

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: DECEMBER 1, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
CHAMPAGNE
GIRARD
GOODSPEED
PITKIN

COMMITTEE MEMBERS ABSENT:

SUPERVISORS O'CONNOR
VANNESS

OTHERS PRESENT:

WILLIAM LAMY, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
JEFFERY TENNYSON, DEPUTY SUPERINTENDENT OF ENGINEERING
FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR STRAINER
SUPERVISOR TAYLOR
MICHAEL CONSUELO, SPECIAL EVENTS COORDINATOR
DON LEHMAN, *THE POST STAR*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the County Facilities Committee to order at 11:34 a.m.

Motion was made by Mr. Pitkin, seconded by Mr. Goodspeed and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Frank Morehouse, Superintendent of Buildings, who distributed copies of his agenda packet to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Mr. Morehouse updated the Committee on the status of the Human Services Building (HSB), by saying that they were on schedule for the first move into the Building beginning Thursday, December 3, 2009. He advised that the first move would be for all of the employees currently occupying the CNA Building and added that there should be no interruption in services. He said that the computers would be relocated to the HSB on Wednesday night so that they could be used Thursday morning. He apprised that there were a few issues in the HSB with the heating system that should be rectified by Thursday. He reported that there was a State computer line scheduled to be installed and the Department of Social Services (DSS) would be unable to relocate until it was completed.

Mr. Morehouse stated that there had been discussions of possible renovations to the second floor of the Municipal Center to allow the County Attorney's Office to supervise the two DSS Attorneys. He advised that he had talked with Building Code Enforcement about the possibility of sealing off the north end of the hallway to allow the County Attorney's Office to spread out across the hallway and into the back portion of the Clerk of the Board's Office space. He stated that an emergency fire exit would need to be maintained at the north end of the hallway. He said that Building Code Enforcement advised that the project was possible assuming that a 74

inch landing was maintained. He stated that if the north end of the first floor became space for the Courts, the north end stairway would be closed off anyway. He advised that Building Code Enforcement required a stamped engineer's drawing for any renovation that was completed. He said that there had been discussions of installing partitions in the basement of HSB to store voting machines and engineer's drawings would be needed for that renovation, as well. He asked the Committee if they wanted Clark Patterson Lee to complete the engineering drawings. Mr. Champagne suggested that they utilize Clark Patterson Lee as opposed to going out to bid.

Motion was made by Mr. Champagne and seconded by Mr. Girard to have Clark Patterson Lee complete engineering drawings for the renovation of the second floor of the Municipal Center and the basement of the HSB.

Joan Sady, Clerk of the Board, asked if there was a source of funding. Mr. Thomas replied that the basement renovations for the HSB would come from the HSB Capital Project but there was no source of funding for the second floor of the Municipal Center renovations. Mr. Geraghty asked if the drawings could be completed by the Department of Public Works (DPW) since it was a small project. William Lamy, Superintendent of the DPW, responded that the project appeared small on the surface but electrical, HVAC (heating, ventilation and air conditioning) and fire systems needed to be taken into consideration. He advised that the DPW was willing to take on any project that they were capable of completing; however, he added, with a project such as the renovation of the second floor of the Municipal Center, it was best to use a multi-disciplined firm such as Clark Patterson Lee. He used the Supreme Court Library as an example of a project that the DPW had taken on that was later determined to be outside of their abilities.

Mr. Pitkin inquired as to possible funding for the renovation of the second floor of the Municipal Center. Mrs. Sady asked if there was any remaining funds in the Municipal Center Renovation Capital Project. Mr. Morehouse responded that the Capital Project had been closed.

Paul Dusek, County Attorney, apprised that there was a way to accommodate the two DSS Attorneys on a temporary basis with less costs. He advised that one of the DSS Attorney's could be placed in the current County Attorney Office space, while the second DSS Attorney and one member of his current staff could be relocated in the back office of the current space for the Clerk of the Board's Office. He added that the staff of the Clerk of the Board's Office could move forward into space which was currently unoccupied. He further added that the construction of a wall and a separate entrance would be required at some point. He advised that for the time being they could relocate the two employees to the back office of the Clerk of the Board and it would only require the assistance of Buildings and Grounds to move office furniture. Mr. Champagne asked for clarification, if Mr. Dusek's proposal would require any engineering. Mr. Dusek replied affirmatively and added that he would like the relocations to happen as soon as possible. Mr. Goodspeed suggested that in the meantime they could obtain cost estimates for the renovations to be completed at a later date.

Following a brief discussion, Mr. Thomas called the question and the motion was carried unanimously to authorize Clark Patterson Lee to complete engineering drawings for the renovation of the basement of the HSB and to research the possible costs associated with the renovations to the second floor of the Municipal Center.

Mr. Thomas stated that it had been previously decided that the Board of Elections Office would relocate to the third floor of the HSB. He advised that further discussions with the Commissioners of the Board of Elections had determined that it was preferable for them to remain in their current location. He noted if the Board of Elections was relocated to the third floor of the HSB the voters would be required to go through security and up two flights of stairs in order to vote. Mr. Champagne apprised that the Board of Elections current office space was larger than the space earmarked for them in the HSB. He asked if there was a plan for the space if the Board of Election relocated and Mr. Thomas responded that they had planned to relocate the Purchasing Department and the Mail Room there. Mr. Pitkin asked if there was another use for the space on the third floor of the HSB and Mr. Thomas replied that the space would be vacant for the time being.

Mr. Taylor asked where the Mail Room would be relocated once the north end of the first floor hallway was designated as Court Space. Mr. Thomas replied that the location was yet to be determined. Mr. Morehouse noted that there would need to be a loading dock in the location of the new Mail Room. He said that with the exception of a small loading dock outside the Old Jail kitchen, the only loading dock was outside the current Mail Room. He advised that there was a loading dock outside of the Department of Motor Vehicles and added that the Mail Room was located there in 1962. He advised that there was a need to reactivate the Space Committee to look at the issues.

Motion was made by Mr. Goodspeed, seconded by Mr. Pitkin and carried unanimously to amend Resolution No. 402 of 2009 to allow the Board of Elections to remain in their current location. *The necessary resolution was authorized for the December 18, 2009 Board meeting. (Subsequent to the meeting it was determined that it was not necessary to amend Resolution No. 402 of 2009, due to the wording of the resolution which listed County Departments, to be determined.)*

Mr. Thomas noted that the last item on the agenda was a tour of the Gaslight Village Property. Chairman Monroe stated that there was a proposal from some professional actors that would like to hold performances as early as the Summer of 2010 on the Gaslight Village Property. He said that there would be factors to consider, such as obtaining a Certificate of Occupancy and the cost of constructing a space. He advised that the proposal would be presented to the Occupancy Tax Coordination Committee, as well as the concept of hiring a consultant to determine if it was feasible to use Gaslight Village as a performance venue. He asked the Committee to keep this concept in mind as they toured the property.

Mr. Geraghty asked who would maintain the environmental improvements on the Gaslight Village Property. Mr. Thomas responded that the agreement stated that the County would maintain the property using revenues generated by parking fees. Mr. Dusek stated that Warren County Soil & Water Conservation District would be the primary caretaker of the environmental improvements. Chairman Monroe noted that Mr. Tessier was planning on proposing that the Town of Lake George keep the \$17,000 in parking revenue towards the cost of asbestos removal and materials and the Town of Lake George would continue to maintain the lawns. Mr. Dusek clarified that the agreement stated that all parking revenues were to be paid to the Treasurer's Office until the three entities decided upon distribution of the funds. He recommended that they obtain an accounting of the revenues and the expenses that the Town of Lake George was claiming against the property. Mr. Geraghty asked where the revenue

collected for parking during the National Fire Chiefs Convention had gone and Mr. Dusek responded that the Village of Lake George had paid the money to the Treasurer's Office.

Mr. Geraghty apprised that the Town of Lake George did not want the County involved in the improvements and upkeep that they performed on the property; however, he added, the Town of Lake George was now seeking reimbursement for funds that they expended on the property. He advised that if the County was going to maintain the property, they should develop a budget for it. Chairman Monroe apprised that the County had an agreement with the Town of Lake George which stated that any work the Town completed on the property was their responsibility and liability. Mr. Dusek noted that the resolution that was adopted stated that the County would not contribute any funds and that the Town of Lake George, as a co-owner could do whatever they wanted to do at their own expense. He added that based on the resolution, it was his opinion that the parking revenue collected should be paid to the Treasurer's Office.

Discussion ensued pertaining to the Gaslight Village Property.

As there was no further business to come before the County Facilities Committee, on motion made by Mr. Pitkin and seconded by Mr. Girard, Mr. Thomas adjourned the meeting at 12:12 p.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist