

# Eagle - Matt Lee Fire Company #1

Organized 1816

John J. Morrissey, Recording Secretary

P.O. Box 4  
Ballston Spa, NY 12020

March 8, 2022.

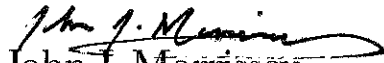
To, The Honorable Board of Trustees  
Village of Ballston Spa, NY

Board Members:

At the regular monthly meeting of the Eagle - Matt Lee Fire Co.#1 on Monday, March 7th. 2022, permission was given to FF Ryan Dreher to use the Fire House for a private function. The function is to be held on Saturday, April 16th 2022, from 11:00 AM to 5:00 PM.

Thank you for your attention.

Sincerely,

  
John J. Morrissey  
Secretary

**VILLAGE OF BALLSTON SPA PURCHASE REQUISITION FORM WITH VENDOR CERTIFICATION**

DATE: **02/28/2022**

REQUISITION #:

PURCHASING DEPARTMENT: PLEASE PURCHASE THE FOLLOWING ITEMS: **SEE BELOW**

FOR: **UNION FIRE CO. #2**

DEPARTMENT: **FIRE DEPARTMENT**

PURPOSE OR USE: **Turnout gear**

SOURCE **Dival**

Acct. Code: **A3412.2**

Fiscal Year: **2021**

REMARKS:

QUANTITY	UNIT	STOCK NUMBER	DESCRIPTION	DATE NEEDED	ESTIMATED COST
3			Please see attached form for item description of purchase NYBAL00028 turnout coat	asap	\$4902.00
3			Please see attached form for item description of purchase NYBAL00029 turnout pants	asap	\$4200.00
			This is State Contract price		
			Freight Charge		
<b>TOTAL ESTIMATED COST OF ITEMS:</b>					<b>\$9102.00</b>

REQUESTED **Kevin Dubois**

DEPARTMENT APPROVAL:

P.O.#:

*JS. 3.9.22*



1721 Niagara St • Buffalo, NY 14207 • Phone: 800.3431354 • Fax: 716.874.4686 • www.divalsafety.com

Bill to: VILLAGE OF BALLSTON SPA  
 66 FRONT ST  
 FIRE DEPARMENTS  
 BALLSTON SPA NY 12020

Ship to: UNION FIRE COMPANY NO. 2  
 319 MILTON AVE  
 BALLSTON SPA NY 12020-1416

CUSTOMER NUMBER

CONTACT

PRINT DATE

101585

KEVIN DUBOIS

2/14/22

ORDER NUMBER  
 MC302 00

CUSTOMER PURCHASE ORDER  
 BUNKER GEAR

SALES REPRESENTATIVE  
 156 BILL KENNY

INSTRUCTIONS

<u>Ordered</u>	<u>Shipped</u>	<u>B.O.</u>	<u>U/M</u>	<u>Item and Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
3		3	EA	NYBALO00028 BSPA FD turnout gear coat LTO 561G tails black	\$1634.00000	\$4902.00 T
3		3	EA	NYBALO00029 BSPA FD turnout gear pants MPL 561G black DELIVERY VIA: SALESMAN QUOTE F431NYBALO MORNING PRIDE STATE CONTRACT #PC7939 *****	\$1400.00000	\$4200.00 T

Quote Confirmation -

Not an Invoice

Total Line Items 2

\* COMPLETE \*

<u>Subtotal</u>	<u>Tax Pct</u>	<u>Sales tax</u>	<u>Total</u>
\$9102.00	.000		\$9102.00

VILLAGE OF BALLSTON SPA  
 66 Front Street, Ballston Spa, NY 12020 (518) 885-5711  
 (Guidelines at the Bottom of Form)

Date: <u>3/8/2022</u>		Requisition #:			
FOR: <u>EmL</u>		DEPARTMENT <u>Fire</u>			
PURPOSE OR USE: <u>Replacements</u>		<u>A.3411.2</u>			
SOURCE: <u>Dival</u>		SHIPPED VIA:			
REMARKS:					
Line No.	Quantity	Item Number	Description	Date Needed	Estimated Costs
	<u>4</u>		<u>AV3000 HT Scott masks</u>	<u>ASAP</u>	<u>326.00 ea</u>
				<u>Total</u>	<u>1304.00</u>
	<u>2</u>		<u>3" x 100' yellow supply line</u>	<u>ASAP</u>	<u>538.00 ea</u>
				<u>Total</u>	<u>1076.00</u>
Requested By: <u>Capt. RL Gardner</u>					
Department Approval:					
Purchase Order #:					

**REQUEST TO PURCHASE GUIDELINES**

FOR ALL REQUEST TO PURCHASE:

- At least 1-2 weeks prior to ANY such purchase, please complete a *Request to Purchase Form* and submit it for department approval and forward the request to the Village Clerk.
- The Village Clerk will present your (and any other) *Request to Purchase Form* to the Village board of Trustees for approval at the next scheduled board meeting.
- The Village Clerk will report back to the requestor the final approval.

85-39.22



# The SARATOGA COUNTY FAIR



July 19-24, 2022

[www.saratogacountyfair.org](http://www.saratogacountyfair.org)

Saratoga County Agricultural Society 162 Prospect Street, Ballston Spa, NY 12020 518-885-9701 (ph) 518-885-5320 (fax)

February 23, 2022

Mayor Christine Fitzpatrick  
Village of Ballston Spa  
66 Front Street  
Ballston Spa, NY 12020

Dear Mayor Fitzpatrick:

The Saratoga County Agricultural Society wishes to advise you that the 2022 Saratoga County Fair will take place July 19-24 at the Fairgrounds in Ballston Spa. The usual Fair activities are being scheduled.

The schedule of events for the grandstand area is as follows:

Tuesday, July 19	Demolition Derby	7:30pm
Wednesday, July 20	Figure 8 Race	7:30pm
Thursday, July 21	Out of Field Tractor Pulls	7:30pm
Friday, July 22	NYTPA Tractor Pull	7:00pm
Saturday, July 23	4-Wheel Drive Truck Pulls	7:00pm
Sunday, July 24	Demolition Derby	6:00pm

**Please acknowledge in writing your receipt of this notification.**

The Fair Board thanks you for your past support and looks forward to working cooperatively with you again this year.

Sincerely,

Jennifer Flinton  
President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Amsure 31 Church Street - 4th Floor PO Box 336 Saratoga Springs, NY 12866		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 518 584-5300      FAX (A/C, No): 5185847306 E-MAIL ADDRESS:															
<b>INSURED</b> Saratoga County Agricultural Society, Inc. dba Saratoga County Fair 162 Prospect St. Ballston Spa, NY 12020		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B : Arch Spacialty Insurance Co.</td> <td>21199</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Arch Insurance Company	11150	INSURER B : Arch Spacialty Insurance Co.	21199	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		SNCGL0392604	10/15/2021	10/15/2022	EACH OCCURRENCE      \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$1,000,000 MED EXP (Any one person)      \$ PERSONAL & ADV INJURY      \$1,000,000 GENERAL AGGREGATE      \$5,000,000 PRODUCTS - COMPROP AGG      \$5,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>		SNAUT0048104	10/15/2021	10/15/2022	COMBINED SINGLE LIMIT (Ea accident)      \$1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		SNFXS0047304	10/15/2021	10/15/2022	EACH OCCURRENCE      \$1,000,000 AGGREGATE      \$1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT      \$ E.L. DISEASE - EA EMPLOYEE      \$ E.L. DISEASE - POLICY LIMIT      \$
B	Blanket Bldg&BPP		SNCMP0036404	10/15/2021	10/15/2022	\$3,675,232/ \$1,000 DED
A	Leased/Rented Equ		SNIML0033904	10/15/2021	10/15/2022	\$150,000
A	Liquor Liab		SNLIQ0041804	10/15/2021	10/15/2022	\$1,000,000/\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Village of Ballston Spa is only an additional Insured with respect to liability caused by the negligence of the Named Insured as per form 00S GL002900.

<b>CERTIFICATE HOLDER</b> Village of Ballston Spa 66 Front Street Ballston Spa, NY 12020	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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March 2, 2022

Mayor Christine Fitzpatrick  
66 Front Street  
Ballston Spa, NY 12020

Dear Mayor Fitzpatrick,

The Ballston Spa Business and Professional Association will once again be screening free family films outdoors during the months of June, July and August 2022.

