

Buildings & Grounds Transcript 2-1-2022

SPEAKERS

Jean Raymond, Chad Cooke, Steve Bulger, Scott Ostrander, John Lant, Eileen Bennett, Mike Smith, Michael Hartnett, Matt Veitch, Joe Grasso, Several Supervisors, Therese Connolly

Matt Veitch

Good afternoon and welcome to the Buildings and Grounds committee for February. Attendance I believe has been taken. So we'll just move right on to the agenda. The first item on our agenda is approval of the minutes of the November 29 2021 meetings I'll ask for a motion for that.

John Lant

So moved.

Matt Veitch

So moved by Supervisor Lant. Is there a second?

Mike Smith

Second.

Joe Grasso

I'll second.

Matt Veitch

I saw Supervisor Smith first. So Supervisor Smith got second. Any discussion? All in favor say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? Carried. Alright, next on the agenda is the appointment of the Vice Chair. I have asked Supervisor Grasso from the Town of Charlton to serve as the Vice Chair of the committee and he has accepted. So thank you, Supervisor Grasso for serving as the Vice Chair of the Committee. I appreciate that. Next on the agenda is just a quick update on some of the goals and initiatives of the committee for this year. Kind of a holdover from last year, we have a couple of different things that are going on, that are happening. So the first is that in our budget for 2022, we have a facility study that has been funded. So we're going to be going out at some point to review all of our County facilities essentially, everywhere that we have a presence to determine whether or not we want to expand those locations, change them around, potentially look at options for a different way of running our business through all of our different facilities. So we have multiple buildings throughout many different areas of the County. And we lease some, we own some, we know that there's a space crunch in a lot of places, especially some of our buildings here in the county complex, as well as some of our other buildings. So Chad will

be leading up that from our end. And we will be looking at our facilities for this year and seeing if there's any good options for us to move forward to make government more efficient, serve the public better. The next thing is really just you know, as you know, the Buildings and Grounds committee is responsible for the Saratoga County Airport. We do have a public hearing next week on a lease proposal for North American Flight Services. So I did want it to mention that. We did a couple of things last year, one of the things that we did do is we did put forward a proposal, the State has an Upstate Airport Revitalization Grant program. And we did put an application in for that. We have not heard anything back from the State, it's been basically quiet from them. So we don't know if they're actually going to award the money or whether or not we're in the running for that or anything to that sort. So at this point that's kind of on hold. And we're just waiting to see where the State is going to be on that. Other than that, at the airport, we really don't have any other plans other than the lease at this point. We did have one proposal come in for a new hangar at the end of last year. If you recall, they came to our Committee and kind of described their proposal. I don't know if we're still talking to them or not, or if they've come back to us. But I think the idea was to see whether the committee had any thoughts about entertaining that and we really didn't make any decision at that meeting at that time. So I'm just not sure exactly where we're at on that. So I don't know, Commissioner, if you want to just weigh in quickly.

Chad Cooke

Sure, thank you. Yeah, the applicant was Barth Aviation, at this point they're sort of in the feasibility study process to determine if it's going to be worthwhile for them to do that, and discussions with their clients. So at some point, they'll come back to us or back to me, and I'll bring it to you for consideration if they choose to move forward or have a request to move forward.

Matt Veitch

Okay, great. Thank you, Commissioner. And then just two other things that I'd like to mention. They were brought up last year, and kind of I guess, I would say, historical in nature to some extent. And they're just a couple of nice things that we're going to do. So the first is that, if you recall, next to the Supervisors parking lot, there was a small stone monument there that had no plaque on it. We were not exactly sure what it was last year, came to discover that it was a time capsule from the County's Bicentennial celebration, which was in 1991. The plaque had been missing for some years. And so we kind of did some research and Historian Roberts did a great job of looking into what had occurred there. And we decided that we were going to relocate that to another location. Because that spot on West High Street I'm sorry McMaster Street, just wasn't really good spot and it wasn't very visible, and nobody really knew what it was. So the Buildings and Grounds crew, very carefully moved it from that spot down behind the Treasurer's office here next to our 9/11 time capsule that we have down there. So we kind of have all those in the same spot, which I think is a good thing for the County. Kind of keep all that in one place and we're in the process of getting the plaque replaced with some new verbiage on it, new language to basically say what we're doing. And I think we're gonna probably have a small ceremony at some time later in the, probably in the Springtime to rededicate the time capsule scheduled to be reopened in 2041. At the 150th anniversary, or sorry, 250th anniversary of the County. And Supervisor Klein, my predecessor from Saratoga Springs was Chair of the Board at the time. So we'll try to invite him down and some of the other people who were involved in that back when it went forward 20 years ago. So that was something that we did a little bit last year, we're going to try to do that this year. And the last thing is to also relocate the Courthouse Bell, which is now currently also in

that same spot in front of the Supervisors parking lot and relocate it to a probably the front yard of the building, to move it out of the way of the street there. I don't believe that that's a very good spot for historical artifact, where it can be damaged or defaced, right on the street there. So that spot is going to get kind of redone this year, hopefully, to be a little bit more clean looking for people who are coming into the County. So again, Historian Roberts is working with us on that as well as Chad from Buildings and Grounds. We're going to try to see what we can do with that this year. So those are kind of the major things that we're looking at this year, from Buildings and Grounds. I'm sure things will come up during the year as we go forward. And I'm happy to entertain any initiatives or plans that anybody from the Committee would like to see. So I'm happy to do that for you, if there's anything that maybe members would like to see done, but that's where we're kind of at right now Buildings and Grounds from the last year or so. And we'll move forward from there. So I don't know if anybody from Chad or Administrator would like to comment, but I'm happy to entertain any comments. All right, well, hearing no comments, we will move on to the agenda. So the first thing on the agenda is a request for a contract for a County wide refuse pickup with Consolidated Waste Services, Twin Bridges, and that's effective starting in March through November. And I'll let Commissioner Cooke, go ahead and introduce that item.

Chad Cooke

Thank you. Yes. So this is a contract for refuse pickup for County facilities. Historically, these sorts of contracts were handled internally at the Department of Public Works through facilities maintenance agreements. When I came on board, I sort of questioned whether or not I had the authority to do that. So I think at this point, the contracts and spendings policies is a work in progress. But moving forward, or at least for now, anything over \$15,000, which is the minor contract threshold, I plan to bring before this Committee and the Board until a new policy has been finalized with new maximum contract limits. So this project was put out to bid in November of last year, I'm sorry. yeah, November of last year. And, again, due to this issue with the contract limit, I authorized the short term facilities maintenance agreement for a few months to get us through until the Board could take this up. So that's why we're here. And that's the reason why it's a relatively short duration from March 1 to the end of November, then either it can be renewed at the same rates, or we'll put it back out to bid at that time. So I think that's it for this one.

Matt Veitch

Okay, great. Thank you, Commissioner. I guess I would ask, is there any, is there a motion for this item from a committee member?

Jean Raymond

So moved.

Matt Veitch

Moved Supervisor Raymond, is there a second?

John Lant

Second.

Matt Veitch

Second Supervisor Lant. Any discussion? All right, all in favor say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? All right, carried. Next is a resolution to amend consultant agreement with H2M for additional professional services related to rehabilitation of the 100,000 pedosphere elevated water tank. So Commissioner, I'll have you take that one as well.

Chad Cooke

Thanks. So yes, we have a pedosphere elevated water tank at the County Farm complex that was rehabilitated a couple years ago. We had a contract with H2M for construction I'm sorry for design and construction administration services. They have recently reached out to us with a request for a change order which is included in your packet. But essentially, what happened with the additional services, the bulk of the \$32,000 in change order request is related to additional construction observation. The contractor did not do a great job, required additional input and oversight from H2M as well as we actually had an employee that was dedicated to this project almost every day, he was on site every day dealing with this. So the original contract was \$70,500. So this is a pretty substantial increase for a change order. However, like I indicated 29,000 of this of this change order around is due to additional construction oversight. I am happy to report that just today, about an hour before this meeting, the contractor did agree that they are responsible for that piece. So we will be addressing that with them. So it's not a huge additional cost of the County, it's only a few \$1,000. And, you know, some of that is related to rebidding the project which was due to a lack of interest the first time around and some minor additional coordination time that that we would be responsible for this.

Matt Veitch

Alright, thank you, Commissioner. I appreciate that. I will ask if there's a motion to approve the consultant agreement.

Scott Ostrander

I'll move them Matt.

Matt Veitch

So move. Supervisor Ostrander. Is there a second?

Joe Grasso

I'll second.

Matt Veitch

Second Supervisor Grasso. Any discussion? All right, all in favor say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? All right, carried. Next is a resolution authorizing a contract with Complete Building Solutions for cleaning services at the Clifton Park and Wilton DMV offices. Go ahead, Commissioner.

Chad Cooke

Thank you. So this is another example of something that would have historically been handled by a facilities maintenance agreement. But I'm going to bring it here because it exceeds \$15,000. This was not bid by purchasing but rather, we sought quotes through DPW, which is historically how we would handle this. So we do have three quotes. And Complete Building Solutions was the low bid. So this, as you indicated, Mr. Chairman, is for cleaning services at the Clifton Park and Wilton DMV, I believe this, there are also two renewals as part of this as well. That's also in your packet.

Matt Veitch

All right, great. Can I have a motion to approve the Complete Building Solutions contract?

Mike Smith

So moved.

Matt Veitch

By Supervisor Smith, is there a second?

John Lant

Second.

Matt Veitch

Second by Supervisor Lant. Any discussion? All right, all in favor say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? All right, carried. Thank you. Alright, so one thing I failed to mention in the goals and initiatives item is that one of the responsibilities for the Buildings and Grounds committee for this year per our Rules of the Board is that we are also going to be handling the IT infrastructure and IT portion of the County's committee work. So we're kind of almost two committees in one now we are the IT committee as well as the Buildings and Grounds committee. So the next item on our agenda is actually from the IT side, and we have our IT Director, Eileen Bennett here to go through the IT items that we have. So go ahead, we'll start with the first one, which is to reappropriate the 2021 budget funds for audio visual upgrade project.

Eileen Bennett

Okay, so due to a lack of equipment being able to be shipped to our vendor during 2021, we were not able to schedule installment of the AV equipment in this room as well as the committee room. Due to that fact, we weren't able to complete the project. So we need the funds from 2021 moved over to 2022.

Matt Veitch

Okay, so that's simple enough. So I guess I'll ask for a motion to reappropriate the 2021 budget funds for audio visual upgrade project to 2022.

Joe Grasso

So moved.

Matt Veitch

Moved by Supervisor Grasso, is there a second?

Mike Smith

Second.

Matt Veitch

Second by Supervisor Smith, any discussion?

Joe Grasso

Hey, Mr. Chairman, just a schedule update on the project?

Eileen Bennett

Yep. That is our next agenda item.

Joe Grasso

Okay.

Eileen Bennett

Would you like, do you need to do anything with the last one?

Matt Veitch

We'll go ahead and vote on it and then we'll do the update at the end if that's okay?

Joe Grasso

Great.

Matt Veitch

Okay, thank you. So, any further discussion on this item? All right. All in favor, say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? All right, carried, thank you. And then we do have number nine here, which is Amending Resolution 219 of 2021 to authorize Buildings and Grounds to approve change orders to the agreement with Presentation Concepts Corporation so this is part of the same Board Room updates contract so go ahead.

Eileen Bennett

In 2021 there was a Resolution that allowed the Technology and Resiliency Committee to have a subcommittee for change orders so that if equipment was needed during installation, or found to be needed, that the change order committee could approve those change orders so that we can move on with the project in a more timely fashion than waiting for the next month for us to come to Committee, Law & Finance and the Board. So it will help us be able to move the project long in a more timely fashion.

Matt Veitch

Alright, so are we asking to amend the Resolution to appoint the committee as the change order Committee?

Michael Hartnett

It would be to modify the reference to Technology and Resiliency to Buildings and Grounds.

Matt Veitch

Oh, okay. So is it possible that because I'm thinking about actually maybe reappointing a subcommittee out of this Committee to do those change orders?

Michael Hartnett

Right.

Matt Veitch

So, okay, so the amendment is strictly for the resolution to say that Buildings and Grounds is responsible, rather than Technology and Resiliency, as the committee no longer exists. So that's really all we're gonna put forward here on this at this point. And then after that, I'll go ahead and do a subcommittee. So I will ask for a motion to approve.

Scott Ostrander

Chairman, I'll make the motion.

Matt Veitch

So moved Supervisor Ostrander. Is there a second?

John Lant

Second.

Matt Veitch

Second Supervisor Lant, any discussion? All in favor, say aye.

Several Supervisors

Aye.

Matt Veitch

Any opposed? All right, carried. Thank you. So based on that, last year we had a subcommittee that just did the change orders for this project. And the way we handled it mainly was, you know, we didn't meet or anything like that. Director Bennett would send us the change orders, I was actually on that subcommittee. And we would just kind of through email, approve or not approve. So it's not anything that's going to require a lot of meetings or anything like that, unless we have a major huge change order, which I don't think we will. So I'd like to appoint if possible Supervisor Grasso, myself and Supervisor Ostrander as the change order committee, if that's okay with you guys. Alright, so we're going to be the change order committee going forward on this. So thank you, Director, and we look forward to having this done. So with that it is up to the point of our agenda where we do talk about the board room upgrades, and where we're at on the project. So the first thing I would like to just say is, the committee room is done. So if you get a chance, at the end of the meeting here today, head on over to the committee room, the Blue Room, and you can see where they've put in the HDTVs. And there's a little console there for AV and computer hookups. There's a camera in there to stream the meetings and all that kind of stuff. So it looks really good. And I think, you know, I know there's of couple of things here in terms of learning how it all works, and a couple of small changes in there. But otherwise, they did a great job, I think from what I can see, and then if you'd like, go ahead and give us an update on what's going to happen in here.

Eileen Bennett

We'll finish with the committee first, the equipment has been installed. During the installation in some of the preliminary training, we found that there was no way to control the speaker that's in that room. So you will see change order coming shortly. So that there is a physical on and off for the speaker system in that room, as well as.

Therese Connolly

It's the microphone right Eileen?

Eileen Bennett

Oh my. Thank you Therese, she catches me. For some reason, I want that to be the microphone. So there will be a change order and the cabinet wasn't closing properly the way it was set up, so I've asked them to do a different design for that. So that'll be part of the change order as well. Therese and I have training on Thursday, they will be coming to incorporate all the technologies that we have in that room so that we can create a meeting, conduct a meeting, stream a meeting, save the meeting, create links that are usable, and we will hopefully we'll have all of that completed on Thursday. In regards to this room, all the equipment has been received by PCC they will be bringing on site on the end of March. They are scheduled to be here for 10 days, two of those days will be training days for Therese, Bridget, Christine, myself, some of my IT staff so that we have some redundancy in learning the system

because there's a lot there's many pieces to make it all work. That's my update unless anyone has any questions in that regard.

Matt Veitch

So the estimated date would be April Board meeting a work to be done.

Eileen Bennett

Correct. That is correct.

Matt Veitch

Okay. So one of the things that we've we chatted about a little bit on the side is that this is going to be quite a substantial change to the Boardroom to what we're used to as Supervisors. So we're thinking about, and I know it's difficult for, sometimes can be difficult for people to come down here on a special day or something like that. But we may make some days available for Supervisors to come in, not when we're having a meeting and the stress of all of that, where we can kind of get familiar with the system, because it's going to look a lot different, it's going to have, you have a screen right in front of you with things you can do on the screen. And, you know, for those of us who have, you know, we all kind of have phones and tablets and things like that now, but this is its own unique system. So we're going to have to learn how it works. And, you know, you don't want to be halfway through a Board Meeting where you push a button, and then you lose your agenda or something like that. Because, you know, we have to kind of learn how this works a little bit ourselves. So talked to the Administrator about it a little bit, and yourself, and we'll try to figure out how we can make that work. So we can get that done before April. And if not, then we'll learn on the fly. But at the end of the day, I think it would be helpful to have a little bit of training for Supervisors, because we're going to have to be using those items during the meeting.

Eileen Bennett

And I've scheduled 10 of my staff members to be here for the first April board meeting. So they'll be

Matt Veitch

The entire department.

Eileen Bennett

They will be staged around the around the room so that they'll be able to assist anyone that needs assistance.

Matt Veitch

Yeah, because I'm sure there'll be some tech support needed at that first meeting. So if not at the second meeting, too. So anybody have any questions for Director Bennett on our IT upgrades. And the only other thing I think we have for the IT side is, we've been talking a little bit about the website, that was an agenda item from the Technology and Resiliency from last year. So we're working on trying to figure out, you know, how that's going to work best for us. We have a great web host in Kilakwa, who has been our web host now for eight or nine years, maybe on our website. But the site itself needs to be redesigned, I think, you know, it's not, you can tell its age, it's kind of an aging, you know, website.

And there's a lot of modern touches that could be put into the website to make it a little more current. So we're talking a little bit about how we want to do that. From what I understand, we have a couple of web people now in our IT Department, who can do some of that coding that's needed to build a website. So we're going to look at that and figure out whether or not we could do it in house potentially, or contract out for a website. But you know, we're talking about that now. One thing I would ask the committee members to do, if they have a chance, if you'd like is to, you know, kind of just Google other counties see what their websites look like. And if there's one that you like, to let me know, because, you know, I know that there's a lot of different designs out there. But if there's something you see that, you know, looks like, you know, this is the kind of website I'd like to see our county have, you know, let me know about that. And we can send those over to the Director and try to see if we can mimic that kind of site with our own designer, or if we need a contract we can talk about that, too at that point. You know, I've been looking at a couple different counties websites, and there's a few that I like, so I will have those over to you.

Eileen Bennett

Perfect. We need that input.

Matt Veitch

Yes. Thank you.

Eileen Bennett

Absolutely.

Matt Veitch

So any further questions or comments regarding IT side?

Joe Grasso

Mr. Chairman?

Matt Veitch

Supervisor Grasso.

Joe Grasso

Just in terms of the Board room updates and the meeting room updates, are these the first two areas that we're rolling out this new system for within the County?

Eileen Bennett

100% Yes.

Joe Grasso

Okay. I guess my question is, are there other, have we gotten a sense that there's other pent up demand within departments or of the county where this type of system needs to be looked at? Or do they have their own systems? Or is this system so unique to us that it's not really needed or beneficial to any other departments?

Eileen Bennett

So I think the biggest part of ours here is that we're going to be streaming it, so it's going to not only be live here, it's going to be live on another website so that the public can see it. We haven't had that ask from any other department. Currently, departments are holding meetings, virtual meetings, either through a Teams account with audio conferencing, or a Zoom account. And from my knowledge that's been satisfactory for those departments.

Joe Grasso

So it seems like it's unique to the way we use this room and the meeting room really?

Matt Veitch

Yeah, for the most part. I mean, I guess the only other thing that we would potentially need something like this, for which I don't even know if we would be you know, if there's any certain outside committees that would have a public meeting that we would need to stream in that way, I mean, most of them don't do it that way. But I mean, it's possible.

Joe Grasso

Okay.

Matt Veitch

But I know as a follow up. I mean, we haven't heard anything else, like anybody else who wanted it. The way it's set up in here will kind of be unique because it's really a, you know, you're gonna have a screen with a camera, and it's going to turn on when you talk. And there's going to be, it's going to be, you know, a way to stream the meeting, so they can see everybody who's here. You know, I don't know if there's going to be a camera in the back of the whole room. But at the end of the day, you know, it's going to be a different way of looking at our meeting if you're online or whatever. But, you know, we don't have that many committees or 23 members, either. So it's, it was one of those things, but yeah, I mean, but there may be an opportunity, and we'll look at that. So go ahead Steve.

Steve Bulger

Thanks, Chairman, just to follow up. We are going to be using this once it's done in this room, and maybe even in the Blue Room as well. If we have bigger events, for example, we were talking about the Veterans memorial service, that would be live streamed that would be here. Anything, any kind of events or training where this room is open and not being used by the Supervisors. We can have staff come in and utilize it for that purpose, because it's, so there is going to be some additional uses other than just for the Supervisors.

Matt Veitch

That's great. Thank you. Any other comments? All right, hearing none. Any other business to come before the committee today? All right, hearing none, motion to adjourn.

Joe Grasso

So moved.

Matt Veitch

Moved, seconded by Supervisor Smith. All in favor?

Mike Smith

Second.

Several Supervisors

Aye.

Matt Veitch

We're adjourned. Thank you very much.