

Town of  
*Washington*

**TOWN OF WASHINGTON  
PLANNING BOARD**

10 Reservoir Drive • P.O. Box 667 Millbrook,  
NY 12545 • (845) 677-3419 EXT 116 •  
[planningboard@washingtontny.org](mailto:planningboard@washingtontny.org)

**PRE-APPLICATION MEETING REQUEST FORM**

**SUBMIT THIS FORM IF YOU WOULD LIKE TO SCHEDULE A MEETING WITH THE PLANNING BOARD TO DISCUSS YOUR PROJECT AND ASK QUESTIONS BEFORE YOU FILE A FORMAL APPLICATION.**

***Submit this Form and four copies, together with the required \$500 fee, to:***

Planning Board Secretary  
Town of Washington  
10 Reservoir Drive  
Millbrook, NY 12545  
T: (845) 677-3419, Ext. 116  
F: (845) 677-2085

***With electronic copy (including any maps or plans you choose to include) to:***

Planning Board Secretary  
[planningboard@washingtontny.org](mailto:planningboard@washingtontny.org)

The digital copy shall be in a pdf, jpeg or other suitable write-protected image format capable of being opened and viewed using standard Windows-based software. If available, you may attach or email plans, survey, pictures, diagrams with dimensions and material samples. These are not required for this meeting but may be helpful.

Name of Applicant - (may be architect, engineer or other design professional):

Fred Merritt

Business Name: Cary Institute of Ecosystem Studies, Inc.

Address: 2801 Sharon Turnpike Millbrook NY 12545

Mailing Address: PO Box AB millbrook NY 12545

Telephone: 845-224-7274 Email Address: merrittf@caryinstitute.org

Name of Record Owner(s) of Property: Cary Institute of Ecosystem Studies, Inc.

Address: 2801 Sharon Turnpike Millbrook NY 12545

Telephone: 845-224-7274 Email Address: merrittf@caryinstitute.org

Applicant Name: Fred Merritt Cary Institute

PROJECT LOCATION:

2917 Sharon Turnpike Millbrook NY 12545

PARCEL ID #: 6665-00-519282-0000

DESIGN PROFESSIONAL/CONSULTANT NAME (if, any):

Becker + Becker Associates

FIRM ADDRESS:

21 Bridge Square Westport CT 06880

TELEPHONE: 203-292-4900 EMAIL: bruce@beckerandbecker.com

DESCRIBE PROJECT:

Renovation of the existing Gifford House located at 2917 Sharon Turnpike Millbrook NY 12545 which has been mothballed since 2007. The Gifford House was used prior to 2007 as a education center which had Class Rooms, teaching labs, offices, visitors Gift Shop with bathroom Facilities. The new Renovation would involve Creating up to 7 new zero emissions work force housing units along with public space for meetings, education and outreach that would allow us to grow our programs along with public access bathrooms for hikers and visitors to our property.

SIGNATURE:  DATE: 9/22/25

**REQUIRED: Check for a nonrefundable application fee of \$500.00 made out to the Town of Washington**



Applicant Name: \_\_\_\_\_



*Town of  
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**TOWN OF WASHINGTON PLANNING BOARD**  
PlanningBoard@Washingtonny.org

**10 Reservoir Dr, PO Box 667  
Millbrook, NY 12545  
845-677-3419**

**THIS DOCUMENT MUST BE SIGNED BEFORE A NOTARY PUBLIC**

PLEASE NOTE: If ownership is held by a corporation, LLC, jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement.

**OWNER'S ENDORSEMENT**

STATE OF NEW YORK)

COUNTY OF Dutchess ss:

Joshua R. Ginsberg, being duly sworn, deposes and says:

- I am: (check one) \_\_\_\_\_ 1. the sole owner in fee (One individual on the tax roll)
- \_\_\_\_\_ 2. a part owner in fee (Two or more individuals on the tax roll)
- X 3. an officer of the corporation which is the owner in fee of the premises described in the foregoing application.
- \_\_\_\_\_ 4. designated party authorized to act pursuant to a trust or legal document. (Trustees listed on tax roll)
- \_\_\_\_\_ 5. member/owner(s) of Limited Liability Corporation (LLC).

(If you checked #3, #4 or #5, you must attach proof of authority (i.e.: Corporate Resolution, Surrogate Letter, Executor of the Will, Certified Letter of Testamentary, Letter of Administration, Attorney-Opinion Letter, Letter or Probate, Power of Attorney)

I reside at 141 Main St

City Sharon State CT Zip 06069

I have authorized (name) Fred Merritt of Cary Institute of Ecosystem Studies (name of company) to make the foregoing application to the Town of Washington for approval as described herein for the property located at

519382 - 0000 Property ID # 6665 - 00-

Signature: [Signature]

If owner is a corporation or LLC, please indicate name of the entity and title of the officer whose signature appears above.

Sworn to before me this

22 day of September, 2025.

Notary Public Deborah M. Fargione Notary Stamp:

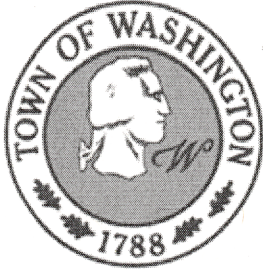
Commission expires: \_\_\_\_\_

**DEBORAH M. FARGIONE**  
**NOTARY PUBLIC, STATE OF NEW YORK**  
**NO. 01FA 6032207**  
**COUNTY OF DUTCHESS**  
**COMMISSION EXPIRES: 10/19/25**

By Laws Proof of Authority is attached. Type of Authority: Corporate By Laws  
L Powers + Duties of the President



Applicant Name: \_\_\_\_\_



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**AFFIDAVIT TO BE COMPLETED BY AGENT OF OWNER**

State of New York }  
County of Dutchess } ss:

Joshua R. Ginsberg being duly sworn, deposes and says:

1. That he/she is the agent named in the foregoing application for Town of Washington Planning Board - Pre Application Meeting and that he/she has been duly authorized by the owner in fee to make such application and that the foregoing statements contained therein are true to the best of his/her knowledge and belief.
2. That he/she resides at 141 Main St, Sharon in the County of Litchfield and the State of Connecticut.
3. That he/she is the President of the within property as described in the foregoing application for Planning Board approval and that the statements contained therein are true to the best of his/her knowledge and belief.
4. That he/she understands that the Town of Washington Planning Board intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

Agent

Joshua R. Ginsberg

Agent

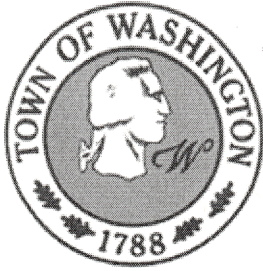
Fred Merritt

Notary Public

Deborah M. Fargione

DEBORAH M. FARGIONE  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 01FA 6032207  
COUNTY OF DUTCHESS  
COMMISSION EXPIRES: 10/18/25

Applicant Name: \_\_\_\_\_



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**DISCLOSURE OF BUSINESS INTEREST**

State of New York }  
County of Dutchess } ss:

Joshua R. Ginsberg being duly sworn, deposes and says:

1. Pursuant to §803 of the General Municipal Law the following municipal officer(s) or employee(s), and any of their family members, outside employers, business associates, clients or campaign contributors, have, or will later acquire, an ownership position, employment position, or other contractual interest in the proposed project: (Insert name, home address and municipal position held. Attach additional pages as necessary.)

None

2. That the interest of said municipal officer(s) or employee(s) is: (Detail the nature and extent of the interest. Attach additional pages as necessary.)

N/A

3. That he/she understands that the Town of Washington intends to rely on the foregoing representations in making a determination to issue the requested applications and approvals and that under penalty of perjury he/she declares that he/she has examined this affidavit and that it is true and correct.

[Signature]  
Agent or Owner

Joshua R. Ginsberg

[Signature]  
Agent or Owner

Fred Merritt

Notary Public

Deborah M. Fargione

**DEBORAH M. FARGIONE  
NOTARY PUBLIC, STATE OF NEW YORK  
NO. 01FA 6032207  
COUNTY OF DUTCHESS  
COMMISSION EXPIRES: 10/18/25**



## **Gifford House Renovation Project**

**The Cary Institute has ambitious plans to grow staff and programs by 50% in the next five years. The lack of affordable housing is a critical constraint on growth. Furthermore, a dearth of public spaces for meetings, education, and outreach are barriers to growth. One step in addressing these constraints is to create new workforce housing and public education spaces in an energy-efficient way in a retrofit of the Gifford House, a 205-year-old building on our Millbrook campus.**

**This adaptive reuse of Gifford House will provide up to nine new units of workforce housing add/retain 6 new scientific jobs and protect 4 current positions for a total of 10 local jobs that pay 150% or better of Dutchess County median income. These jobs have a strong multiplier effect, helping to attract or retain millions in grant funding that would not otherwise, come into the area. The Scientist in these jobs produce innovative environmental research, provide open access to to their datasets as well as seminars, lectures, papers and other publications to advance science and fulfill grant obligations**

**Additionally added public meeting space will allow us to serve more community organizations and reach a larger community to the gateway of our work and property which includes free educational programs walks, talks, seminars teacher training and curriculum development that increase eco-literacy, and add to the quality of life in our region**

BY-LAWS  
OF  
CARY INSTITUTE OF ECOSYSTEM STUDIES, INC.

Adopted: April 24, 1993  
Codified: March 20, 1999  
Codified: June 21, 2000  
Codified: April 4, 2002  
Codified: April 14, 2005  
Codified: November 8, 2013  
Codified: April 10, 2014  
Codified: November 5, 2015  
Codified: June 7, 2017  
Codified: November 2, 2017  
Codified: March 1, 2023

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Codified:	March 1, 2023



exercise the powers of the President. The performance of any such duty by the Chair shall be conclusive evidence of the Chair's power to act.

**Section 2.04. Powers and Duties of the President.** The

President shall be the chief executive officer of the Corporation. In the absence of the Chair, the President shall preside at all meetings of the Board at which the President is present. The President shall have general charge of the business and affairs of the Corporation and may employ and discharge employees and agents of the Corporation, except such as shall be appointed by the Board, and may delegate these powers.

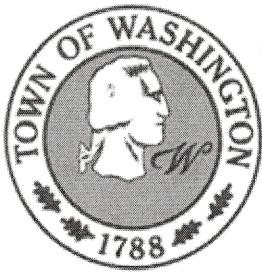
The President may vote the shares or other securities of any other domestic or foreign corporation of any type or kind which may at any time be owned by the Corporation, may execute any shareholders' or other consents in respect thereof and may delegate such powers by executing proxies, or otherwise, on behalf of the Corporation. The Board, by resolution from time to time, may confer like powers upon any other person or persons.

**Section 2.05. Powers and Duties of Vice Chairs.** The

Vice Chairs shall have such powers and perform such duties as the Board may prescribe. In the event that the Chair and the

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**PLANNING BOARD FEES AND ESCROWS**

**APPLICANT NAME:** Cary Institute of Ecosystem Studies, Inc.  
Gifford House

**PROPERTY ADDRESS:** 2917 SHAW TURNPIKE MILLBROOK NY 12545

Fees are made payable to the "Town of Washington" and are due at the time the application is submitted.

Fee Type	Amount	Amount Due	Date Paid
<b>PRE-APPLICATION MEETING FEE (not required – only if potential applicant desires)</b>	\$500.00		
<b>ESCROW FEE (DUE FOR ALL APPLICATIONS)</b>			
Initial Escrow Deposit:	\$1,500.00 ?		
<b>ADDITIONAL ESCROW WILL BE DETERMINED AT THE FIRST PLANNING BOARD MEETING.</b> This additional escrow can vary from \$2,000 to \$10,000 and will be determined by the complexity of the matter and the amount of legal and/or planning consultant advice required			
<b>LOT LINE CHANGE APPLICATION FEE</b>			
Up to 5.99 acres	\$600.00		
6.0 - 15.99 acres	\$900.00		
16.00 acres or greater	\$1,200.00		
<b>SITE PLAN APPLICATION FEE</b>	\$600.00		
<b>SPECIAL USE PERMIT FEE</b>	\$600.00		