

BUILDINGS AND GROUNDS COMMITTEE MEETING

MAY 8, 2006 – 3:30 P.M.

Present: Chairman M. Johnson; Supervisors Grattidge, Hargrave, Hunter, Janik, Richardson, Thompson and Gutheil; David Wickerham, County Administrator; Kathy Marchione, Liz Callaghan, Lori Wilkins, County Clerk; Mark Rider, County Attorney; Bill Connor WCGS Architects; Press.

Chairman M. Johnson called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Hunter, seconded by Mr. Janik the minutes of the April 10, 2006 meeting were approved unanimously.

Mrs. Johnson said there were five bids received with regard to the replacement of the Air Handler for the County Clerk's office. The lowest bid was from General Mechanical Systems, Inc. for \$38,290. The system has been in existence to for approximately 25 years with an average life expectancy of fifteen years, she said.

A motion was made by Mr. Hargrave, seconded by Mr. Richardson to approve a resolution authorizing the Chairman to enter into agreement with General Mechanical Systems, Inc. to replace the Air Handler for the County Clerk's Vault in Building #1 for a total of \$38,290. Unanimous.

Mr. Wickerham said Congressman Sweeney announced a couple of weeks ago an FAA Airport Grant where 95% of the costs are provided by the FAA and the other 5% are provided by the local government. There will be a 50/50 split by the County and State for the other 50%.

The \$180,000 for Edwards and Kelcey is part of the \$625,000, which is actually putting the appraisals together and doing the work. The county's part of the \$180,000 is \$45,000. Edwards and Kelcey was selected by the committee last year to be the airport engineers/consultants for the next 3-5 years. The work will need to be done by August 1, 2006. If it is not done by that time the grant would be lost in its entirety.

A motion was made by Mr. Hargrave, seconded by Mr. Grattidge to approve a resolution authorizing the Chairman to accept a FAA Airport Grant in the amount of \$625,000 for an Avigation Easement on Runway 14-32. Unanimous.

A motion was made by Mr. Hunter, seconded by Mr. Richardson to approve a resolution authorizing the Chairman to enter into an agreement with Edwards & Kelcey for all consulting services related to avigation easements including appraisals in the amount of \$180,000. Unanimous.

Mr. Connor from Woodward, Connor, Gillies and Seleman Architects said there are really two parts to the project. One, is to renovate the courtyard to put an end to the water infiltration, which is continuing to cause damage; secondly, to repair the damage that has occurred. An explanation was given to the committee on how this would be achieved.

A motion was made by Mr. Hargrave, seconded by Mr. Hunter to approve a resolution authorizing the Chairman to enter into additional agreements with Woodward, Connors, Gillies and Seleman Architects to complete the design phase of the courtyard reconstruction project and prepare the necessary bid documents at a cost not to exceed \$120,900. Unanimous.

Mrs. Marchione gave an overview of the record storage project as follows: There are approximately 7,800 cu. ft. of active records and approximately 8,400 cu. ft. of inactive records. Of the 47 counties that responded to a questionnaire on their record storage, 31 do have record centers and 15 do not, employing between 1 and 20 employees. The largest producer of records in the county is the Social Services Department. Historically, the County Clerk's office is the largest producer. The reason that is not the case in our county is because of the process that is used for the management of records, she said. For the last nine years grants have been received for a total of over \$500,000 in addition to financial support from the Board of Supervisors. In the last nine years the county clerk's office has saved 2,322 cu. ft. of space and over 5 million pages of documents because of microfilming and/or scanning into the computer. In addition, there are two projects that are currently being worked on, one of them is to scan into the system all of the mortgages and deeds going back to the late 1700's. The other is the beginning of a grant project with the civil documents being scanned into the computer system from 1988 to the present. When both projects are complete, it will have saved another 5 million pages of documents. When you don't have 10 million pages of documents that you don't have to find space for, you need less office space and less storage space.

On a motion made by Mr. Thompson, seconded by Mr. Hargrave the meeting was adjourned.

Respectfully submitted,

Chris Sansom