

Buildings & Grounds Committee Minutes
April 12, 2017 – 4:00 p.m.

Present: Chairman Bill Peck; Supervisors Preston Allen, John Collyer, Alan Grattidge, Dan Lewza, Dick Lucia, Peter Martin, Jean Raymond, Tom Wood, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, County Administrator; Steve Dorsey, County Attorney; Frank McClement, Veterans; Keith Manz, Public Works.

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

On a motion made by Mr. Lucia, seconded by Mr. Collyer, the minutes of the March 15 2017 meeting were approved unanimously.

A motion was made by Mr. Grattidge, seconded by Mr. Lucia, to authorize a 3 year lease agreement with 2144 Doubleday Avenue LLC for lease of space for the Saratoga County Veterans Service Agency at a cost of \$21,600 per year with 2% increases in years 2 and 3. Unanimous.

Mr. Hellwig said that there are office space constraints in the services building, specifically in the Office of the Aging. One solution is to move the Veterans Service Agency to another building to free up space. Mr. McClement researched several properties and found a location on Doubleday Avenue that has close proximity to the services buildings in Ballston Spa and is also on the bus line. Mr. McClement said that there is also a bus stop at the services buildings and the Veterans Service Agency has bus passes to give out to clients if transportation between the offices is needed. Mr. McClement distributed a handout showing comparison with another property and detailing cost breakdowns for additional needs. Mr. Hellwig said that the Peer to Peer program funding is available to cover a large portion of the costs associated with the move. Mr. McClement said that the Peer to Peer program is an annual program, the agency recently applied for reinstatement of unused funds and it was granted. Currently the Peer to Peer program is funded through June 2018. A discussion took place regarding whether to enter into a 2 or 3 year lease due to the fact that a new public safety facility is currently being discussed. It was decided to move forward with a 3 year lease with a 90 day notice to terminate.

Mr. McClement said that the additional space will allow for workstations to aid veterans in applying online initiatives. The property is a stand-alone building, has ample parking, is on street level and is ADA compliant. Mrs. Raymond said that the new building will allow for a lot of new opportunities. The move will take place within the next month or two.

Mrs. Raymond said that when she toured the services building, there was an abundance of filing cabinets. Mrs. Raymond suggested that perhaps space could also be freed up by records management and storing some of the records off site.

On a motion made by Mrs. Raymond, seconded by Mr. Grattidge, the meeting was adjourned unanimously.

Respectfully submitted,

Therese Connolly
Deputy Clerk of the Board