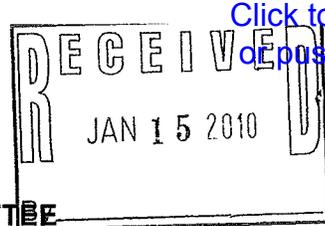


**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
JANUARY 6, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, G. Crandall (*Absent: D. Cady, P. Curran, D. Russo*)

Others Present: M. Alger, M. Balling (Bovis Lend Lease), D. Burdick, A. Finnemore, J. Foels, M. Healy, T. Hopkins, J. Margeson, T. Miner, T. O'Grady, B. Riehle; **Media:** B. Quinn, Wellsville Daily Reporter

Call to Order: 3:05 p.m. by Committee Chairman David Pullen

Approval of Minutes:

The minutes of December 2, 2009, were approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

Court Facilities Project Update – Mark Balling (Bovis Lend Lease):

Budget:

Mark Balling, from Bovis Lend Lease, the Construction Management firm for the project, reported that they've been working with John Margeson, LaBella, and Public Works to come up with all of the expenditures to date and projections for the incidental budget (a copy of the report is attached to the original minutes). The report began with Javen Construction's awarded bid amount, including all alternates, at \$9,086,300. We're carrying a contingency value of \$725,000, bringing the construction cost total to \$9,811,300. Incidental costs were listed, and Mr. Balling noted those that had been completed and invoiced so far, including: partial Bovis and LaBella fees and reimbursables, Court study, soil borings and geotechnical report, building permit fees, driveway costs (Public Works and outside vendors), bond counsel and legal fees, and Seeler Engineering fees (PLA). Anticipated incidental costs total \$2,565,158.25, bringing the total anticipated project costs to \$12,376,458.25, or \$2.1 million under LaBella's latest budget projection of \$14,480,700, which included finishing the shell space. Mr. Balling further explained some of the incidental costs listed on the report:

- **Materials Testing, budgeted at \$50,000:** Bovis Lend Lease requested bids, and they received four proposals. Mr. Balling noted that at the next meeting, they will recommend a contract to be awarded. This is for third-party inspection of the contractor's work throughout the project for items such as compaction, concrete, steel, weld, and fireproof adhesion. The contract will be for a unit price with a "not to exceed" amount.
- **Driveway Costs, budgeted at \$100,000:** Between the County Department of Public Works and outside vendors, \$83,038.59 has been spent to date on the widened access road, with a little more expected. These costs will be reimbursed to DPW.
- **Moving and Relocation Expense, budgeted at \$25,000:** There may be no costs incurred under this line item. Whether moving is done by County departments or professional movers will have to be discussed.
- **Alternates No. 1-4 Reimbursement by Office of Court Administration (OCA):** Indicated on the lower section of the report as a credit of \$41,500, as those costs were included in the total on the top section.

- Movable Storage Shelving Units, budgeted at \$265,000: This is something that needs to be purchased (electric high-density file shelves that scroll, similar to County Clerk's). It will need to be bid and the cost confirmed.
- Utility Company Connection Charges, budgeted at \$50,000: Suggested by LaBella, unsure when these costs will be incurred (LaBella's issue).
- Bond Counsel/Legal Fees, budgeted at 60,000: The legal fees paid to date (\$38,916.27) are related to the Project Labor Agreement (PLA).
- Seeler Engineering, PLA Agreement, budgeted at \$10,814.25: Expended.
- Builders' Risk/General Liability Insurance, budgeted at \$70,000: Working on getting a firm quote from the County's insurance carrier, NYMIR through Richardson and Stout.
- Furniture and Equipment, budgeted at \$100,000: This amount could end up being very little. There hasn't been much discussion on furniture needs for the County offices being moved into the addition and whether existing furniture will be moved.
- Telephone/Data Servers/Equipment, budgeted at \$25,000: The contractor is providing the wiring and the Courts are providing the equipment for their space, but there will be some County department requirements for this.
- Computer Hardware and Software, budgeted at \$30,000: The line item is there to be used if needed.
- Signage, budgeted at \$10,000: The contractor is providing ADA required signage. This line would be for room signs, building signs, etc.
- Incidental Budget Contingency, budgeted at \$100,000: Recommended for miscellaneous costs.

Mr. Balling noted that he will work with Public Works Superintendent David Roeske and the Accountant each month to reconcile costs expended to date, and he will provide the committee with monthly updates and report on any issues. Mr. Pullen questioned the process for issues like the movable storage shelving units, telephone equipment, and furniture. Mr. Balling will bring these things up at the appropriate time. The shelving will be bid out, and the other things will be state contract wherever possible.

Mr. Pullen noted that there is both a construction contingency of \$725,000 and an incidental contingency of \$100,000. Mr. Balling pointed out that even if all of those contingencies are spent, we would still be \$2.1 million under budget, going by the last projections made by LaBella. Legislator O'Grady questioned the bond amount of \$13.8 million, and Mr. Pullen replied that the last hard estimate from LaBella of \$14.48 million included additional things such as finishing out the shell space, and that occurred after the bond approval. We have bonding authority for \$13.787 million, but we're still well under that. Mr. Pullen didn't feel there was reason to change it.

Schedule:

Mr. Balling reported that they had their kick-off meeting with Javen Construction prior to Christmas to go over procedures and rules. They will have bi-weekly project meetings beginning next Thursday. Javen is working on their schedule to submit to Mr. Balling for approval. They're also working on the schedule of values for their payment breakdown. Submittals are coming in (they have to submit on all the materials they'll be using). He'll know more after he receives Javen's schedule, but in January, they will probably be starting on the trenching for utilities. They'll be using movable fencing, so they'll only need to take the parking area that's necessary for the utility work. They need to create a staging area, and the trailers (Bovis's and Javen's) will be coming in January, as well. They will cover certain first-floor windows for protection during the project. The Courts asked that that be one of first things done. There is a control system that needs to be relocated from the Maintenance Building, probably in January, and hopefully the Maintenance Building will come down in February. Work will continue with utilities and get foundations under way in February and March. Steel erection should begin in April, then they'll get the slabs poured and get the façade going. Legislator Fanton questioned the process for concrete work in the cold weather. Mr. Balling responded that it would involve hot water in the mix, an approved additive, blanketing, and heating, depending on how cold it is. They will ask for a winter protection plan. Mr. Balling is still waiting for some things from Javen, but they've submitted their bonds, insurance, and the signed contract, so things will be moving forward.

Change Order Process:

Mr. Balling will report on any potential changes during his monthly updates. Each one will have a number and be tracked separately. The committee will need to discuss approval limits. Mr. Pullen questioned if the County Administrator had been given authority to approve change orders, and Mr. Margeson noted that the committee will need to decide whether to give him the authority to approve change orders for this project and if so, up to what dollar amount. In the interest of keeping the project moving on a day-to-day basis, someone should be given that authority. During the County Jail project, Mr. Margeson had authority to approve change orders up to \$5,000. Mr. Balling commented that on other projects, he has seen counties authorize someone to approve change orders up to \$20,000 or \$25,000. Mr. Pullen recommended that the change order authority be given, since the committee only meets once per month, and the committee would still receive the monthly reports to keep them informed.

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to authorize County Administrator John Margeson to approve orders to proceed regarding change orders for up to \$20,000 for the construction of the Court Facilities Addition and Renovation. Construction Manager Bovis Lend Lease will be providing monthly reports, including information on any change orders, to the Court Facilities and County Space Needs Committee. Referral to Ways and Means Committee.

Decision on Lawsuit Filed by Citizens for Responsible Government:

Mr. Pullen provided committee members with copies of Judge NeMoyer's Decision rendered on Monday, January 4, 2010, in relation to the lawsuit filed by the Citizens for Responsible Government. County Attorney Thomas Miner read a public statement at the Board meeting. The group had applied for a preliminary injunction and temporary restraining order. They were denied in November. They proceeded to a determination on the merits of the actual petition, which is what the Judge issued his Decision on, dismissing the petition in its entirety.

Office for the Aging/Veterans' Service Agency Facilities at Crossroads:

An update was provided by Industrial Development Agency (IDA) Director John Foels. The final engineering is complete, with a couple of small items to be worked out within the week. Foundation work, concrete, and site work are all complete. The next step is construction of the structure, which will begin within the next two weeks. Some of the work is being done offsite. Anticipated completion date is May 1. That is a conservative date. The County Information Technology Department has been involved. Mr. Pullen questioned how the actual move would occur. Mr. Margeson stated that the Department of Public Works would do it. Mr. Foels will provide monthly updates to the committee.

Utilization of County Office Building Third Floor (Former Jail Space):

Mr. Pullen suggested that committee members need to consider how to address other County space needs by utilizing available space on the former Jail floor. Possibly at the February meeting, the committee could discuss that issue. Mr. Fanton noted that DPW Maintenance will be moving up there until arrangements are made for them to go someplace else (the Maintenance Building will be torn down as one of the first steps in the Court Facilities Project). The Board of Elections and several other departments are using some of the space for storage. Mr. Pullen requested a report on how the space is currently being used and other options.

Records Storage Needs:

County Administrator John Margeson reported on records storage space needs. County Historian Craig Braack is also the Records Management Officer in charge of the storage of County and Court records. Approximately eight years ago, Public Works constructed a 30' x 60' records storage building at the Landfill, using County manpower. That building is full to the brim. The County has a special reserve that has existed for a number of years due to state legislation that attaches a small monetary surcharge to filings in the County Clerk's Office. Over the years, the County has accumulated a little over \$100,000 in funds that are to be dedicated to expenses related to records storage. Mr. Margeson recommended that the committee endorse the idea of building another records storage building at the Landfill with the same dimensions as the current one. The committee would need to make a referral and recommendation to the Ways and Means Committee to remove \$80,000 from the Record Management Reserve Fund and place it in a Capital Account to construct another records storage building. Deputy County Administrator Mitch Alger is working on a state records management grant application. The grant program does not provide funding for capital construction, but it could be used for things like storage boxes and shelving. The County was successful a couple of years ago in receiving a grant for \$50,000, which was used for shelving and boxes. That's the same route he'd like to use now.

Mr. Pullen asked if there was any way to use some of that grant money for Court records storage needs. Mr. Margeson stated that he didn't believe we could apply for the grant and then apply it back for the benefit of the state.

Chairman Crandall asked if the building would be climate-controlled and if the plan would be to build a twin to the existing building. Mr. Roeske commented that they would just update the same plan and build adjacent to the existing building. It was noted that the current building sufficed for ten years, but approximately 20 percent of the contents had accumulated prior to construction. Mr. Margeson commented that Mr. Braack is very good at disposing of records that no longer have to be retained, following the record retention schedule. Mr. Hopkins

questioned the life expectancy of a new building if the size is the same as the current one. Mr. Fanton asked how much we have accumulated to go in the new building now. Mr. Margeson said there wasn't a lot, but there may be some in the basement of the Child Support Collection Unit that needs a better space. Mr. Pullen asked if the size should be looked at, as he'd rather do it right once than to re-address it later. Mr. Roeske will look into that in regards to the space available.

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried unanimously to transfer \$80,000 from the Record Management Reserve Account to a Capital Account to construct a records storage building adjacent to the existing records storage building at the County Landfill. Referred to Ways and Means.

Attorney/Client Session:

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to enter into an attorney/client session as requested by County Attorney Thomas Miner. Immediately following discussion, a motion was made by Legislator Fanton, seconded by Legislator Benson and carried to end the attorney/client session and return to the regular meeting.

Next Meeting: Wednesday, February 3, 2010 at 3 p.m.

Adjournment: The meeting was adjourned at 4:15 p.m. following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

Respectfully submitted by
Adele Finnemore, Journal Clerk

ALLEGANY COUNTY COURTHOUSE ADDITION AND RENOVATION PROJECT ANTICIPATED COST REPORT

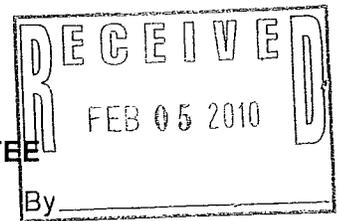


TRADE CONTRACT	CONTRACTOR	TRADE CONTRACT AMOUNT	POTENTIAL CHANGE ORDERS	APPROVED CHANGE ORDERS	TOTAL ANTICIPATED COST	TOTAL INVOICED TO DATE	% COMPLETE	BALANCE TO FINISH
CONSTRUCTION COSTS:								
General Construction	Javen Construction	\$ 9,086,300.00	\$ -	\$ -	\$ 9,086,300.00	\$ -	0.00%	\$ 9,086,300.00
CONSTRUCTION COST SUBTOTALS:		\$ 9,086,300.00	\$ -	\$ -	\$ 9,086,300.00	\$ -	0.00%	\$ 9,086,300.00
CONSTRUCTION CONTINGENCY:		\$ 725,000.00			\$ 725,000.00			\$ 725,000.00
CONSTRUCTION COST TOTALS:		\$ 9,811,300.00			\$ 9,811,300.00			\$ 9,811,300.00

DESCRIPTION	BUDGET	POTENTIAL BUDGET REVISIONS	APPROVED BUDGET REVISIONS	TOTAL ANTICIPATED COST	TOTAL INVOICED TO DATE	% COMPLETE	BALANCE TO FINISH
INCIDENTAL COSTS:							
Bovis Lend Lease	\$ 605,000.00	\$ -	\$ -	\$ 605,000.00	\$ 30,000.00	4.96%	\$ 575,000.00
LaBella Associates	\$ 990,000.00	\$ -	\$ -	\$ 990,000.00	\$ 739,830.00	74.73%	\$ 250,170.00
LaBella Assoc. Reimbursables (Survey, Printing, Record Drawings, etc.)	\$ 42,000.00	\$ -	\$ -	\$ 42,000.00	\$ 8,940.00	21.29%	\$ 33,060.00
LaBella Associates - Phase II Court Study	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	100.00%	\$ -
LaBella Associates - Geotechnical Report/Soil Borings	\$ 12,000.00	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	100.00%	\$ -
LaBella Associates - Asbestos Air Monitoring	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ -	0.00%	\$ 20,000.00
Building Permit Fees	\$ 11,844.00	\$ -	\$ -	\$ 11,844.00	\$ 11,844.00	100.00%	\$ -
Materials Testing	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00
Driveway Costs - County DPW and Outside Venders	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 83,038.59	83.04%	\$ 16,961.41
Moving/Relocation Expenses	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	0.00%	\$ 25,000.00
Alternate No. 1 - 4 Reimbursement by OCA	\$ (41,500.00)	\$ -	\$ -	\$ (41,500.00)	\$ -	0.00%	\$ (41,500.00)
Moveable Storage Shelving Unit	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ -	0.00%	\$ 265,000.00
Utility Company Connection Charges	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	\$ -	0.00%	\$ 50,000.00
Bond Counsel/Legal Fees	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ 38,916.27	64.86%	\$ 21,083.73
Seeler Engineering - PLA Agreement	\$ 10,814.25	\$ -	\$ -	\$ 10,814.25	\$ 10,814.25	100.00%	\$ -
Builders Risk/General Liability Insurance	\$ 70,000.00	\$ -	\$ -	\$ 70,000.00	\$ -	0.00%	\$ 70,000.00
Furniture and Equipment	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	0.00%	\$ 100,000.00
Telephone/Data Servers/Equipment	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	0.00%	\$ 25,000.00
Computer Hardware and Software	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	0.00%	\$ 30,000.00
Signage	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	0.00%	\$ 10,000.00
Incidental Budget Contingency	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ -	0.00%	\$ 100,000.00
INCIDENTAL COST TOTALS:	\$ 2,565,158.25	\$ -	\$ -	\$ 2,565,158.25	\$ 965,383.11	37.63%	\$ 1,599,775.14
TOTAL PROJECT COSTS:	\$ 12,376,458.25	\$ -	\$ -	\$ 12,376,458.25	\$ 965,383.11	7.80%	\$ 11,411,075.14
BUDGET:				\$ 14,480,700.00			
TOTAL BUDGET VARIANCE (Over) / Under:				\$ 2,104,241.75			
REMAINING CONSTRUCTION CONTINGENCY:				\$ 725,000.00			

**NOT
APPROVED**

**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
FEBRUARY 3, 2010**



Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, D. Russo, C. Crandall
(Absent: P. Curran)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Button, M. Cole, A. Finnemore, J. Foels, M. Healy, T. Hopkins, M. Kukuvka (LaBella), J. Margeson, T. Miner, T. O'Grady, T. Parker, B. Riehle, D. Roeske, T. Ross, E. Ruckle, S. Spillane, K. Toot; **Media:** B. Quinn, Wellsville Daily Reporter

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes:

The minutes of January 6, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

Court Facilities Project, Construction Manager Update, Mark Balling:

Mark Balling, from Bovis Lend Lease, provided a project update (handout attached to original minutes). Mr. Balling's printed material included:

- Budget/Anticipated Cost Report, updated from last month's report. Mr. Balling reviewed budget adjustments that have been made. The first adjustment, under Construction Costs, involves a potential change event relating to a manhole and some piping that were shown on the civil drawings and the schedule, but not literally shown on the drawings. Mr. Balling has requested a credit of \$1,200, and he's waiting for a proposal for that. The other adjustment, under Incidental Costs, involves the storm water pollution prevention plan, which LaBella designed but the \$25,000 wasn't accounted for in the budget presented last month. It requires monthly monitoring by the materials testing contractor, and that \$25,000 wasn't reflected in the budget either. To make those adjustments, \$10,000 was removed from signage (no signs will be purchased; everything's been bought through Javen), and \$40,000 was removed from furniture and equipment (this line item may not be needed at all, because furnishings will just be moved over for County spaces). The net change in the Incidental Costs budget is zero.
- Change Event Log, which will list issues and estimates each month. Once a change is approved, it will be put in change order form for signatures.
- Allocated Allowance Summary Report, showing one allowance that is in the contract for Wireless Duress System. It's an allocated allowance, but isn't specified exactly. Bovis just recommended carrying \$5,000 for the system, and the exact amount will be determined later. Mark Kukuvka, from LaBella Associates, explained that the Courts have a specific wireless system they want to integrate with, and it was easier to give Javen an assignable allowance of \$5,000 to provide that integration with their equipment.
- Schedule, provided by Javen Construction, is still a work in progress. Mr. Balling will meet with Javen next week to go over the schedule, which at this point includes phases one and two, but not the renovations.

Materials Testing Contract:

Mark Balling made a recommendation to award the materials testing contract to SJB Services, Inc. County Attorney Thomas Miner has reviewed and approved the contract form. The contract is a unit price contract with hourly rates, half-day rates, and all-day rates for technicians and material unit prices for testing. Mr. Balling recommended proceeding with a not-to-exceed price of \$75,000 for those services (including storm water pollution prevention monitoring). County Administrator John Margeson reported that quotes were solicited, and four responses were received. SJB Services' quote was the most competitive. A motion was made by Legislator Russo, seconded by Legislator Fanton and carried to approve awarding the materials testing contract to SJB Services, Inc. for a not-to-exceed price of \$75,000.

Referred to Ways and Means Committee.

Scheduling:

Site Work: Window protection for the back windows of the Courthouse will begin February 8. This is necessary for Court acoustics and construction protection and liability. Maintenance building demolition will start on February 15. Underground work will be next.

Javen Construction's submittals of materials are still coming in. Procurement activities will be added to their schedule to ensure a logical tie between an activity starting and its material being submitted, approved, and fabricated. Bovis is focusing on trying to get Javen to expedite that submittal for review process.

Future Updates:

When Bovis receives an approved schedule, Mr. Balling will provide a simple summary, plus a look ahead at the next month's activities. Committee Chairman Pullen requested that the schedule show two months to allow for more lead time for issues that arise. Mr. Kukulka noted that committee input will be needed more when they get closer to the renovation stage, but for the addition stage of the project, it won't be as bad. Chairman Crandall questioned if the summary pages would be something that could be looked at by anyone without an explanation, so that a simple one-page summary could be posted on the County's web page for interested citizens to receive continual updates. Mr. Balling will provide some different views of the summary.

Office for the Aging/Veterans' Services Facilities at Crossroads Update, John Foels:

Industrial Development Agency Director John Foels reported that the building walls are up, and the roof trusses are almost all in place. The project is on schedule, and the May 1 completion date is still viable.

Attorney/Client Session:

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to enter into an attorney/client session. Following discussion, a motion was made by Legislator Fanton, seconded by Legislator Russo and carried to end the attorney/client session and return to the regular meeting.

Executive Session:

A motion was made by Legislator Fanton, seconded by Legislator Russo and carried to enter into an executive session to discuss the proposed lease of real property. Following discussion, a motion was made by Legislator Fanton, seconded by Legislator Russo and carried to end the executive session and return to the regular meeting.

Lease Agreement with First Baptist Church of Belmont for Parking:

A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to approve a lease agreement with the First Baptist Church of Belmont for the use of their parking lot for a period of two years. Mr. Fanton clarified that negotiation for the use of this parking area actually started over a year ago. Terms will include:

- Monthly lease payment of \$500.
- The County will hold the church harmless for any liability.
- The lot will be used for parking by passenger vehicles and light trucks only. No construction vehicles.
- The lot shall be unavailable for parking during the period of August 4, 2010, through August 7, 2010.
- The church will be responsible for snow removal. The County will be responsible for de-icing and sanding.
- The County shall, from time to time, provide gravel at its own expense to provide for proper maintenance of the lot.

Referred to Ways and Means Committee (for February 5 meeting) for Resolution to be considered from the floor at the February 5 Board meeting.

IDA Proposal for Parking Lot on South Street:

A motion was made by Legislator Fanton, seconded by Legislator Russo and carried to approve the purchase from the Industrial Development Agency of a parking lot on South Street across from the former Belmont school, at the price of \$20,000, with monthly payments of \$1,000 until closing, such payments to apply toward the purchase price. It was noted that closing costs will be very minimal. Opposed: Legislator Cady.

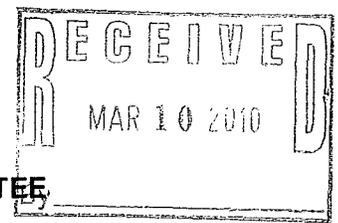
Referred to Ways and Means Committee (for February 5 meeting) for Resolution to be considered from the floor at the February 5 Board meeting.

Next Meeting: Wednesday, March 3, 2010 at 3 p.m.

Adjournment: The meeting was adjourned at 4:35 p.m. following a motion made by Legislator Fanton, seconded by Legislator Russo and carried.

Respectfully submitted by
Adele Finnemore, Journal Clerk

NOT
APPROVED



COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE

MARCH 3, 2010

Committee Members Present

D. Pullen (*arrived late*), D. Fanton, G. Benson, D. Cady, P. Curran, D. Russo, C. Crandall

Others Present

M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Burdick, D. Button, S. Collins, M. Healy, T. Hopkins, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, E. Ruckle, F. Sinclair

Court Facilities and County Space Needs Committee Vice Chairman Dwight Fanton called the meeting to order at 3 p.m.

Approval of Minutes

The minutes of February 3, 2010, were approved following a motion made by Legislator Benson, seconded by Legislator Russo and carried.

Court Facilities Project, Construction Manager Update

Bovis Lend Lease Sr. Vice President Mark Balling distributed copies of a project update (attached to original minutes). The report included a budget review, site overview and summary of decisions and issues.

Change Orders:

Mr. Balling indicated that the potential change order column totaling \$12,300 for Javen represents five change events:

1. Storm Piping Revisions (\$1,200 credit) - relative to the manhole and piping that were deleted on the drawings.
2. Temporary Enclosures for Type M2 Window Infills (\$5,042) - relative to where the addition hits the existing Courthouse, Bovis is haggling with the contractor over temporary protection of the windows that are not covered with plywood. Until they are replaced, they need to be protected from damage, and this temporary solution was not clear on the drawings.
3. Site Utility Redesign (\$10,000) - relative to test pit on existing utility elevations. The results concluded that some of the storm and sanitary piping and manholes that LaBella designed needed to be changed in order to account for the actual conditions that were discovered. This also impacts the schedule which is why there has not been a lot of work going on. The test pits fell under the contractor's scope so LaBella had to make their best guess, and this kind of thing sometimes happens when a thorough investigation is not done during the design process. Mark Armstrong from Bovis indicated that the whole system had to be redesigned, and the total estimate was \$7,000 to \$12,000.

4. Building Management System Separation of Courthouse from Office Building (\$5,000 credit) - relative to the issue of Climate Controls Technology (CCT), the proposed vendor, and Building Controls (BCS), the County vendor. Building Controls will remain the vendor in the County Office Building, and CCT will provide the controls for the Courthouse addition. There should be some sort of credit coming back from Javen, and the County will issue a similar change to BCS to control the County Office Building as a stand alone which will be an added cost to BCS.

5. OCA Directed Electrical Changes (\$6,500) – The Court System requested some electrical changes that were not included in the bid documents. Mr. Balling indicated that he did not have enough history to know if the Office of Court Administration should pay for the changes, and he plans to discuss this matter with LaBella to determine when the changes were requested.

Safety:

Mr. Armstrong stated that Bovis has conducted ten safety orientations through February 2010. One written safety warning was issued because a worker was not properly anchored to a lift. Appropriate action was taken, and they haven't experienced any lost time.

Work Summary:

Mr. Armstrong indicated that the following work was completed during the month of February:

- Temporary construction fencing
- Testing of underground utilities
- Installation of temporary window protection
- Relocation of gas line
- Demolition of maintenance building
- SWPPP fencing and inspection (Storm Water Pollution Protection Plan)
- Temporary hot water tank installed
- Exploration of pits, inverts and locations

Mr. Armstrong indicated that the following work should be completed within the next 60 days:

- Temporary window protection at north side of Courthouse for safety during construction of Phase Two
- Relocation and tie-in of gas line
- Electrical demolition of air handler and chiller
- Temporary relocation of air handler
- Sanitary sewer piping and structures
- Sanitary sewer tie-ins
- Underpinning of existing foundations
- Storm water treatment
- Storm water piping and structures
- Excavation of building pad
- Foundation excavation
- Installation of concrete footings
- Installation of concrete foundation walls

Mr. Armstrong stated that one item not included is that the parking lot phasing will change in about a week, and he plans to send a note out indicating that the entrance to the parking lot will be closed, and they will also be fencing off additional parking spots. Mr. Balling referred to a timetable showing the activities that Mr. Armstrong mentioned above. Mr. Balling noted that the addition is running about a month longer than was intended because of the utility delay they have experienced, but Phase 3 will only be completed about two weeks later. The utility redesign was huge, and now they need to get everything fabricated.

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Referral from Public Works Committee: Request approval for Department of Public Works to plan and build an office building near the County Landfill.

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Legislator Pullen read through the first page of the SEQR Short Environmental Assessment Form, noting that most of it is background information, and it has been completed by Mr. Margeson. Legislator Pullen stated that although the parking area that the County plans to use is off of Court Street, the church's address is 9 Willets Avenue. Legislator Pullen indicated that the proposed action is new, but functionally the County has been using the area in excess of 15 to 20 years. Legislator Pullen read each item under Part II – Impact Assessment, which is to be completed by the lead agency, so that committee members could respond, which

was recorded as follows: (A copy of the SEQR Short Environmental Assessment Form and supporting documentation is on file with the original minutes.)

Part II – Impact Assessment:

- A. Does Action Exceed Any Type I threshold in 6 NYCRR, Part 617.4? **Committee members responded, "No."**
- B. Will Action Receive Coordinated Review as Provided for Unlisted Actions in 6 NYCRR, Part 617.6? **Committee members responded, "No."**
- C. Could Action Result in Any Adverse Effects Associated with the Following:
- C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? **The following was noted: Some increase in parking in an existing parking lot. Some increase in pedestrian and vehicle traffic to and from the parking lot. Some increase in noise from additional traffic to and from parking lot. Potential drainage issues if parking is expanded onto existing lawn of church.**
 - C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources, or community or neighborhood character? Explain briefly. **The following was noted: Potential reduction in the green buffer (lawn) on the south side of lot along Court Street if parking is expanded onto existing lawn of church.**
 - C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly. **The following was noted: Potential loss of grasses in lawn space to gravel or pavement.**
 - C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly. **Committee members responded, "No."**
 - C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly. **Committee members responded, "No."**
 - C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly. **Committee members responded, "No."**
 - C7. Other impacts (Including changes in use of either quality or type of energy)? Explain briefly. **Committee members responded, "No."**
- D. Will the Project Have an Impact on the Environmental Characteristics that Caused the Establishment of a Critical Environmental Area (CEA)? **Committee members responded, "No."**
- E. Is There, or is There Likely to Be, a Controversy Related to Potential Adverse Environmental Impacts? **Committee members responded, "No."**

Part III – Determination of Significance:

Legislator Pullen read the instructions relative to the determination. County Attorney Miner reminded committee members that each effect should be assessed in connection with its:

(A) setting (urban or rural); (B) probability of occurring; (C) duration; (D) irreversibility; (E) geographic scope; and (F) magnitude.

Legislator Sinclair stated that the fact that the increase in traffic will occur during normal working day hours, it's a parking lot now, and there will not be a lot of increased parking at night could be included in the rationale of no impact. Attorney Miner also commented that the lease itself limits our use of the lot to 7:30 a.m. to 5:30 p.m. Monday through Friday.

Shari Collins asked about the County's liability if there is an accident. Legislator Pullen stated that we will be required to provide insurance certificates, and the liability would be the same as any other parking lot the County uses.

It was noted that the term of the lease is for two years with an option to renew with the same terms for an additional two years. The lease also provides an option that the County will have the first right to purchase the property if the church decides to sell it.

Committee members agreed that the bottom box on the Environmental Assessment Form should be checked which indicated that they determined, based on the information and analysis and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried directing Legislator Pullen in his capacity as Chairman of the Court Facilities and County Space Needs Committee to check the appropriate box and sign the form. Attorney Miner stated that a resolution designating the County as lead agency or approving the SEQR would not be required. **Refer to County Attorney to Prepare Negative Declaration Indicating Committee's Determination**

Legislator Pullen stated that the Ways & Means Committee must approve the financial side of the lease, and then approval of the lease and any necessary financial arrangements will be forwarded to the full Board. **Refer to Ways & Means Committee**

IDA Lease/Purchase:

County Attorney Miner distributed copies of the Short Environmental Assessment Form relative to the lease/purchase of a parking lot located at the northern corner of the intersection of South Street and Maple Avenue in the Village of Belmont. The lot is owned by the Allegany County Industrial Development Agency, and the County plans to lease/purchase it for vehicular parking.

The same detailed instructions were provided for the review of this SEQR Short Environmental Assessment Form as were for the prior review. Committee members reviewed Part I – Project Information completed by Mr. Margeson. Legislator Pullen individually read each item Under Part II – Impact Assessment, and committee members responded that A, B, C, D and E should all be answered "No" with the following notations: C1 – ***Resumption of parking in an unused existing parking lot with an increase in pedestrian and vehicle traffic to and from the parking lot. Some increase in noise from additional traffic to and from parking lot.*** C2 – ***By using an existing parking lot which has not been used for several years, the quiet residential character of the neighborhood will be changed somewhat.***

Legislator Daniel Russo commented that he was reluctant about this lot due to the distance from the County Building; however, Legislator Frederick Sinclair had some ideas that changed his mind. Legislator Sinclair stated that there has been some discussion regarding arranging a shuttle route in the morning and afternoon providing a window for work arrival and departure. Legislator Sinclair also indicated that there are some perspectives being developed for human resource agencies to use the school so it makes perfect sense for the County to purchase the parking lot to support activities in the community. Relative to the environmental assessment, Legislator Sinclair stated that there is a traffic light on the corner by the parking lot that could be reactivated if it became necessary down the road.

Legislator Pullen read the instructions relative to Part III – Determination of Significance, and asked if any committee members had concerns noting that each effect should be assessed in connection with its: (A) setting (urban or rural); (B) probability of occurring; (C) duration; (D) irreversibility; (E) geographic scope; and (F) magnitude. Committee members agreed that the bottom box on the Environmental Assessment Form should be checked which indicated that they determined, based on the information and analysis and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts. A motion was made by Legislator Curran, seconded by Legislator Russo and carried directing Legislator Pullen in his capacity as Chairman of the Court Facilities and County Space Needs Committee to check the appropriate box and sign the form. **Refer to County Attorney to Prepare Negative Declaration Indicating Committee's Determination**

Legislator Pullen stated that the Ways & Means Committee must approve the financial side of the purchase/lease, and then approval of the lease and any necessary financial arrangements will be forwarded to the full Board. **Refer to Ways & Means Committee**

County Space Needs

The Buildings and Grounds staff relocated to the old Jail prior to their building being demolished, and Mr. Roeske indicated that they will need to occupy this space until a new facility can be constructed. The voting machines are also stored in the former Jail as well as storage from some other departments. Legislator Fanton stated that the Chairman looked into the possibility of Ag Tech students doing some interior work. Chairman Crandall stated that he believes the Space Needs Study should be updated prior to any decisions being made.

Chairman Crandall stated that we had proposals for use of the jail space going back to when we first started discussing the Court Project. A space study was done, and that needs to be done again if we are going to be looking at where different departments need to go. LaBella has put together a proposal and Mr. Margeson will talk about that.

Mr. Margeson distributed copies of a proposal that LaBella Associates submitted for Design Services to investigate the most appropriate and efficient options for space distribution within the County Office Building for a cost not to exceed \$7,000. Chairman Crandall stated that the proposal includes providing the County with a few options before a final plan is developed. Legislator Pullen stated that he believes we need to have the study done, and it would cost us more if we went to a firm that was not as familiar with our needs. Legislator Pullen noted that competitive bidding is not required for professional services. Legislator Cady stated he believes that we should wait until the Court Project has been completed, and he suggested tabling the matter. Legislator Curran suggested that we should ask the departments what their needs are. Legislator Fanton commented that LaBella has already done a lot of the initial work. Chairman Crandall stated that this is important for more than just for the jail space. A lot of time and

money was spent to put the needs of departments together which included necessary adjacencies. We need to have a professional update of scenarios given the changes that have taken place since the last study was done. Legislator Pullen stated that he does not want to spend unnecessary funds, but the bids came in favorably on the Courthouse Project, the economy has not improved appreciably, and when stimulus money is gone, we may miss an opportunity to get good contractor prices. A motion was made by Legislator Cady, seconded by Legislator Curran to table the matter. Chairman Crandall stated that we still need to have some professional help to line us up to make the right decisions. Legislator Curran suggested reviewing old records and reviewing what has been done before we spend more money. The motion to table was defeated on a roll call vote (Voting Yes: Cady, Curran, Russo. Voting No: Benson, Crandall, Fanton, Pullen). A motion was then made by Legislator Benson, seconded by Legislator Fanton and carried to approve the LaBella proposal and send it to Ways & Means to identify the funding source not to exceed \$7,000. The following roll call vote was taken (Voting Yes: Benson, Cady, Crandall, Fanton, Pullen, Russo. Voting No: Curran). **Refer to Ways & Means Committee**

Next Meeting

The next meeting will be Wednesday, April 7, 2010, at 3 p.m.

Adjournment

The meeting was adjourned at approximately 4:45 p.m. following a motion made by Legislator Fanton, seconded by Legislator Curran and carried.

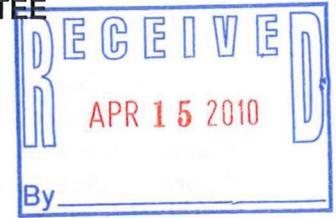
Respectfully submitted:

Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

Amended April 7, 2010

COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE

MARCH 3, 2010



APPROVED

Committee Members Present

D. Pullen (*arrived late*), D. Fanton, G. Benson, D. Cady, P. Curran, D. Russo, C. Crandall

Others Present

M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Burdick, D. Button, S. Collins, M. Healy, T. Hopkins, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, E. Ruckle, F. Sinclair

Court Facilities and County Space Needs Committee Vice Chairman Dwight Fanton called the meeting to order at 3 p.m.

Approval of Minutes

The minutes of February 3, 2010, were approved following a motion made by Legislator Benson, seconded by Legislator Russo and carried.

Court Facilities Project, Construction Manager Update

Bovis Lend Lease Sr. Vice President Mark Balling distributed copies of a project update (attached to original minutes). The report included a budget review, site overview and summary of decisions and issues.

Change Orders:

Mr. Balling indicated that the potential change order column totaling \$12,300 for Javen represents five change events:

1. Storm Piping Revisions (\$1,200 credit) - relative to the manhole and piping that were deleted on the drawings.
2. Temporary Enclosures for Type M2 Window Infills (\$5,042) - relative to where the addition hits the existing Courthouse, Bovis is haggling with the contractor over temporary protection of the windows that are not covered with plywood. Until they are replaced, they need to be protected from damage, and this temporary solution was not clear on the drawings.
3. Site Utility Redesign (\$10,000) - relative to test pit on existing utility elevations. The results concluded that some of the storm and sanitary piping and manholes that LaBella designed needed to be changed in order to account for the actual conditions that were discovered. This also impacts the schedule which is why there has not been a lot of work going on. The test pits fell under the contractor's scope so LaBella had to make their best guess, and this kind of thing sometimes happens when a thorough investigation is not done during the

design process. Mark Armstrong from Bovis indicated that the whole system had to be redesigned, and the total estimate was \$7,000 to \$12,000.

4. Building Management System Separation of Courthouse from Office Building (\$5,000 credit) - relative to the issue of Climate Controls Technology (CCT), the proposed vendor, and Building Controls (BCS), the County vendor. Building Controls will remain the vendor in the County Office Building, and CCT will provide the controls for the Courthouse addition. There should be some sort of credit coming back from Javen, and the County will issue a similar change to BCS to control the County Office Building as a stand alone which will be an added cost to BCS.

5. OCA Directed Electrical Changes (\$6,500) – The Court System requested some electrical changes that were not included in the bid documents. Mr. Balling indicated that he did not have enough history to know if the Office of Court Administration should pay for the changes, and he plans to discuss this matter with LaBella to determine when the changes were requested.

Safety:

Mr. Armstrong stated that Bovis has conducted ten safety orientations through February 2010. One written safety warning was issued because a worker was not properly anchored to a lift. Appropriate action was taken, and they haven't experienced any lost time.

Work Summary:

Mr. Armstrong indicated that the following work was completed during the month of February:

- Temporary construction fencing
- Testing of underground utilities
- Installation of temporary window protection
- Relocation of gas line
- Demolition of maintenance building
- SWPPP fencing and inspection (Storm Water Pollution Protection Plan)
- Temporary hot water tank installed
- Exploration of pits, inverts and locations

Mr. Armstrong indicated that the following work should be completed within the next 60 days:

- Temporary window protection at north side of Courthouse for safety during construction of Phase Two
- Relocation and tie-in of gas line
- Electrical demolition of air handler and chiller
- Temporary relocation of air handler
- Sanitary sewer piping and structures
- Sanitary sewer tie-ins
- Underpinning of existing foundations
- Storm water treatment
- Storm water piping and structures
- Excavation of building pad
- Foundation excavation

- Installation of concrete footings
- Installation of concrete foundation walls

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which is to be completed by the lead agency, so that committee members could respond, which was recorded as follows: (A copy of the SEQR Short Environmental Assessment Form and supporting documentation is on file with the original minutes.)

Part II – Impact Assessment:

A. Does Action Exceed Any Type I threshold in 6 NYCRR, Part 617.4? **Committee members responded, “No.”**

B. Will Action Receive Coordinated Review as Provided for Unlisted Actions in 6 NYCRR, Part 617.6? **Committee members responded, “No.”**

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C7. Other impacts (Including changes in use of either quality or type of energy)? Explain briefly. **Committee members responded, “No.”**

D. Will the Project Have an Impact on the Environmental Characteristics that Caused the Establishment of a Critical Environmental Area (CEA)? **Committee members responded, “No.”**

E. Is There, or is There Likely to Be, a Controversy Related to Potential Adverse Environmental Impacts? **Committee members responded, “No.”**

Part III – Determination of Significance:

Legislator Pullen read the instructions relative to the determination. County Attorney Miner reminded committee members that each effect should be assessed in connection with its:

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The same detailed instructions were provided for the review of this SEQR Short Environmental Assessment Form as were for the prior review. Committee members reviewed Part I – Project Information completed by Mr. Margeson. Legislator Pullen individually read each item Under Part II – Impact Assessment, and committee members responded that A, B, C, D and E should all be answered "No" with the following notations: C1 – ***Resumption of parking in an unused existing parking lot with an increase in pedestrian and vehicle traffic to and from the parking lot. Some increase in noise from additional traffic to and from parking lot.*** C2 – ***By using an existing parking lot which has not been used for several years, the quiet residential character of the neighborhood will be changed somewhat.***

Legislator Daniel Russo commented that he was reluctant about this lot due to the distance from the County Building; however, Legislator Frederick Sinclair had some ideas that changed his mind. Legislator Sinclair stated that there has been some discussion regarding arranging a shuttle route in the morning and afternoon providing a window for work arrival and departure. Legislator Sinclair also indicated that there are some perspectives being developed for human resource agencies to use the school so it makes perfect sense for the County to purchase the parking lot to support activities in the community. Relative to the environmental assessment, Legislator Sinclair stated that there is a traffic light on the corner by the parking lot that could be reactivated if it became necessary down the road.

Legislator Pullen read the instructions relative to Part III – Determination of Significance, and asked if any committee members had concerns noting that each effect should be assessed in connection with its: (A) setting (urban or rural); (B) probability of occurring; (C) duration; (D) irreversibility; (E) geographic scope; and (F) magnitude. Committee members agreed that the bottom box on the Environmental Assessment Form should be checked which indicated that they determined, based on the information and analysis and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts. A motion was made by Legislator Curran, seconded by Legislator Russo and carried directing Legislator Pullen in his capacity as Chairman of the Court Facilities and County Space Needs Committee to check the appropriate box and sign the form. **Refer to County Attorney to Prepare Negative Declaration Indicating Committee's Determination**

Legislator Pullen stated that the Ways & Means Committee must approve the financial side of the purchase/lease, and then approval of the lease and any necessary financial arrangements will be forwarded to the full Board. **Refer to Ways & Means Committee**

County Space Needs

The Buildings and Grounds staff relocated to the old Jail prior to their building being demolished, and Mr. Roeske indicated that they will need to occupy this space until a new facility can be constructed. The voting machines are also stored in the former Jail as well as storage from some other departments. Legislator Fanton stated that the Chairman looked into the possibility of Ag Tech students doing some interior work. Chairman Crandall stated that he believes the Space Needs Study should be updated prior to any decisions being made.

Chairman Crandall stated that we had proposals for use of the jail space going back to when we first started discussing the Court Project. A space study was done, and that needs to be done again if we are going to be looking at where different departments need to go. LaBella has put together a proposal and Mr. Margeson will talk about that.

Mr. Margeson distributed copies of a proposal that LaBella Associates submitted for Design Services to investigate the most appropriate and efficient options for space distribution within the County Office Building for a cost not to exceed \$7,000. Chairman Crandall stated that the proposal includes providing the County with a few options before a final plan is developed. Legislator Pullen stated that he believes we need to have the study done, and it would cost us more if we went to a firm that was not as familiar with our needs. Legislator Pullen noted that competitive bidding is not required for professional services. Legislator Cady stated he believes that we should wait until the Court Project has been completed, and he suggested tabling the matter. Legislator Curran suggested that we should ask the departments what their needs are. Legislator Fanton commented that LaBella has already done a lot of the initial work. Chairman Crandall stated that this is important for more than just for the jail space. A lot of time and

money was spent to put the needs of departments together which included necessary adjacencies. We need to have a professional update of scenarios given the changes that have taken place since the last study was done. Legislator Pullen stated that he does not want to spend unnecessary funds, but the bids came in favorably on the Courthouse Project, the economy has not improved appreciably, and when stimulus money is gone, we may miss an opportunity to get good contractor prices. A motion was made by Legislator Cady, seconded by Legislator Curran to table the matter. Chairman Crandall stated that we still need to have some professional help to line us up to make the right decisions. Legislator Curran suggested reviewing old records and reviewing what has been done before we spend more money. The motion to table was defeated on a roll call vote (Voting Yes: Cady, Curran, Russo. Voting No: Benson, Crandall, Fanton, Pullen). A motion was then made by Legislator Benson, seconded by Legislator Fanton and carried to approve the LaBella proposal and send it to Ways & Means to identify the funding source not to exceed \$7,000. The following roll call vote was taken (Voting Yes: Benson, Cady, Crandall, Fanton, Pullen, Russo. Voting No: Curran). **Refer to Ways & Means Committee**

Next Meeting

The next meeting will be Wednesday, April 7, 2010, at 3 p.m.

Adjournment

The meeting was adjourned at approximately 4:45 p.m. following a motion made by Legislator Fanton, seconded by Legislator Curran and carried.

Respectfully submitted:

Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE

MARCH 3, 2010

APPROVED

AMENDED/APPROVED APRIL 7, 2010



Committee Members Present

D. Pullen (*arrived late*), D. Fanton, G. Benson, D. Cady, P. Curran, D. Russo, C. Crandall

Others Present

M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Burdick, D. Button, S. Collins, M. Healy, T. Hopkins, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, E. Ruckle, F. Sinclair

Court Facilities and County Space Needs Committee Vice Chairman Dwight Fanton called the meeting to order at 3 p.m.

Approval of Minutes

The minutes of February 3, 2010, were approved following a motion made by Legislator Benson, seconded by Legislator Russo and carried.

Court Facilities Project, Construction Manager Update

Bovis Lend Lease Sr. Vice President Mark Balling distributed copies of a project update (attached to original minutes). The report included a budget review, site overview and summary of decisions and issues.

Change Orders:

Mr. Balling indicated that the potential change order column totaling \$12,300 for Javen represents five change events:

1. Storm Piping Revisions (\$1,200 credit) - relative to the manhole and piping that were deleted on the drawings.
2. Temporary Enclosures for Type M2 Window Infills (\$5,042) - relative to where the addition hits the existing Courthouse, Bovis is haggling with the contractor over temporary protection of the windows that are not covered with plywood. Until they are replaced, they need to be protected from damage, and this temporary solution was not clear on the drawings.
3. Site Utility Redesign (\$10,000) - relative to test pit on existing utility elevations. The results concluded that some of the storm and sanitary piping and manholes that LaBella designed needed to be changed in order to account for the actual conditions that were discovered. This also impacts the schedule which is why there has not been a lot of work going on. The test pits fell under the contractor's scope so LaBella had to make their best guess, and

this kind of thing sometimes happens when a thorough investigation is not done during the design process. Mark Armstrong from Bovis indicated that the whole system had to be redesigned, and the total estimate was \$7,000 to \$12,000.

4. Building Management System Separation of Courthouse from Office Building (\$5,000 credit) - relative to the issue of Climate Controls Technology (CCT), the proposed vendor, and Building Controls (BCS), the County vendor. Building Controls will remain the vendor in the County Office Building, and CCT will provide the controls for the Courthouse addition. There should be some sort of credit coming back from Javen, and the County will issue a similar change to BCS to control the County Office Building as a stand alone which will be an added cost to BCS.

5. OCA Directed Electrical Changes (\$6,500) – The Court System requested some electrical changes that were not included in the bid documents. Mr. Balling indicated that he did not have enough history to know if the Office of Court Administration should pay for the changes, and he plans to discuss this matter with LaBella to determine when the changes were requested.

Safety:

Mr. Armstrong stated that Bovis has conducted ten safety orientations through February 2010. One written safety warning was issued because a worker was not properly anchored to a lift. Appropriate action was taken, and they haven't experienced any lost time.

