

AGENDA

Department of Public Works
County Facilities - Buildings and Grounds
May 1, 2013 – 10:00am

- 1.) CALL MEETING TO ORDER.....Ch. Dan Girard
Approval of Minutes – March 25, 2013

- 2.) OLD BUSINESS
 - A.) Public Transportation Survey – update F. Morehouse
 - B.) Municipal Center – front entrance – update F. Morehouse

- 3.) NEW BUSINESS
 - A.) Resolution Request – Generator Maintenance Contract (pg 3)..... F. Morehouse

- 4.) REFERRALS – (pg. 2)

- 5.) PRIVILEGE OF THE FLOOR..... Ch. Dan Girard

- 6.) REQUEST FOR EXECUTIVE SESSION – Discussion of work performance for an unnamed
employee J. Tennyson

- 7.) ADJOURNMENTCh. Dan Girard

REFERRALS - APRIL/MAY 2013

BUILDING & GROUNDS:

- 1) Mr. Tennyson and Supervisor Loeb to meet with Greater Glens Falls Transit to discuss constructing a shelter for people taking the bus and to expand the bus schedule and to add another bus stop in back of the Municipal Center (01.29.13).
- 2) Mr. Tennyson to prepare an estimate and recommended restructuring of the entrance to the Municipal Center to be considered for the 2014 budget and to solicit input from supervisors and employees and report back to the Committee (01.29.13). Update: Aerial photographs are available for review. Mr. Morehouse requested the input and suggestions of the Committee members for the restructuring of the front entrance. (03.25.13)
- 3) Committee referred a request to the Occupancy Tax Coordination Committee requesting \$800 in occupancy tax funds to cover the cost of plexiglass for the Town posters. (03.25.13)

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Buildings and Grounds

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? Bid
- (b) Purpose of Contract: Generator Maintenance
- (c) Name of Contractor: FM Generator
- (d) Address of Contractor: 35 Pequit St.
- (e) Contractor's Contact Person and Telephone Number: Julie Mitchell
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Date of Award
- (h) Termination Date of Contract: 04/30/2014
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$9,940 for all locations
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: Various Buildings, Departments, and locations

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS