (518) 746-2150

Fax: (518) 746-2175

INSPECTION RECORD

8-30-9

DATE RECEIVED	10/22/18	PERMIT NO.	01420
OWNER	GWT (ADK School)		TELEPHONE
ADDRESS		STATE	ZIP
JOB ADDRESS	5149 Co RT 113		TOWN/VILLAGE GWT
CONTRACTOR			

TYPE OF INSPECTION:

- ☐ Footings - Before Pouring Concrete
- ☐ Foundation - Before Pouring Concrete
- ☐ Foundation/Before Backfill
- ☐ Ice & Water Shield

- ☐ Framing
- ☐ Plumbing
- ☐ Insulation
- ☐ Other

- ☐ HVAC
- ☐ Septic System
- ☒ Final
- ☐ Other

COMMENTS - CORRECTIONS

- (As per DJA inspection - 9/7/05) -
- Exit lights - OK, need
 - Emergency lights - OK
 - Smoke Alarms - need to be interconnected
 - Emergency Roll Stations - alarm co. to address
 - Electrical Final - needed
 - Max Occ. - needed
 - Layout matches plans - emailing updated
 - 911 address -
 - Fire extinguishers - need tags

☐ APPROVED ☐ NOT APPROVED

INSPECTOR

DATE



PO Box 144, Schuylerville NY 12871 • www.hudsoncrossingpark.org • 518-350-7275

July 25, 2019

Sara Idleman

Greenwich Town Supervisor

2 Academy Street

Greenwich, NY 12834

Dear Supervisor Idleman,

Hudson Crossing Park is excited to collaborate with the Town of Greenwich on the newly established Town of Greenwich Hudson Riverside Park. Hudson Crossing Park will utilize the buildings currently on the grounds as a year-round administrative and educational center, providing community events and programming for the surrounding area, promoting both tourism and local community access to historic sites located along the Hudson River, and promoting the Hudson as a unique recreational resource.

The mission of Hudson Crossing Park is to tie environmental responsibility to economic revitalization, and to engage people of all ages in making informed choices for a sustainable future. A 501(c) (3) organization, Hudson Crossing Park has a proven history of building and maintaining community partnerships while providing recreational opportunities to all ages. Once neglected acreage, Hudson Crossing Park, located directly across the river from the Town of Greenwich Hudson Riverside Park, today draws over 10,000 visitors annually through its events, programming, facilities, and trails. As part of the Champlain Canalway and Empire State Trail, public use of this park will only increase in coming years.

We are committed to co-promoting the Town of Greenwich Hudson Riverside Park and coordinating with Greenwich-area businesses and organizations to galvanize support and awareness of the wealth of recreational and educational resources that this new partnership provides. Hudson Crossing Park staff, board, and volunteers have already committed over 600 hours of labor to improving the grounds, facilities, and working towards a formal operating agreement. The master plan, once complete, will help drive this project forward in a significant and meaningful way.

While the details are actively being determined regarding the formal operating agreement between the Town of Greenwich and Hudson Crossing Park, we strongly believe that this partnership, which has been multiple years in the making, will have lasting impact within the Greenwich community and across our greater area. We sincerely hope that your grant request for a master plan will be supported.

Sincerely,

Kate Morse

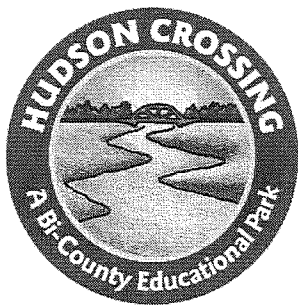
Director

Hudson Crossing Park

Hudson Crossing Park's mission is to tie environmental responsibility to economic revitalization, and to engage people of all ages in making informed choices for a sustainable future.

Topics of discussion for Riverside:

- Actual parts of property leased:
 - In Section 2 of the lease it names the “Classroom” Building as the premises rented, yet in Section 9 it notes that HCP shall not store any property in the “common areas” of the building. What constitutes the “common areas”?
- Subletting:
 - Part of what will make the Riverside campus viable for HCP will be (at least temporarily) subletting office space. It would be wise to have a set of guidelines in place as far as what type of tenant the TOG Board finds acceptable.
 - Will HCP be allowed to promote and rent the Classroom building/grounds to private groups for birthday parties, meetings, reunions, etc.? If so, will HCP need to get approval in writing from the TOG for each event?
- Utilities/Supplies/Maintenance:
 - As the bridge crew is currently in residence and will be through at least December (?), it will be necessary to have the Classroom building open/heated/water on for restroom use by their crew. In addition, utility use is not necessarily broken down by building so there will also be overlap in utility costs for the bridge crew and HCP. Is there a plan in place for them to help absorb some of the cost of this?
 - As park usage grows, it is reasonable to expect the public to use the restrooms while the building is open during “business hours.” Will the TOG supply a portion of paper goods (hand towels, toilet paper) and waste removal?
 - Will the TOG be responsible for removing park (non-HCP/building) waste?
- Improvements needed to make Classroom Building “Business Ready”:
 - While it is logical to hold off on major improvements until the master plan is complete, there are baseline improvements that should be completed before HCP takes residence, including:
 - Walls patched/painted
 - Stained ceiling tiles replaced/painted
 - Doors and windows weather stripped
 - Roof leaks addressed
 - Signage at the top of the driveway identifying location as TOG Hudson Riverside Park
 - Neighboring (nuisance) dogs addressed
 - Installation of basic utility infrastructure (phone, internet)



Hudson Crossing Park, Inc.

Riverside Center Expansion
Business Plan Draft November 2018

Hudson Crossing Park
RIVERSIDE CENTER BUSINESS PLAN DRAFT 11/18

Table of Contents

- Executive summary
- Glossary of current programs/special events
- Growth strategy -Vision

Hudson Crossing Park
RIVERSIDE CENTER BUSINESS PLAN DRAFT 11/18

Executive summary

Introduction

Hudson Crossing Park, Inc. has spent the last two decades creating a bold vision and bringing it to life on the shores of the Champlain Canal. Through creative and groundbreaking local and regional partnerships, ongoing community involvement, and a belief in making great things happen through relentless dedication to a new future, it has created something from nothing. Implementing a creative and progressive vision, it has modeled what an environmentally sustainable park on historic waterways can accomplish. What was once overlooked state-owned land on a neglected stretch of the Hudson River is now a vibrant year-round destination, inspiring visitors and catalyzing change.

Building on its established reputation, extensive networks and partnerships, and attractive grounds at the intersection of historic roads, trails, and waterways, Hudson Crossing Park is poised for its next leap of growth: ***the addition of a year-round cultural, recreational, and educational center that celebrates a rich past, a vibrant community, a healthy planet, and an innovative future.***

Glossary of current park programs and special events

Winterfest (January/February)

Winter Activities • History • Science

Approximate attendance: 200+

Launched in 2015

Primary audience: Families & Local Organizations

Love Light at the Park (February)

Valentine's Day Luminary Walk

Approximate Attendance: 75+

Launched in 2018

Primary Audience: Families • Couples • Dog Owners

Bike the Bridge (May)

Recreational event

Approximate Attendance: 100+

Launched in 2017

Primary Audience: Families • Cyclists of all ages

Snapshot of the Hudson (May & October)

Student Citizen Science: Coordinated Statewide Event

Approximate attendance: 60+

Launched in 2009, Revived in 2017

Primary Audience: Students

Hudson Crossing Triathlon (June)

Athletic Event

Approximate Attendance: 750+

Launched in 2010

Primary Audience: Athletes & Spectators

Cardboard Boat Race (August)

Fun on the Hudson River

Approximate Attendance: 500+

Primary Audience: Families

Canines Crossing at the Park (September)

Working Dogs Showcase

Launched in 2017

Primary Audience: Dog Owners & Families

Burgoyne's Bridge 5k (October)

Family Fun Run

Launched in 2017

Approximate attendance: 60+

Primary Audience: Families

Educational Programming (September – July)

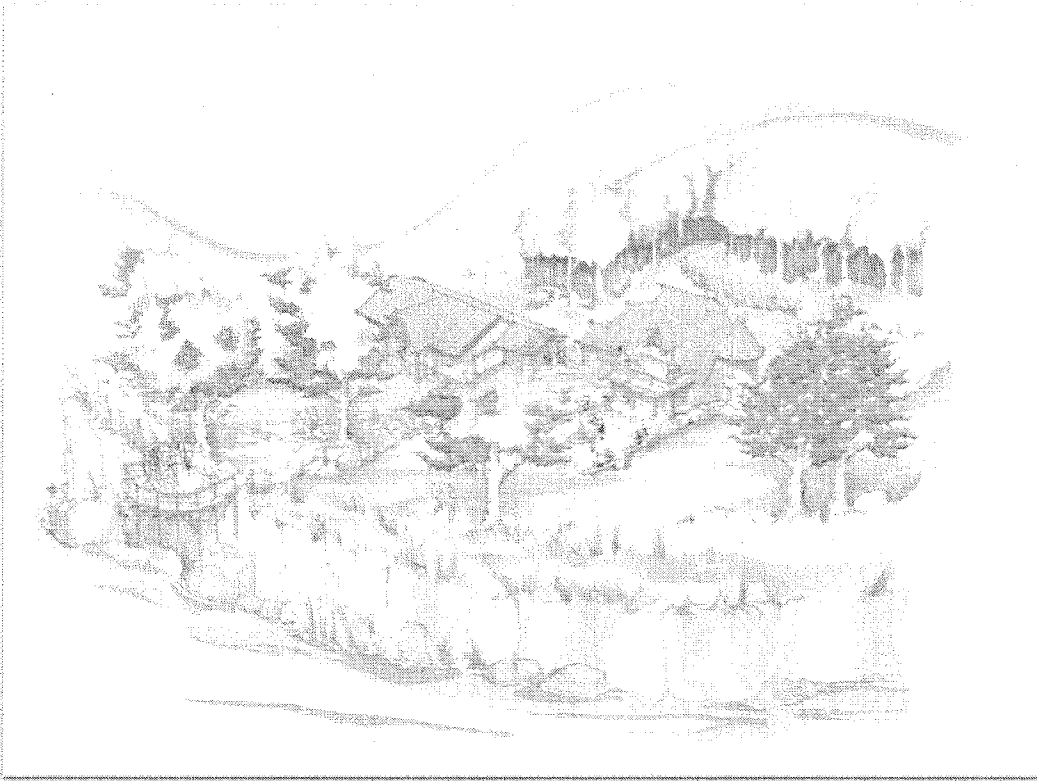
Science • History • Art

Approximate attendance: 1,500+

Primary Audience: Primary and Middle School students

Growth Strategy/Vision

In 2016, AJA Architecture and Planning offered a design concept for a proposed Hudson Crossing Park Educational Center using the buildings located on the grounds of the Town of Greenwich Hudson Riverside Park as its design foundation.



Large enough to support sizable functions and optimizing the outdoor spaces in its immediate vicinity with patios, water views, and gardens, this location will serve not only as year round administrative and educational classroom spaces for Hudson Crossing Park, but for special event and facility rental opportunities for the greater Washington and Saratoga County area communities as well. The center will also connect to the extensive trail system of the Empire State Trail and Champlain

Hudson Crossing Park
RIVERSIDE CENTER BUSINESS PLAN DRAFT 11/18

Canalway trail, as well as the adjacent snowmobile routes maintained by local Washington and Saratoga County snowmobile clubs.

In terms of its function, the center will be easily reached by boat, auto, bicycle, or on foot. This building intends to:

- Celebrate and restore the area's rich waterfront heritage through interpretive signage, greater access and promotion of the Hudson River and Lock 5 area/Champlain Canal mid-point
- Foster sustainable economic development with the introduction of income through space rental and cultural events such as exhibitions, concerts, guest speakers, and other special events
- Connect the community with the area's past and future through art exhibitions, interpretive signage, interactive exhibits, and special events programming
- Promote well planned, proportioned, high quality tourism development
- Highlight sustainable and environmentally-friendly building practices in an accessible, visually appealing, and eye-opening way

Future visitation at the Hudson Crossing Riverside Center is somewhat difficult to predict. Primarily designed to serve as a multi-functional space, the main building will be a visitor/informational center for Hudson Crossing Park, an indoor educational space for visiting students, and an event space to draw visitors from far and wide, reimagining the location as a destination for concerts, weddings, family reunions, corporate retreats, special events, and more. The Center will also offer numerous opportunities to engage the outdoor environment through access to hiking, biking, and walking trails as well as on-river excursions by providing access to the Hudson River. Interactive displays, environmental exhibits, and local artwork, and information about local and regional history will fill the space.

Because the space will be highly adaptable, much of the revenue that will help to financially sustain the Center will be brought in through special event and space rental. Similar to incubator offices, the Center will provide a work and conference space that is easily suited for any number of business needs as well as provide a unique and picturesque location for private parties and groups.

Hudson Crossing Park
RIVERSIDE CENTER BUSINESS PLAN DRAFT 11/18

On a day to day basis, the Center would provide a welcome spot for visitors who are biking along the Empire State and Canalway Trails or looking to enjoy the unique and beautiful view of the Hudson River, as well as restrooms and a scenic and convenient location to start, pause, or end their journey.

As a direct and indirect priority of the Center's existence and programing, it will seek to increase awareness of the historic importance of the location, and the many current opportunities it affords for both recreational and commercial uses through interpretive materials that are prominently displayed. Rotating exhibitions of local and regional artists with an emphasis on work focused on the regional landscape will be displayed both within the center and throughout the grounds.

Need and Population Served

As a park, Hudson Crossing is open every day year-round from dawn until dusk and is free of charge. Visitors may enjoy picnic facilities, fishing and birding sites, a children's play garden (which is a unique natural playground, and one of the first to be built in the region), and more than two miles of nature trails with panoramic Hudson River vistas and Champlain Canal overlooks. A floating dock on the canal welcomes through-boaters to stay for up to 48 hours and a kayak launch complete with temporary storage lockers is situated on the river. The Riverwalk Sensory Trail, which is designed to provide rich outdoor experiences to those with visual and mobility impairments, is one of the only of its kind in the region. The renovated Dix Bridge re-connects communities and trail systems in Saratoga County and Washington County, providing a safe passage for snowmobiles, bikes, and those on foot year round.

Hudson Crossing Park serves the residents of the local communities and has established itself as an educational resource to regional schools and colleges, including Schuylerville Central School, Greenwich Central School, Saratoga Independent School, and Skidmore College. Through a partnership with The University at Albany, HCP is home to the NY Mesonet Weather Station, and is rapidly becoming a pilot location for exciting new educational links between this ground-breaking sophisticated technology and local public school students.

Hudson Crossing Park
RIVERSIDE CENTER BUSINESS PLAN DRAFT 11/18

With the addition of the educational center at the Town of Greenwich Hudson Riverside Park, Hudson Crossing will fully establish itself as a “bi-county” resource and be able to expand its educational programming, special events offerings, and as a community resource.

Classes, seminars, and workshops of all types will be targeted to students Pre-K – 12, adults, seniors, families, and community groups. The main classroom area will open onto the center’s proposed patio and gardens, so the classes can move indoors or outdoors as needed for the particular program. Special events, already a well established part of Hudson Crossing’s annual programming, will include expanded winter and evening events. The multi-use space will also be available to the public for meetings, events, and rentable and shared office and conference room space.

Annual visitorship of Hudson Crossing has steadily grown since the park’s founding, boosted by special signature events and the addition of attractive user amenities. It is currently estimated at more than 60,00/year, with an additional offsite, outreach audience of at least 1,500/year via presentations, programs, and e-news distribution. These visitors, who are already committed to and aware of the park, will serve as a built-in audience once the center is established.

Hudson Crossing Park
VOLUNTEER INVESTMENT IN TOG HUDSON RIVERSIDE PARK

Hudson Crossing Park (HCP) Volunteers have accomplished the following Riverside improvements as of 10/18:

- Cleanup/out of all buildings and grounds
- Compiled "Hit List" for necessary improvements
- Initial inspection of all buildings (Darryl Dumas)
- Met with various County Code Enforcement officers
- Installed smoke alarms
- Installed emergency lights
- Installed exit signs
- Installed fire extinguishers & had them inspected
- Flushed and treated water lines
- Conducted regular testing of water lines
- Installed new toilets in bathrooms
- Heating system online
- Painted wall in meeting room (main building)
- Touched up main building as necessary (paint)
- Initial rehab of kitchen (removal of unusable cabinet, installation of prep tables, updated appliances)
- Reached out to previous tenants to get an estimate on operational costs (unsuccessful)

Basic HCP Volunteer Hours since 12/17 (as of 10/18):

10 people for a total of 47 hours. Current volunteer rate: \$25/hour, for a total of \$1,175

Skilled HCP Volunteer Hours since 12/17 (as of 10/18):

Darryl – 75 hours (?) at rate of \$100/hour, for a total of \$7,500

Total HCP Volunteer investment: \$8,675

Town of Greenwich Hudson Riverside Park Improvements List (as of 11/18)

Interior capital improvements needed (minimum):

- CO secured
- Replace stained ceiling tiles
- Interior spaces painted (walls and floors)
- Bathrooms brought up to code
- Exterior doors replaced and/or sealed/insulated
- Phone and internet installed
- Operational stove in kitchen
- Removal of ceramics equipment
- Removal of darkroom equipment
- Removal of dark room wall
- Thorough cleaning throughout
- Main building kept online to maintain current improvements throughout winter months

Exterior capital improvements needed (minimum):

- Roof repairs – replace or patch
- Exposed insulation along lower edge of exterior covered/replaced
- Town of Greenwich Hudson Riverside Park signage by County Route 113
- Grounds maintained throughout by Town of Greenwich DPW (mowing, plowing, etc)
- Brush clearing alongside of main building and others
- Fencing and/or cautionary signage along Riverside edge
- White buildings (barn, storage building) either repainted/power washed to improve curb appeal
- Landscaping plan created

Administrative agreements to be established:

- Town of Greenwich (TOG) responsible for initial owner/operator agreement draft (TOG responsible for all capital improvements and grounds, Hudson Crossing Park {HCP} responsible for programming and daily operations)
- TOG responsible for an annual operational costs estimate
- HCP responsible for operating proposal draft

Brainstorming Booklet for Planning the Hudson Riverside Park

Initially compiled January 18, 2019

by Mike Bielkiewicz

Riverside Project Plan TASKS, Estimates & More

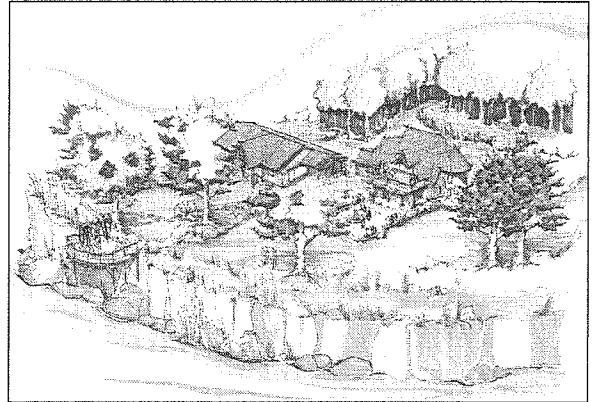
Overview:

Goal is to make the Hudson Riverside Park available for quality use within a minimum timeframe and investment.

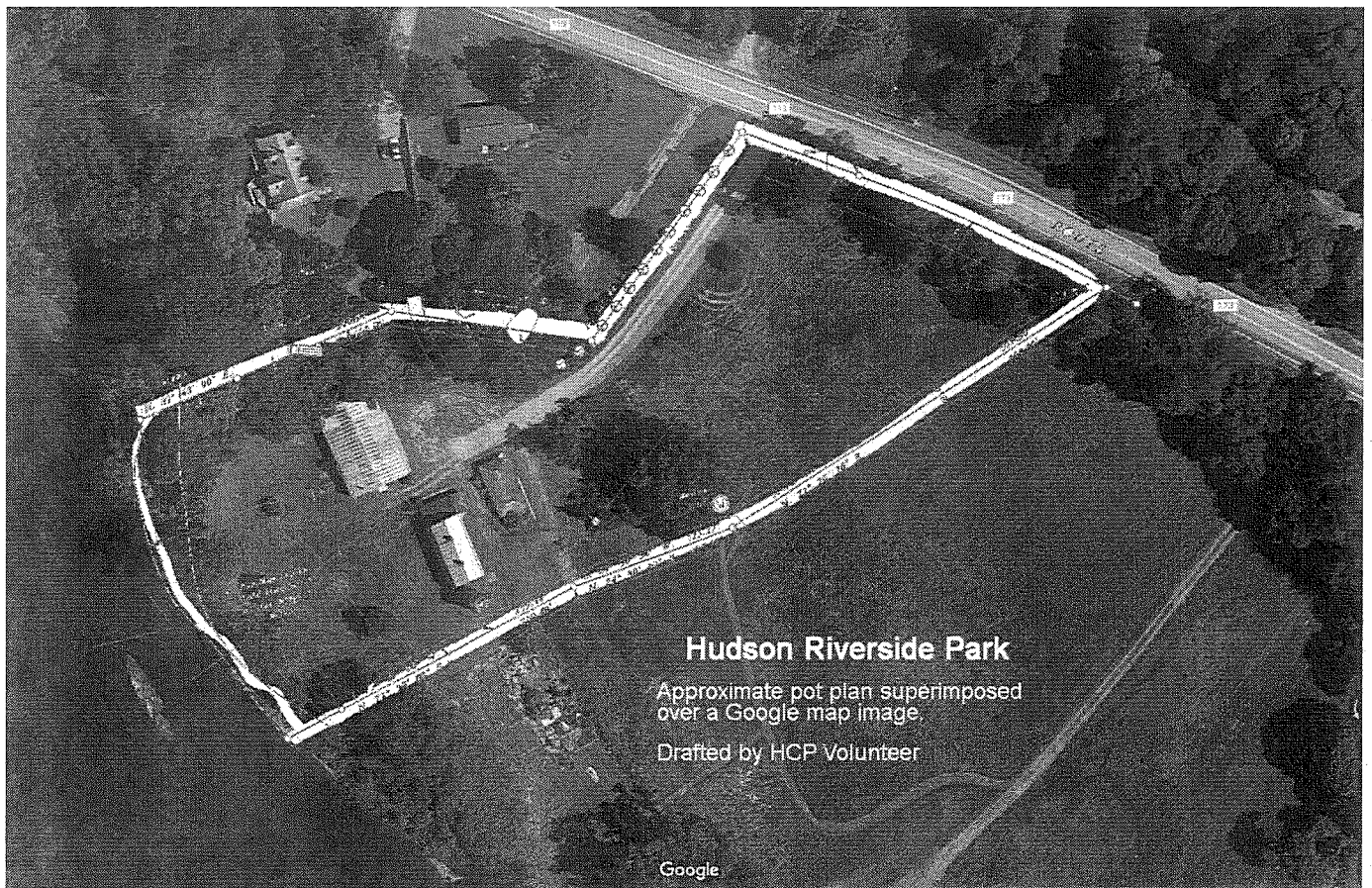
The property consists of Grounds, a Main Building, a "Barn &

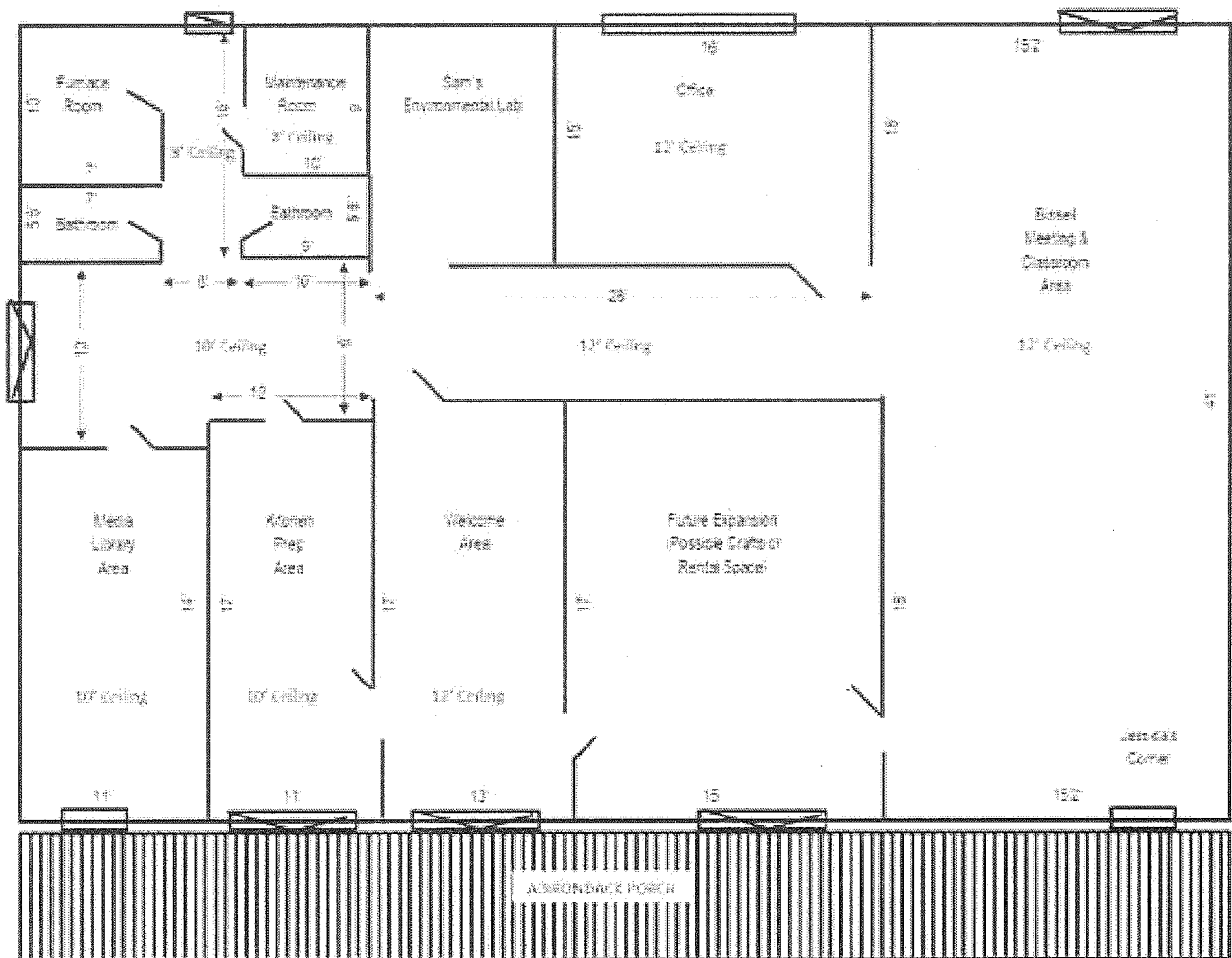
focus on the Main Building and Grounds.

Broken down into Building Interior, Building Exterior, Grounds Roadside and Grounds Riverside phases, this booklet identifies tasks within the overall project to establish priorities, track task time estimates and actual, identify responsible parties and record project status.



Possible Future of Hudson Riverside Park





Hudson Crossing's Riverside Campus - Proposed building room use

By Cheryl Barnes

PROPERTY & MAIN BUILDING INTERIOR / EXTERIOR

Building Inspection(s) It is extremely important to determine what tasks must be done to comply with regulations governing the use of the park and its facilities.

Washington County Code Enforcement Inspection (Is it possible to have a qualified inspector informally review the property to help us determine vulnerabilities in need of repair. We can't afford to waste resources on sprucing up the space only to learn fixes to the structure and it's infrastructure will cause us to repeat work.

Following is an incomplete list of items to be addressed. This list will be updated as we go and / or if inspections find issues we have not identified.

Items we expect will need to be addressed:

- Roof Leaks
- Mold
- Doors & Windows
- Wiring
- Safety
 - First Aid Kit(s)
 - Fire extinguishers
 - Alarms and Emergency Lights
 - Phone
- Structure
- Potable water

Plumbing & Heating - *One week minimum*

- Bathrooms (2) Handicapped accessible
- Kitchen (Sink, Refrigerator, Misc)

Floor Plan modifications – Remove wall(s)

Electricity

- National Grid (Main source cable(s))
- Alarms and Emergency Lights

Equipment:

- Safety:
 - General Codes compliance
 - First Aid Kit (s)
 - Fire extinguishers
 - Alarms and Emergency Lights
 - Phone

Exterior Roadside:

- Driveway and Parking & Paths
- Curb Appeal

Exterior Riverside:

- Paths
- Picnic area
- Overlook

Main Entrance “Welcome Area”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Exterior			
Door(s) Interior			

Notes:

Main Entrance “Classroom”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Exterior			
Door(s) Interior			
Window			

Notes:

Main Entrance “Kitchen”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Exterior			
Door(s) Interior			

Notes:

Main "Hallways"

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Double Door(s) Exterior			
Single Door(s) Exterior			
Door(s) Interior			

Notes:

Main Entrance "Office"

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			
Window			

Notes:

BUILDING INTERIOR – ROOM by ROOM

Main Entrance “Media / Library”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			
Window			

Notes:

Main Entrance “Rest Room by Furnace”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			

Notes:

Main Entrance “Restroom by Maint. Room”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			

Notes:

BUILDING INTERIOR – ROOM by ROOM

Main Entrance “Environmental Lab”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			

Notes:

Main Entrance “Maintenance Room”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			

Notes:

Main Entrance “Furnace Room”

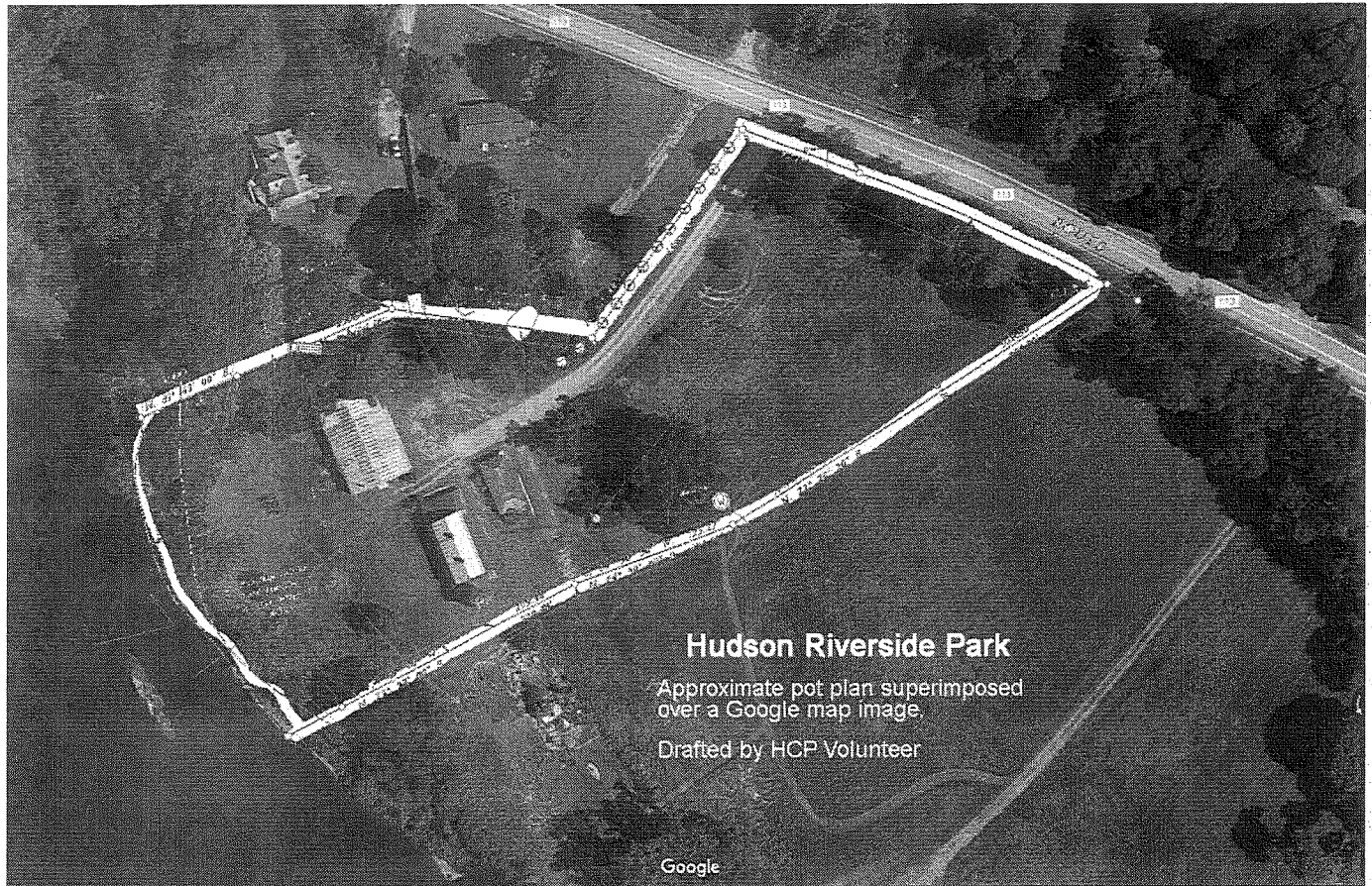
	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			

Notes:

Main Entrance “Future Expansion / Crafts Room”

	Description / Status	Est. Time needed	Time used
Electric			
Safety			
Ceiling			
Clean			
Paint			
Door(s) Interior			
Door Exterior			
Removal of items			

Notes:



Exterior Overview

- Post property boundary flags so work done does not trespass nor violate any easement requirements.
- Locate and key elements like well and septic field
- Have utility companies identify location of underground pipes and wires.
 - (Document these locations with photos for future reference)
- Determine if drainage infrastructure is needed for runoff from the main building roof and the driveway hill.
 - If needed plan how do remediate drainage issues – The Town Highway Department probably has the expertise and equipment to determine this and fix it if needed.
- Consider the best path for equipment to gain access to the back lot.
 - Is using the 50 feet north of the building better than driving between the buildings and over the septic field?
- Draw up a plan to clear brush on the north side of the main building and driveway leaving a screen along the northern boundary.
- Plan for parking on the upper and lower levels
- Plan for a walkway from the upper parking to the lower space.
- Plan for a small picnic area

You do not need to spend a lot to accomplish these ideas and show observers that you are sincere about making this place a future destination.

Driveway & Parking - "Curb Appeal"

Not in order	Description	Est. Time needed	Time used
Driveway			
Main Parking			
Extra Parking			
Paths			
Buildings Exteriors			
Curb Appeal			
Deck and Cover			
North Side of Main Building			
Brush & Stump Removal			

Notes:

For the neighborhood and positive public relations: Stating small but early in the process... provide a small visitor relaxation space on the property by setting up a few picnic tables and possibly a park grill along with a few benches overlooking the river. These units could be set up temporally on stone dust and easily relocated when formal plans dictate. In the meantime arranging the space carefully it could double as an outdoor classroom.

Scenic Overlook and picnic space

	Description	Est. Time needed	Time used
Paths			
Picnic space	Arrange for use as an outdoor classroom		
Overlook Benches			
Butterfly Garden			

Notes:

Considerations to watch for supporting Conference and Facility Use / Rental

	Description	Est. Time needed	Time used
Projector and Screen	Big TV (s) – Note old flat panel TVs may substitute		
Smart Boards	White Boards		
Internet	Internet Wiring (Cat 5/6) to all rooms. Existing cables may not support current communications parameters.		
Secure WIFI			
Chairs			
Tables			
Supplies			

Notes: