

**AGENDA
GASLIGHT AD HOC COMMITTEE
JANUARY 6, 2011**

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee Meeting.
- III. **Action Agenda**
 - 1) Update on Demolition project/improvement plans - Mr. Decker
 - 2) Discussion regarding condition of site following demolition (slabs, concrete, left or not)
 - 3) Appointment of Administrator for Project
 - 4) User fees for 2011
 - 5) Authorizing uses for 2011
 - 6) Establishing who will bill and collect fees earned from licensing property for use and remit to County Treasurer and frequency of remittances
 - 7) Who will maintain and secure the property for 2011?

How much may be charged?

Payment requests - what to be included
- IV. **Topics to be reported on/discussions/updates**

Project Schedule (Update: 1-6-2011)

Stormwater Improvement Project – South Parcel – Project A

West Brook Conservation Initiative

(Construction Efforts to be combined with, and contracted as part of NYSDOT “1-R” Project for Rt 9 in Lake George)

Projected Schedule Dates shown are **Target Dates** for indicated milestones
(Dates of completed activities shown in red)

Sep 16, 2010	NYSDOT – Bid Letting (Opening) for 1-R Project (including SWIP work on South Parcel & Uplands (West Brook - Stream Corridor Improvements
Nov 12, 2010	Demolition Contract signed...[base bid], NTP issued to contractor (Contractor notifies NYSDOL et al, regarding asbestos removal plans...14 day notice provision
Nov 15, 2010	Contract Award to “1-R” Contractor (by NYSDOT) Target
Nov 30, 2010	Asbestos abatement activities complete – Charley’s Saloon
Nov 30, 2010	Demo contractor initiates (interior) materials salvage operations
Dec 7, 2010	Demolition permit issued by County – hand delivered to contractor
Dec 9, 2010	Contractor mobilizes demolition equipment to site (Series 300 tracked excavator w/ Grapple Attachment)
Dec 10,, 2010	Project kickoff meeting with DOT contractor (projected) – DOT Region 1 HQ
Dec 13, 2010	Demo Contractor Commences full building demolition – Charley’s Saloon & Bathroom Facilities on north parcel
Jan 10, 2011	DOT Contractor commence rough grading and site improvements following demolition (Date to be determined/projected at Dec 10 th Project Kickoff meeting)
Jan 18, 2011	Release Bid Package for “Phase 3” of the South Parcel SWIP Construction Project
Feb 18, 2011	Bids Due, “Phase 3”
Apr 30, 2011	NYSDOT contractor “contemplated” contractor substantial completion date
Spring, 2011	Commence Phase III – South Parcel (NYSDOS funded improvements to South Parcel) (dependent upon DOT contractor completion schedule)
Spring, 2012	Final Plantings – South Parcel (dependent upon DOT contractor completion schedule)

Project Schedule (Update: 1-6-2011)

Transportation Enhancement Grant – North Parcel & Overall Park Enhancements Development

West Brook Conservation Initiative

Projected Schedule Dates shown are **Target Dates** for indicated milestones
(Dates of completed activities shown in red)

8/30/10	Village post Legal Ad soliciting SOQ's
9/7/10	Village hosts a pre-proposal meeting at Village offices
9/21/10	SOQ's due: delivery to the Village Offices
10/12/10	Extend Invitations to "short list" of entities submitting SOQ's
11/16/10	Conduct consultant interviews – PMEC Meeting
11/30/10	Confirm selection process/results with NYSDOT
12/21/10	PMEC Meeting – RFP for Engineering Design Svcs Reviewed/Approved
01/10/11	V/O Lake George to release RFQ for Engineering Design Services
01/18/11	Scheduled meeting of PMEC
01/24/11	Pre-submission briefing for Interested Design Firms
02/10/11	SOQ's due at Village of LG
02/17-18/11	Conduct Interviews with Top Candidate Firms
02/25/11	Conduct 2 nd Round of Interviews with top candidate(s)
02/28/11	Transmit Selection Recommendation to NYSDOT
03/14/11	Conduct scope & fee negotiation with selected firm
03/28/11	Enter into contract with selected/approved firm

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Gaslight Village

DATE: January 6, 2011

- (a) Purpose of Request: To establish a procedure for decisions pertaining to the former Gaslight Village Property and authorizing the Chairman of the Board to appoint Frederick Monroe to represent the County's interest on the Project Management Executive Committee.

- (b) Details: Granting the Project Management Executive Committee the authority to make decisions pertaining to the selection of an engineering company for design services on the North Parcel of the former Gaslight Village Property and for overall park enhancements with the understanding that any decisions on the final design be presented to the Gaslight Village Ad Hoc Committee for approval. Frederick Monroe will represent the County on the Project Management Executive Committee.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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DEPARTMENT NAME: Gaslight Village

DATE: January 6, 2011

- (a) Purpose of Request: To establish usage fee rates for the Festival Space of the former Gaslight Village Property

- (b) Details: Establishing usage fees as follows: \$1,800 per day; \$900 per half-day; \$300 set up/tear down fee; 25% discount for not-for-profit organizations. These fees are for use of the Festival Space prior to construction of any amenities and will be re-evaluated as additions are made to the Festival Space. It will be the responsibility of the user to make arrangements for portable utilities, such as, port-a-potties and lighting.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

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DEPARTMENT NAME: Gaslight Village

DATE: January 6, 2011

- (a) Purpose of Request: To establish a procedure for remittance of fees collected for parking and use of the Festival Space of the former Gaslight Village Property.

- (b) Details: The procedure will be to authorize the Village of Lake George to act as the Agent for the property in that they will provide applications for usage of the Festival Space and will collect payment for the usage. All checks will be made out to the Warren County Treasurer and any fees collected for usage of the Festival Space and/or parking be remitted by the Village to the Assistant to the County Administrator on a weekly basis.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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DEPARTMENT NAME: Gaslight Village

DATE: January 6, 2011

- (a) Purpose of Request: Approving the parking ticket procedure implemented by the Village of Lake George and establishing the parking fee rate at \$5 per car.

- (b) Details: The Village of Lake George utilizes a two part ticket system for parking cars on the former Gaslight Village Property. One part of the ticket is given to the vehicle owner to be placed on the dashboard and the second part is retained by the parking attendant. The parking attendant periodically checks the vehicles in the parking area to ensure they all have tickets on their dashboard. The fee for parking will be set at \$5 per car.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS