

Minutes of the Playground Design Committee Meeting – 6/6/26 at 6:30pm at NL Town Hall

Present:

Tistrya Houghtling, Town Supervisor
Chris Patterson, Town Board Member
Stacey Breads
Beth LaGrange
Courtney Potter

Absent:

Hannah DeLisle-Stall
Paul McCreary, Town Engineer

The meeting was called to order at 6:33pm by Tistrya Houghtling.

A motion was made by Tistrya Houghtling to approve the minutes from 6/12/25, 8/8/26 and 4/8/26. Beth LaGrange seconded the motion. The motion passed unanimously (Chris Patterson abstained as he did not attend 2 of those meetings as he was not yet on the committee and Hannah DeLisle-Stall and Paul McCreary were absent).

Tistrya Houghtling reviewed the following budget:

Park Grant Budget: \$873,112
State Funds: \$500,000
Town Match: \$200,000 - \$125,000 cash & \$75,000 in kind
LVCC Match: \$173,112

Paid/Received to date:

Walking Trails: \$177,230.25
State Paid: \$132,922.68
Town Paid: \$44,307.57

Playground: \$466,050 (\$439,050 construction bid & \$27,000 engineer estimate)
State Paid: \$8,100
Town Paid: \$2,700

Engineering Budget: \$27,000
Paid \$14,130
Remaining \$12,690

Construction Budget: \$439,050
Paid: \$0
Remaining: \$439,050

State Funds remaining: \$358,977.32
Town Funds remaining: \$77,992.43
Town Match remaining: \$75,000
LVCC donations: \$26,900 plus \$5,000 in materials

Chris Patterson discussed options to mount the plaque and suggested that the plaque get mounted on our at the gazebo in the ground so there is not a need to mow around it. The committee discussed the gazebo material being plastic and potentially not strong enough to mount the plaque on. The committee decided that mounting the plaque in the ground right in front of the gazebo was the best option. Chris will work with the plaque company on mounting options for ground staking.

Stacey Breads discussed options for the plaque. The committee decided on one plaque with the carved letters versus tiles with each sponsor to be placed on a larger plaque.

The committee agreed to the following wording for the plaque:

“Our new and improved playground was made possible by our generous sponsors:

(list the sponsors who donated \$5,000 or more)

Thank you!

Town of New Lebanon”

Stacey Breads will price out this wording on the plaque in 3 different sizes and Chris Patterson will get her a not to exceed size based on the size of the gazebo railing area it will be mounted in front of.

Beth LaGrange provided the following draft for the special invitations:

“Dear (Donor Name),

Thank you for your generous donation to support the creation of our new playground. Your contribution has played an important role in making this space a reality for children and families in our community.

We are excited to invite you to the official playground opening! It would be wonderful to have you join us as we celebrate this special milestone and recognize the impact of your support.

Date: (insert date)

Time: (insert time)

Location: Shatford Park, 170 Old Post Road, New Lebanon, NY, 12125

The event will include a ribbon-cutting ceremony, light refreshments, and plenty of time to enjoy the new playground.

We hope you can attend and celebrate with us. Thank you again for your generosity and support.

Sincerely,

The New Lebanon Playground Design Committee and the Lebanon Valley Community Corp.”

The committee approved the wording of the invitation as drafted and agreed that it would be printed on fancy paper. Tistrya Houghtling will bring some options of fancy paper that she has at home to the next meeting for the committee to choose one to print the invitations on.

Tistrya Houghtling reported that she did not get a chance to draft the press release as agreed to at the last meeting. Courtney Potter offered to draft a press release for the next meeting. Tistrya will send bullet points to Courtney for the press release.

The committee agreed to a tentative ribbon cutting ceremony date and time of 6/28/26 at 1pm. Tistrya Houghtling will check the pavilion rental calendar before the next meeting.

Tistrya Houghtling made a motion to adjourn at 7:04pm. Stacey Breads seconded the motion. The motion was approved unanimously (Hannah DeLisle-Stall and Paul McCreary absent).

Respectfully submitted, Tistrya Houghtling