

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY FACILITIES

DATE: JUNE 26, 2006

Committee Members Present:	Frank Morehouse, Superintendent of Buildings
Supervisors Haskell	William Remington, Superintendent, Dept. of
O'Connor	Public Works
F. Thomas	William Lamy, Deputy Superintendent, Dept. of
Champagne	Public Works
VanNess	Fred Austin, Building Projects Coordinator
	Joan Sady, Clerk
Committee Members Absent:	JoAnne McKinstry, Confidential Secretary,
Supervisors Geraghty	Commissioner of Administrative & Fiscal
Girard	Services
	Supervisor Stec
	Supervisor Barody
	Supervisor Belden
	Supervisor Gabriels
	Lawrence Bennett, Lake Luzerne
	Marshall Stevens, Airport Manager
	Carlene A. Ramsey, Sr. Legislative Office Specialist

Mr. Haskell called the meeting to order at 10:20 a.m.

Frank Morehouse, Superintendent of Buildings, distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Motion was made by Mr. O'Connor, seconded by Mr. F. Thomas and carried unanimously to accept the minutes of the previous meeting, subject to correction by the Clerk.

Mr. Haskell referred to Agenda Item 2A, Countryside Adult Home - Septic System as he extended privilege of the floor to William Lamy, Deputy Superintendent, Dept. of Public Works.

Mr. Lamy reported the construction was well underway and progressing very smoothly. He cautioned the inclement weather would delay some of the construction progress, and he could not predict an exact date for completion. He noted the contract had included the expense to intercept the waste flow and haul it away, for approximately 3 weeks.

Responding to Mr. Haskell's questions, Mr. Lamy reported that a change order may be necessary, if the rainy weather continued to delay the work. He said he would keep Mr. Haskell apprised as the week progressed.

At Agenda Item 2B, Health and Human Services Building, Mr. Haskell reported that through a series of meetings with the architect and department heads, the building had been downsized to approximately 90,000 square feet (sq. ft.). He pointed out that roughly 10,000 sq. ft. was planned for future expansion and would be rented out for the first several years. He also noted the meal site area would also double as a large conference room.

Mr. Lamy left the meeting at 10:25 a.m.

Responding to Mr. O'Connor's question, Mr. Haskell confirmed the 90,000 + sf included space for the Council for Prevention of Alcohol and Substance Abuse.

Mr. O'Connor expressed his concern that the various departments would outgrow the new building in less than 5 years time. Mr. Haskell pointed out the architect had estimated space for 30 years life-use as well as the additional 10,000 sq. ft. for future growth.

Mr. Morehouse indicated the majority of the downsized plans were related to the size of individual office spaces.

Mr. Champagne commended Mr. Haskell for his effective leadership while meeting with each of the Department Heads. Mr. Champagne said he was very impressed with the amount of space that had ultimately been eliminated through the process.

Continuing, Mr. Champagne queried whether or not the new Health and Human Services Building was the best location for the meal site and the commercial kitchen. He pointed out the meal deliveries were handled by volunteer drivers and he expressed his concerns over the change in location.

Mr. Haskell commented the commercial kitchen and meal site were operated by the Office for the Aging, and the Director, Candace Kelly, had been very enthusiastic about the new location. He said OFA had also requested space for a day care center and an emergency evacuation facility. However, at the direction of the County Facilities Committee, he noted the day care and emergency evacuation centers were eliminated from the new building. (See the minutes of the May 24th Committee meeting for further details.)

Mr. O'Connor concurred with Mr. Champagne's concerns that the meal site, itself, was being moved from Maple Street in the City of Glens Falls, to Carol Thomas Lane in Queensbury.

Mr. Haskell said the Greater Glens Falls Transit System already had a bus service to the current Social Services building, as pointed out by the OFA Director, in prior meetings. He also mentioned that one meal site would remain in the City, at the Presbyterian Church.

Mr. VanNess said he understood the meal site currently leased kitchen space from The Cedars, on Bay Road in Queensbury. He said the new facility would eliminate that expense.

Messrs. Mason and Stec entered the meeting at 10:30 a.m.

Following an extensive discussion, it was the consensus of the Committee that Mrs. Kelly would be asked to survey the Meals on Wheels' volunteer drivers regarding the new meal pick-up location.

Mr. Bentley, as Chair of the Federal Programs Committee, agreed to speak with Mrs. Kelly, the Director of OFA regarding the survey.

Mr. Austin, as Building Projects Coordinator, commented that he had attended several of the meetings with the architect and department heads. He said, in his opinion, the architect's approach to the building design was exactly what the County needed. He further stated, he was very pleased that the architect had effectively contained the building's specifications.

Mr. Morehouse pointed out that Mr. Norris had strongly urged the County to hire a general construction manager for the project. Mr. Haskell mentioned the County Attorney was currently working on the RFP (request for proposal) specifications.

Responding to Mr. Stec's questions, Mr. Haskell reiterated the Health and Human Services Building had been scaled down to roughly 90,000 sq. ft. He estimated the total, turn key project would cost \$20 Million [at \$250/sq.ft. X 90,000 (with parking lots, etc.)]. In addition, he clarified the building's plans provided for a 30-year growth, plus the 10,000 sq.ft. of rental space.

Mr. Haskell reported that a new State mandate had already impacted the building's design. He expounded on the State's requirement for a single point of entry (POE) to better service those seeking assistance from Health Services, OFA and/or Social Services. The POE staff would need to be well versed in the various services available, and would require 3 employees, as well as a supervisor.

Mr. Stevens entered the meeting at 10:42 a.m.

Returning to Agenda review at 3A, Receptionist Position, Mr. Haskell reported the Municipal Center would soon be losing its Information Desk Receptionist (formerly funded by the Green Thumb program). He pointed out the current set-up called for the Building Superintendent's Office to answer the incoming phone calls when the receptionist was not on duty. He said he did not feel it was the Building Superintendent's responsibility to answer the Information Desk's phone.

Mr. Haskell explained he had met with the County Administrator, Joan Parsons, to discuss the receptionist's duties. He reported that Mrs. Parson's recommendation

had been to expand the receptionist's duties to include general office functions, perhaps under the guidance of the Tourism Office.

Mr. Barody said, in his opinion, the new receptionist should be under the guidance of the County Administrator, with a broad knowledge of the inner workings of the County.

Following a brief discussion, motion was made by Mr. Champagne, seconded by Mr. VanNess and carried unanimously to authorize the matter regarding the new receptionist position be forwarded to the Personnel Committee.

Mr. Gabriels, as Chair of the Personnel Committee, pointed out the referral to the Personnel Committee should include a suggested pay grade, qualifications, and title.

It was the consensus of the Committee that Mrs. Sady and/or Mrs. Parsons would need to consult with Richard Kelly, Personnel Officer, to determine the new position's title and requirements.

Joan Sady, Clerk of the Board of Supervisors, announced the Gas Boy System demonstration had been postponed until after the next Department of Public Works Committee meeting.

Mr. Stec reported today's heavy rainfall reminded him of a drainage issue on the sidewalk in front of the Municipal Center. He noted the water collects along the south edge of the walk and forms a puddle. However, he stated the puddle become a patch of ice in the winter time and creates a hazard. He urged the Committee to consider possible remedies to the situation.

There being no further business to come before the Committee, on motion by Mr. VanNess and seconded by Mr. Champagne, Mr. Haskell adjourned the meeting at 10:50 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist