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**Date:** May 19, 2019 at 5:13:31 PM EDT  
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**Cc:** Maureen Coen <[mcoen@tuxedopark-ny.gov](mailto:mcoen@tuxedopark-ny.gov)>  
**Subject:** **Special Meeting**

Dear All

I understand the purpose of our meeting tomorrow at 8am is to discuss any objections/concerns we may have with the booth proposal.

I would first like to recognize and thank the Mayor for all the work he has done over the last several years on this project, and in particular, the extraordinary effort he has made in the last  several months.

My goal for this email is to lay out my issues/concerns in the hope that they can be resolved quickly and satisfactorily so that we may proceed with the proposal (or make necessary adjustments).

I also firmly believe that the Village government should hold itself to the high standards and requirements that we impose on our residents, even if we are not technically required to do so.  In addition, the front grate entrance is the center piece and the first impression of our Village so we should keep that in mind.

At this point, my issues/concerns/requests are as follows:

1. I would like confirmation and verification from our Village attorney that the proposal is in compliance with the State and the Village Procurement Requirements, particularly the payments noted in Section 1 to Jody Zero Welding and Chet Ward Construction (which appear to exceed $20,000, except that materials will be purchased separately)
2. The proposal be formally taken through the BAR process
3. The architectural plans be stamped by an architect or engineer or other relevant verification
4. The Chief’s concerns regarding the booth are addressed, including police officer objections to working in the booth, the size of the booth being too small to accommodate the equipment and a police officer comfortably, etc.
5. Budget: Discussion on the possibility of cost overruns and how they will be funded as there is only a  5% contingency ($1244) and its based on material costs only.
6. What would be the impact on the DPW’s and John Ledwith’s workload and other projects that will not be getting done if the booth goes forward.
7. A short (possibly) one question survey be conducted that shows a strong (over 50% of a statistically significant population of responders) agreement with the booth plan. The survey should indicate the facts about cost and show the designs.
   * The survey question should be something along the lines of: Based on the information contained in this survey, please indicate your preference--Keep the main front gate entrance as it is today; spend $[xxk] to upgrade the intercom system; construct a booth as indicated in designs; other\_\_\_\_\_\_\_\_\_\_\_
8. I would be in favor of conducting a public Q&A meeting before the survey is distributed.

Please come prepared tomorrow to discuss issues/concerns, if any, that you may have regarding booth proposal.

Regards

Maureen