

Buildings & Grounds Committee Minutes
October 9, 2018 – 3:00 p.m.

Present: Chairman Bill Peck; Supervisors Phil Barrett, Tara Gaston, Alan Grattidge, Scott Ostrander, Jean Raymond and Tom Richardson; Spencer Hellwig, Chad Cooke, County Administrator; Keith Manz, Tom Speziale, Public Works; Craig Hayner, Charles Foehser, County Clerk.

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

On a motion made by Mr. Grattidge, seconded by Mr. Ostrander, the minutes of the September 11, 2018 meeting were approved unanimously.

A motion was made by Mr. Grattidge, seconded by Mr. Richardson, to authorize a 5-year contract with the Unified Court System for County services associated with maintenance and cleaning of court facilities. Unanimous.

Mr. Manz said that this a renewal agreement and runs from April 1, 2018 to March 31, 2023. The buildings covered include buildings 2 and 3, Judge Nolan's office in Saratoga Springs and the Law library. The contract includes maintenance, cleaning and renovations. The reimbursement amount will be escalated with salary and benefit increases. The expected revenue for 2018 is \$378,201.

A motion was made by Mr. Barrett, seconded by Mr. Ostrander, to authorize a lease agreement with CCM Associates of Clifton Park, LLC for DMV offices in the Clifton Country Mall and authorizing the capital construction costs associated with the expansion of the leased space. Unanimous.

Mr. Hayner distributed a handout and plans of the expansion and renovation project. Mr. Hayner said that funds were approved in the 2018 budget for these renovations. They will be expanding 1,375 sq. ft. and renovating 3,493 sq. ft. for a total space after expansion of 4,868 sq. ft. The project is estimated to take 5-6 months, however they expect minimal to no interruptions as most of the work will be done on weekends and nights. They had requested a budget of \$620K, however, they have estimated that the entire project will cost approximately \$522K.

There are currently 6 transaction lanes, and this number will be expanded to 9 with two lanes dedicated as fast lanes for quick and easy transactions. Mr. Hayner said that this is the busiest of the three DMV offices and he expects that this expansion will help increase revenue for the County. In 2017 the DMV revenue was an all-time high at a little over \$3M. For 2018 they are projecting a revenue of \$3.3M.

The lease agreement is a 5-year agreement with the option of two additional 5-year contracts. Upon the completion of the project, the total cost will be \$16.57 per sq. ft.

Mrs. Raymond commended the DMV staff on their customer service skills. Mr. Barrett said that the Clifton Park Mall has increased in capacity and Ellis Hospital will be expanding their building across the street, all of which should help with DMV revenue.

Mr. Peck said that the official ground breaking for the Public Safety Building happened last Tuesday and progress is underway.

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

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board