

Buildings & Grounds Committee Minutes  
February 1, 2022 – 4:00 p.m.

Present: Chairman Matthew Veitch; Committee Members Joe Grasso, John Lant, Scott Ostrander, Jean Raymond and Mike Smith. Supervisors Tara Gaston, Bill Peck; Steve Bulger, Matt Rose, Ridge Harris, Audra Hedden, Christine Rush, County Administrator; Michael Hartnett, County Attorney; Chad Cooke, Public Works, Eileen Bennett, Information Technology; Stephanie Hodgson, Treasurer.

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

**On a motion made by Mr. Lant, seconded by Mr. Smith, the minutes of the November 29, 2021 meeting were approved unanimously.**

Mr. Veitch announced the appointment of Supervisor Joe Grasso as Committee Vice Chair.

*2022 Goals and Initiatives*

Mr. Veitch gave a brief overview of the goals and initiatives for 2022. Projects include a review of County Facilities, relocating the Courthouse Bell from its current location in front of the Supervisors Parking lot to another safer location. Mr. Veitch said that a time capsule from the 250<sup>th</sup> anniversary of the County was moved in 2021 to the area next to the 9/11 time capsule, a re-dedication ceremony will be planned this year. Mr. Veitch said that the Buildings & Grounds Committee is also responsible for the County Airport. A public hearing is being held next week regarding a lease proposal for North American Flight Services. A proposal was forwarded to the State for an Upstate Airport Revitalization Grant however, we have not heard back on this to date. Mr. Cooke said that Barth Aviation is conducting a feasibility study to determine whether it is worthwhile for a new hangar. Mr. Cooke will update the Committee if and when they decide to request to move forward with the project. Mr. Veitch said that part of the new responsibilities of this Committee this year is oversight of IT.

**A motion was made by Mrs. Raymond, seconded by Mr. Lant, to authorize an agreement with Consolidated Waste Services, LLC DBA Twin Bridges Waste & Recycling in the amount of \$24,530.04 for refuse pick up services. Unanimous.**

Mr. Cooke said that historically, these types of contracts were handled internally at DPW through facilities maintenance agreements. Mr. Cooke said that he will be bringing any agreement over the minor contract threshold limit to the Board in future. This project was sent out to bid in November. This agreement will run from March 1 through the end of November at which time it can be renewed or put back out to bid.

**A motion was made by Mr. Ostrander, seconded by Mr. Grasso, to authorize an amendment to the agreement with H2M in the amount of \$32,626.63 for additional professional services associated with the Pedosphere rehabilitation project. Unanimous.**

Mr. Cooke said that \$29K of this change order is due to additional construction oversight by H2M as the contractor did not do a good job on this project. The contractor has agreed that they are

responsible for that portion. Additional cost is related to rebidding the project which was due to a lack of interest, and some minor additional coordination time.

**A motion was made by Mr. Smith, seconded by Mr. Lant, to authorize an agreement with Complete Building Solutions, Inc for cleaning services at the Clifton Park and Wilton DMV offices in the amount of \$22,080. Unanimous.**

Mr. Cooke said that three quotes were received, Complete Building Solutions were the lowest. There is an option for two renewals.

**A motion was made by Mr. Grasso, seconded by Mr. Smith, to authorize an amendment to the 2022 Budget to reappropriate unspent funds relating to the Audio/Visual project in the Board and Committee rooms. Unanimous.**

Mrs. Bennett said that due to the delay in equipment being shipped for the A/V project, the request is to reappropriate the remaining funds from 2021 to 2022.

**A motion was made by Mr. Ostrander, seconded by Mr. Lant, to authorize Resolution 219-2021 to authorize Buildings & grounds to approve change orders to the agreement with presentation Concepts Corporation. Unanimous.**

Mrs. Bennett said that the Resolution previously authorized change orders to be approved by a subcommittee of the Technology & Resiliency Committee in order to keep the project moving in a timely fashion. This resolution would modify the reference from Technology & Resiliency to Buildings & Grounds.

Mr. Veitch appointed himself, Mr. Grasso and Mr. Ostrander to the change order committee for the IT A/V upgrade project.

Mr. Veitch said that equipment has been installed in the Committee room. Camera, microphone, two large screen televisions and a console for AV and computer hook ups. Mrs. Bennett said that modifications are ongoing for the Committee room. Training is scheduled for later this week. PCC is scheduled to arrive at the end of March to begin upgrades on the Board Room. They plan to be on site for 10 days which includes 2 days of training for County staff. It is estimated that the project will be completed for the April Board meeting. Mr. Veitch suggested that a few days be made available for Supervisors to get familiar with the system prior to the Board meeting.

Mr. Grasso questioned if there is any need or demand among other Departments regarding these types of upgrades. Mrs. Bennett said that one of the largest components will be the ability to live stream meetings. Currently Departments holding meetings virtually do so via Teams or Zoom. Mr. Bulger said that the ability to live stream will not only be used for Board and Committee meetings but can be used for the Deceased Veterans Ceremony. The Board room can also be available for other events and training.

Mr. Veitch said that discussions have taken place regarding upgrading the County Website. The County has a great web host Kilakwa however, the site itself needs to be redesigned. An assessment will be done whether or not some of the changes can be done in house. Mr. Veitch encouraged Committee members to Google other counties websites to see if any design or features appeals to them, this information can then be forwarded to the IT Department.

**On a motion made by Mr. Grasso, seconded by Mr. Smith, the meeting was adjourned unanimously.**

Respectfully submitted,

Therese M. Connolly  
Clerk of the Board