We respectfully request permission to hold the screenings in Wiswall Park. The outdoor movies will take place June 1 (rain date June 2), July 1 (rain date July 2) and August 5, (rain date August 6) starting at dusk each evening.

Enclosed please find a completed special event notification form and a certificate of insurance naming the Village of Ballston Spa as additional insured.

If you have any further questions or concerns, please feel free to contact me or the BSBPA office at [info@ballston.org](mailto:info@ballston.org), 518 885-2772.

Sincerely,

Sandy Hassfurter  
BSBPA "Movies in the Park" Chairperson  
518-858-8194  
[sandy@ballston.org](mailto:sandy@ballston.org)



**SPECIAL EVENTS NOTIFICATION**

1. A Special Event Notification must be filled out for any public or private gathering of 500 or more people and less than 5,000 people.
2. This is for notification purposes only.
3. Authorization will be issued at the time the written notice is completed and submitted to The Village of Ballston Spa Clerk’s office.
4. If event(s) is for more than one scheduled day, a schedule shall be attached to the application. Only one application will be required.
5. Any event involving street closures will require Village review prior to approval.

**SPECIAL EVENT NOTIFICATION:** The special event notice must include the following information

- Date of Notice March 2, 2022
- Date(s) of Event: 6/3/22 (6/4)\*, 7/1/22 (7/2)\*, 8/5/22 (8/6)\*, 9/2/22 (9/3)\* \*rain dates
- Event Starting Time: Dusk-approx. 8:30-8:45 pm  
NOT BEFORE 7:00 am
- Event Ending Time: Approx. 10:30 pm  
NOT AFTER 12:00 am
- Name of Event: Movies in the Park
- Location of Event: Wiswall Park
- Name of Owner of Facilities or Property: Village of Ballston Spa
- Facilities manager or contact information: \_\_\_\_\_
- List of roads and routes of travel to event: \_\_\_\_\_
- If closing roads, attach a map and list locations of traffic controls an detours along with closing and opening time: n/a
- Name, title and contact information of person filing application:  
Ellen Mottola, Exec. Admin., BSBPA, 518 885-2772, info@ballston.org
- If application is a corporation, list name of corporation, contact person and contact information:  
\_\_\_\_\_
- If applicant resides outside Saratoga County, list name, address and contact information:  
\_\_\_\_\_
- Name, address, contact Information of promoter: BSBPA, PO Box 386, Ballston Spa, 518 885-2772
- Number of people expected to attend event: approx 150 per evening

SIGNATURE OF PERSON FILLING OUT NOTICE: \_\_\_\_\_

SIGNATURE OF VILLAGE OFFICER/EMPLOYESS RECEIVING NOTICE: \_\_\_\_\_

DATE: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/02/2022

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<b>PRODUCER</b> Streever Agency Inc. 84 Milton Ave  Ballston Spa NY 12020	<b>CONTACT NAME:</b> Lisa M. Connors <b>PHONE (A/C, No, Ext):</b> (518) 885-6777 <b>E-MAIL ADDRESS:</b> Lisa@connorsandstreever.com	<b>FAX (A/C, No):</b> (518) 885-8250
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Ballston Spa Business Assoc Po Box 386  Ballston Spa NY 12020	<b>INSURER A:</b> MESA UNDERWRITERS SPECIALTY INSURANCE	<b>NAIC #</b> 36838
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED.  
EVENT: OUTDOOR MOVIES IN THE PARK IN WISWALL PARK  
EVENT DATE: JUNE 3, 2022 (RAIN DATE JUNE 4TH), JULY 1, 2022 (RAIN DATE JULY 2), AUGUST 5, 2022 (RAIN DATE AUGUST 6)

<b>CERTIFICATE HOLDER</b>  VILLAGE OF BALLSTON SPA 66 FRONT STREET BALLSTON SPA NY 12020	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Lisa M Connors-Burt</i>
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March 2, 2022

Mayor Christine Fitzpatrick  
66 Front Street  
Ballston Spa, NY, 12020

Dear Mayor Fitzpatrick,

The Ballston Spa Business and Professional Association is once again presenting the Concerts in the Park Series on Thursday evenings from 6-8 pm starting June 30 through August 25, 2022. We are requesting permission to hold the concerts in Lions Club Music Park at Iron Spring Park. We anticipate the audiences for some concerts may be fairly large, but do not believe it will require any special road or traffic issues on Front Street. We will keep you informed if this situation changes. Here is the 2022 concert line up:

6/30 Ballston Spa Community Band  
7/7 Warden and Co.  
7/14 Hot Club of Saratoga  
7/21 High Peaks Bluegrass Band  
7/28 The North and South Dakotas  
8/4 Union Fire Co. Band  
8/11 SIRSY  
8/18 The Lustre Kings  
8/25 The Rogues

Enclosed please find a completed special event notification form. A certificate of insurance naming the Village of Ballston Spa as additional insured will be forthcoming. If you have any further questions or concerns, please feel free to contact me at 518 867-6618, [dave@ballston.org](mailto:dave@ballston.org) or the BSBPA office at 518 885-2772, [info@ballston.org](mailto:info@ballston.org).

Sincerely,

Dave Womer  
Concerts in the Park Chair



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	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  Ballston Spa Business Assoc Po Box 386  Ballston Spa NY 12020	<b>INSURER A:</b> MESA UNDERWRITERS SPECIALTY INSURANCE		36838
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
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<b>INSURER F:</b>			

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	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
	GENERAL AGGREGATE \$ 2,000,000					
	PRODUCTS - COMP/OP AGG \$ 1,000,000					
	\$					
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
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<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED.

EVENT: CONCERTS IN IRON SPRING PARK

EVENT TIME: THURSDAYS 6-8PM

EVENT DATE: JUNE 30, 2022 - AUGUST 25, 2022

**CERTIFICATE HOLDER****CANCELLATION**

VILLAGE OF BALLSTON SPA 66 FRONT STREET BALLSTON SPA NY 12020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Lisa M Connors-Burck</i>

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March 1, 2022

Mayor Christine Fitzpatrick  
Village of Ballston Spa  
66 Front Street  
Ballston Spa, NY 12020

Dear Mayor Fitzpatrick,

The Ballston Spa Business and Professional Association is requesting permission to operate the Ballston Spa Farmers' Market in Wiswall Park on Thursdays from 3- 6 pm and Saturdays from 9 am to 1 pm, from June 11 to September 29, 2022.

We are again requesting permission to reserve parking on Walnut Street for vendors only starting one hour before the market begins with the Village placing the parking by permit only signs along the park on Walnut Street before the first market and placing cones on the street to prevent others from parking there by mistake. This reserved parking is essential to the market as it is the only way vendors with oversized trucks and trailers can bring their product to the market, as well as facilitating an easier unloading/loading area for smaller vendors. The BSBPA will issue all farmers' market vendors a permit identifying them as a market vendor for parking on Walnut Street. Lastly, we request that vehicles without a permit that are preventing vendors from parking in the designated area be towed at the owners' expense.

Enclosed please find a completed special event notification form. A certificate of insurance naming the Village of Ballston Spa as additional insured will be forthcoming.

If you have any further questions or concerns, please feel free to contact market chairperson Nora Osuchowski, [nora@ballston.org](mailto:nora@ballston.org) or the BSBPA office at 518 885-2772, [info@ballston.org](mailto:info@ballston.org).

Thank you for considering our requests. We look forward to providing the community with the best products of local farms in the area.

Sincerely,

Farmers' Market Committee  
Ballston Spa Business & Professional Association

**SPECIAL EVENTS NOTIFICATION**

1. A Special Event Notification must be filled out for any public or private gathering of 500 or more people and less than 5,000 people.
2. This is for notification purposes only.
3. Authorization will be issued at the time the written notice is completed and submitted to The Village of Ballston Spa Clerk’s office.
4. If event(s) is for more than one scheduled day, a schedule shall be attached to the application. Only one application will be required.
5. Any event involving street closures will require Village review prior to approval.

**SPECIAL EVENT NOTIFICATION:** The special event notice must include the following information

- Date of Notice March 2, 2022
- Date(s) of Event: June 11, 2022-September 29, 2022
- Event Starting Time: Thursdays, 3-6 pm Saturdays 9 am-1 pm  
NOT BEFORE 7:00 am
- Event Ending Time: see above  
NOT AFTER 12:00 am
- Name of Event: Ballston Spa Farmers' Market
- Location of Event: Wiswall Park
- Name of Owner of Facilities or Property: Village of Ballston Spa
- Facilities manager or contact information: n/a
- List of roads and routes of travel to event: n/a
- If closing roads, attach a map and list locations of traffic controls and detours along with closing and opening time: see parking restriction request for Walnut Street
- Name, title and contact information of person filing application:  
Ellen Mottola, Exec. Admin., BSBPA, 518 885-2772, ellen@ballston.org
- If application is a corporation, list name of corporation, contact person and contact information:  
\_\_\_\_\_
- If applicant resides outside Saratoga County, list name, address and contact information:  
\_\_\_\_\_
- Name, address, contact information of promoter: BSBPA, PO Box 386, Ballston Spa, NY 12020
- Number of people expected to attend event: Approx. 100 per market

SIGNATURE OF PERSON FILLING OUT NOTICE: \_\_\_\_\_

SIGNATURE OF VILLAGE OFFICER/EMPLOYEES RECEIVING NOTICE: \_\_\_\_\_

DATE: \_\_\_\_\_



# Ballston Spa

Educating Everyone Takes Everyone

C E N T R A L S C H O O L D I S T R I C T

Office of District Advancement  
Kelly Delaney-Elliott, Coordinator of Development

(518) 884-7195 Ext. 1369  
E-mail: [kelliott@bscsd.org](mailto:kelliott@bscsd.org)

March 1, 2022

The Village of Ballston Spa Clerk  
Village of Ballston Spa  
66 Front Street  
Ballston Spa, NY 12020

Dear Ms. O'Connor:

On behalf of Ballston Spa Central School District, I would like to request approval from the Village of Ballston Spa to host the Annual Scotties Stampede, Ballston Spa 5k for Education, on Saturday, May 14, 2022 in the Village of Ballston Spa.

A permit application is also being submitted to the New York State Department of Transportation for use of Route 67.

Enclosed are the Operation and Safety Plan and map for the 5k that are also being shared among the NYS Department of Transportation, the Saratoga County Sheriff's Department, the Ballston Spa Police Department, and the Ballston Spa Community Emergency Corps.

I will be coordinating with the municipalities and emergency services to support the 2022 Scotties Stampede 5k. ARE Event Productions will again be managing the timing for the event and providing event support services for the course logistics.

Please let me know if you require any additional information regarding the event in order to issue approval for hosting.

Thank you for your consideration.

Sincerely,



Kelly Delaney-Elliott  
Coordinator of Development



No detours are required with this course.

### **List of Railroad Grade Crossings**

Not applicable.

### **Pre-Event Public Notification**

Prior to the event, there will be signs around the schools and on the course to advertise the event. Signs will be on Garrett Road, Mann Road, Ballston Ave, Route 67, and on Malta Avenue by the Ballston Spa School District offices.

24" x 24" signs will be staked into grassy areas on the side of the road. Signs will be placed along the road a month in advance of the race and removed in the afternoon following the race. Signs will be made out of plastic and have two small metal stakes to place into the ground.

An 8.5" x 11" event flyer will be used to promote the event throughout the school district. We will also make this flyer into an 11" x 17" event poster that will be hung up in all 6 Ballston Spa Central School District school buildings a month before the race. We will also promote the event on social media via @BSCSD\_CRPS and @BSCSD Twitter handles, @Scotties5k and @BallstonSpaCSD Facebook pages, through press releases, and e-marketing to previous race participants. Print media may help promote the race as well.

### **Banners**

Not applicable.

### **Coordination**

The Saratoga County Sheriff's Department has committed to being present on the course. Additionally, they will receive a copy of our operations and safety plan.

A copy of the safety plan will also be shared with the Village of Ballston Spa Police Department.

Because the course is on roads operated by the Village of Ballston Spa, the Village will also receive the safety plan for the event.

### **Event Day Communications**

The Ballston Spa Central School District's Safety Team will be on site for the event, and they have long-standing relationships with local police and first responders. The District's Safety Team will communicate via district radios internally and externally with local police and emergency personnel.

### **Emergency Services**

The Ballston Spa Community Emergency Corps will be alerted of the event and will be available to provide emergency services for the event.

In the event of a non-event related emergency, emergency services will have access to all roads that the event will take place on.