Work Summary:

Mr. Armstrong indicated that the following work was completed during the month of February:

- Temporary construction fencing
- Testing of underground utilities
- Installation of temporary window protection
- Relocation of gas line
- Demolition of maintenance building
- SWPPP fencing and inspection (Storm Water Pollution Protection Plan)
- Temporary hot water tank installed
- Exploration of pits, inverts and locations

Mr. Armstrong indicated that the following work should be completed within the next 60 days:

- Temporary window protection at north side of Courthouse for safety during construction of Phase Two
- Relocation and tie-in of gas line
- Electrical demolition of air handler and chiller
- Temporary relocation of air handler
- Sanitary sewer piping and structures
- Sanitary sewer tie-ins
- Underpinning of existing foundations
- Storm water treatment
- Storm water piping and structures
- Excavation of building pad

- Foundation excavation
- Installation of concrete footings
- Installation of concrete foundation walls

Mr. Armstrong stated that one item not included is that the parking lot phasing will change in about a week, and he plans to send a note out indicating that the entrance to the parking lot will be closed, and they will also be fencing off additional parking spots. Mr. Balling referred to a timetable showing the activities that Mr. Armstrong mentioned above. Mr. Balling noted that the addition is running about a month longer than was intended because of the utility delay they have experienced, but Phase 3 will only be completed about two weeks later. The utility redesign was huge, and now they need to get everything fabricated.

Relocation of Buildings & Grounds Staff and County Historian

Public Works Superintendent David Roeske stated that Court Facilities and County Space Needs Committee Chairman David Pullen requested him to put together a proposal for the relocation of Buildings and Grounds staff. Mr. Roeske stated that the building that houses the County Historian is in very poor condition with rotting roof boards, and he would like to see the building torn down. The County Historian and Museum could then be relocated to the Support Collection Unit Building. Mr. Roeske indicated that the Support Collection Building is a good sound building; however, it does have asbestos which would need to be abated at an estimated price of \$60,000.

Mr. Roeske's initial proposal included building a 100 X 40 foot building along with some parking where the current Museum is, and he distributed copies of a suggested floor plan (*filed with original minutes*) to committee members. Mr. Roeske stated that after the Public Works Committee reviewed his proposal earlier this afternoon, they suggested turning the entire Museum area into parking and constructing a Buildings and Grounds structure behind the County Office Building, which Mr. Roeske thought provided a better solution. Mr. Roeske indicated that the new building should give them about 3,000 more square feet than what they have now, and they would plan to use the extra space for storage. Mr. Roeske stated that he does not have any cost figures at this time, and he believes they would want to use a consultant to put the numbers together. Mr. Fanton asked if the electrical lines we ran for the contractors would also be sufficient for the Buildings and Grounds Facility, and Mr. Roeske indicated that it would. It was noted that the building could not be constructed until the Courthouse Project has been completed. A motion was made by Legislator Russo, seconded by Legislator Benson and carried authorizing Mr. Roeske to issue requests for proposals for this building project. Legislator Russo asked Mr. Roeske to compare the parking spaces that could be made available using either building scenario. **Refer to Public Works Superintendent David Roeske**

Public Works Administrative Office Building Proposal

Referral from Public Works Committee: Request approval for Department of Public Works to plan and build an office building near the County Landfill.

Mr. Roeske distributed copies of an aerial map of the County Landfill whereon he has drawn in a proposed DPW Administrative Office Building, Recycling Center, Highway Shop, and Truck Garage. Mr. Roeske also distributed a copy of a suggested floor plan for the Administrative Offices. (*Both are attached to the original minutes.*)

Mr. Roeske stated that it makes sense to have everything centralized. Although the Landfill will be closing, we will still be operating a transfer station. There has also been talk of a Recycling Center, and we need to start thinking about replacing the Friendship Shop. They would plan to construct a 60' X 100" or 6,000 square foot sheet metal building. Preliminary estimates for building are \$100 per square foot, and funding could come out of CHIPS money. Legislator Healy asked if it would be possible to use methane from the landfill down the road, and Mr. Roeske indicated that they are in the process of trying to determine how much gas the landfill produces and how it can be used. Mr. Roeske also noted that it would be freeing the space his offices currently occupy in the County Office Building. The Recycling Coordinator is looking at available grants for a Recycling Center. Mr. Roeske stated that he would like to move forward with this while CHIPS Funds are still available as they keep threatening to do away with that program. A motion was made by Legislator Fanton, seconded by Legislator Russo and carried authorizing Mr. Roeske to issue requests for proposal for a design and contracting consultant. **Refer to Public Works Superintendent David Roeske**

SEQR for Lease and Purchase of Parking Lots

County Attorney Thomas Miner provided a brief review of what the State Environmental Quality Review (SEQR) Act entails. SEQR requires that certain actions which may have an impact on the environment must undergo an environmental review by an appropriate agency. Allegany County would be the lead agency on this project because there are no other agencies that would have approval authority on these leases. Attorney Miner stated that both actions constitute "unlisted actions." The County Board Rules provide that the Court Facilities and County Space Needs Committee will be charged with doing the environmental review.

First Baptist Church Lease:

Attorney Miner distributed copies of the lease and Short Environmental Assessment Form for the First Baptist Church, 9 Willets Avenue, Belmont, New York. The project entails entering into a lease between the County and the Baptist Church for use of property for purposes of vehicular parking, and it is the potential environmental impact of entering into a lease that requires the SEQR. Attorney Miner directed Court Facilities and County Space Needs Committee Chairman David Pullen to go through the form to reach an independent review of whether there would be any significant environmental impact. Attorney Miner explained that if the committee determines that there would be any significant environmental impact, the committee would issue a positive declaration, and there would need to be an environmental impact study conducted on that. If the committee determines that there is no significant environmental impact to entering into this lease, the committee would issue a negative declaration, and no further environmental reviews would be necessary. The Committee can also request that a Conditioned Negative Declaration be issued which would indicate that no significant environmental impact would be present once a certain action is taken. Attorney Miner asserted that the law states that the committee must take a hard look at each issue, and if any committee member has issues that they want to discuss, please bring them up as we want this to be an independent determination.

Legislator Pullen read through the first page of the SEQR Short Environmental Assessment Form, noting that most of it is background information, and it has been completed by Mr. Margeson. Legislator Pullen stated that although the parking area that the County plans to use is off of Court Street, the church's address is 9 Willets Avenue. Legislator Pullen indicated that the proposed action is new, but functionally the County has been using the area in

excess of 15 to 20 years. Legislator Pullen read each item under Part II – Impact Assessment, which is to be completed by the lead agency, so that committee members could respond, which was recorded as follows: *(A copy of the SEQR Short Environmental Assessment Form and supporting documentation is on file with the original minutes.)*

Part II – Impact Assessment:

A. Does Action Exceed Any Type I threshold in 6 NYCRR, Part 617.4? **Committee members responded, “No.”**

B. Will Action Receive Coordinated Review as Provided for Unlisted Actions in 6 NYCRR, Part 617.6? **Committee members responded, “No.”**

C. Could Action Result in Any Adverse Effects Associated with the Following:

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? **The following was noted: Some increase in parking in an existing parking lot. Some increase in pedestrian and vehicle traffic to and from the parking lot. Some increase in noise from additional traffic to and from parking lot. Potential drainage issues if parking is expanded onto existing lawn of church.**

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources, or community or neighborhood character? Explain briefly. **The following was noted: Potential reduction in the green buffer (lawn) on the south side of lot along Court Street if parking is expanded onto existing lawn of church.**

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly. **The following was noted: Potential loss of grasses in lawn space to gravel or pavement.**

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly. **Committee members responded, “No.”**

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly. **Committee members responded, “No.”**

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly. **Committee members responded, “No.”**

C7. Other impacts (Including changes in use of either quality or type of energy)? Explain briefly. **Committee members responded, “No.”**

D. Will the Project Have an Impact on the Environmental Characteristics that Caused the Establishment of a Critical Environmental Area (CEA)? **Committee members responded, “No.”**

E. Is There, or is There Likely to Be, a Controversy Related to Potential Adverse Environmental Impacts? **Committee members responded, “No.”**

Part III – Determination of Significance:

Legislator Pullen read the instructions relative to the determination. County Attorney Miner reminded committee members that each effect should be assessed in connection with its: (A) setting (urban or rural); (B) probability of occurring; (C) duration; (D) irreversibility; (E) geographic scope; and (F) magnitude.

Legislator Sinclair stated that the fact that the increase in traffic will occur during normal working day hours, it's a parking lot now, and there will not be a lot of increased parking at night could be included in the rationale of no impact. Attorney Miner also commented that the lease itself limits our use of the lot to 7:30 a.m. to 5:30 p.m. Monday through Friday.

Shari Collins asked about the County's liability if there is an accident. Legislator Pullen stated that we will be required to provide insurance certificates, and the liability would be the same as any other parking lot the County uses.

It was noted that the term of the lease is for two years with an option to renew with the same terms for an additional two years. The lease also provides an option that the County will have the first right to purchase the property if the church decides to sell it.

Committee members agreed that the bottom box on the Environmental Assessment Form should be checked which indicated that they determined, based on the information and analysis and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts. A motion was made by Legislator Fanton, seconded by Legislator Benson and carried directing Legislator Pullen in his capacity as Chairman of the Court Facilities and County Space Needs Committee to check the appropriate box and sign the form. Attorney Miner stated (**corrected to read: that as the County Board Rules place jurisdiction for SEQR with this committee, a resolution designating the County as lead agency or approving the SEQR would not be required.**) **Refer to County Attorney to Prepare Negative Declaration Indicating Committee's Determination**

Legislator Pullen stated that the Ways & Means Committee must approve the financial side of the lease, and then approval of the lease and any necessary financial arrangements will be forwarded to the full Board. **Refer to Ways & Means Committee**

IDA Lease/Purchase:

County Attorney Miner distributed copies of the Short Environmental Assessment Form relative to the lease/purchase of a parking lot located at the northern corner of the intersection of South Street and Maple Avenue in the Village of Belmont. The lot is owned by the Allegany County Industrial Development Agency, and the County plans to lease/purchase it for vehicular parking.

The same detailed instructions were provided for the review of this SEQR Short Environmental Assessment Form as were for the prior review. Committee members reviewed Part I – Project Information completed by Mr. Margeson. Legislator Pullen individually read each item Under Part II – Impact Assessment, and committee members responded that A, B, C, D and E should all be answered "No" with the following notations: C1 – ***Resumption of parking in an unused existing parking lot with an increase in pedestrian and vehicle traffic to and from the parking lot. Some increase in noise from additional traffic to and from parking lot.*** C2 – ***By using an existing parking lot which has not been used for***

several years, the quiet residential character of the neighborhood will be changed somewhat.

Legislator Daniel Russo commented that he was reluctant about this lot due to the distance from the County Building; however, Legislator Frederick Sinclair had some ideas that changed his mind. Legislator Sinclair stated that there has been some discussion regarding arranging a shuttle route in the morning and afternoon providing a window for work arrival and departure. Legislator Sinclair also indicated that there are some perspectives being developed for human resource agencies to use the school so it makes perfect sense for the County to purchase the parking lot to support activities in the community. Relative to the environmental assessment, Legislator Sinclair stated that there is a traffic light on the corner by the parking lot that could be reactivated if it became necessary down the road.

Legislator Pullen read the instructions relative to Part III – Determination of Significance, and asked if any committee members had concerns noting that each effect should be assessed in connection with its: (A) setting (urban or rural); (B) probability of occurring; (C) duration; (D) irreversibility; (E) geographic scope; and (F) magnitude. Committee members agreed that the bottom box on the Environmental Assessment Form should be checked which indicated that they determined, based on the information and analysis and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts. A motion was made by Legislator Curran, seconded by Legislator Russo and carried directing Legislator Pullen in his capacity as Chairman of the Court Facilities and County Space Needs Committee to check the appropriate box and sign the form. **Refer to County Attorney to Prepare Negative Declaration Indicating Committee's Determination**

Legislator Pullen stated that the Ways & Means Committee must approve the financial side of the purchase/lease, and then approval of the lease and any necessary financial arrangements will be forwarded to the full Board. **Refer to Ways & Means Committee**

County Space Needs

The Buildings and Grounds staff relocated to the old Jail prior to their building being demolished, and Mr. Roeske indicated that they will need to occupy this space until a new facility can be constructed. The voting machines are also stored in the former Jail as well as storage from some other departments. Legislator Fanton stated that the Chairman looked into the possibility of Ag Tech students doing some interior work. Chairman Crandall stated that he believes the Space Needs Study should be updated prior to any decisions being made.

Chairman Crandall stated that we had proposals for use of the jail space going back to when we first started discussing the Court Project. A space study was done, and that needs to be done again if we are going to be looking at where different departments need to go. LaBella has put together a proposal and Mr. Margeson will talk about that.

Mr. Margeson distributed copies of a proposal that LaBella Associates submitted for Design Services to investigate the most appropriate and efficient options for space distribution within the County Office Building for a cost not to exceed \$7,000. Chairman Crandall stated that the proposal includes providing the County with a few options before a final plan is developed. Legislator Pullen stated that he believes we need to have the study done, and it would cost us more if we went to a firm that was not as familiar with our needs. Legislator Pullen noted that competitive bidding is not required for professional services. Legislator Cady stated he believes that we should wait until the Court Project has been completed, and he suggested tabling the

matter. Legislator Curran suggested that we should ask the departments what their needs are. Legislator Fanton commented that LaBella has already done a lot of the initial work. Chairman Crandall stated that this is important for more than just for the jail space. A lot of time and money was spent to put the needs of departments together which included necessary adjacencies. We need to have a professional update of scenarios given the changes that have taken place since the last study was done. Legislator Pullen stated that he does not want to spend unnecessary funds, but the bids came in favorably on the Courthouse Project, the economy has not improved appreciably, and when stimulus money is gone, we may miss an opportunity to get good contractor prices. A motion was made by Legislator Cady, seconded by Legislator Curran to table the matter. Chairman Crandall stated that we still need to have some professional help to line us up to make the right decisions. Legislator Curran suggested reviewing old records and reviewing what has been done before we spend more money. The motion to table was defeated on a roll call vote (Voting Yes: Cady, Curran, Russo. Voting No: Benson, Crandall, Fanton, Pullen). A motion was then made by Legislator Benson, seconded by Legislator Fanton and carried to approve the LaBella proposal and send it to Ways & Means to identify the funding source not to exceed \$7,000. The following roll call vote was taken (Voting Yes: Benson, Cady, Crandall, Fanton, Pullen, Russo. Voting No: Curran). **Refer to Ways & Means Committee**

Next Meeting

The next meeting will be Wednesday, April 7, 2010, at 3 p.m.

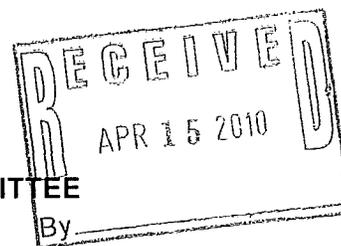
Adjournment

The meeting was adjourned at approximately 4:45 p.m. following a motion made by Legislator Fanton, seconded by Legislator Curran and carried.

Respectfully submitted:

Brenda Rigby Riehle, Clerk of the Board
Allegany County Board of Legislators

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
APRIL 7, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, D. Russo, C. Crandall

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Button, A. Finnemore, M. Healy, T. Hopkins, M. Kukuvka (LaBella), J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, N. Ungermann

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes:

A motion was made by Legislator Fanton, seconded by Legislator Curran and carried to amend the March 3, 2010, Court Facilities and County Space Needs Committee minutes to change the wording in the last sentence of the fourth full paragraph on page 6 from, "Attorney Miner stated that a resolution designating the County as lead agency or approving the SEQR would not be required," to read as follows: "Attorney Miner stated that as the County Board Rules place jurisdiction for SEQR with this committee, a resolution designating the County as lead agency or approving the SEQR will not be required." Committee Chairman Pullen explained that SEQR requirements normally place jurisdiction with the ultimate deciding authority, which would be the Board, but the County Board Rules delegate jurisdiction to this Committee. This amendment to the minutes is simply clarifying that the Board Rules place jurisdiction for SEQR determination with the Court Facilities and County Space Needs Committee, and action taken by the Committee was pursuant to County Board Rules. The minutes of March 3, 2010, were then approved as amended on a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented a progress report (copy of report attached to original minutes).

Budget Review:

- **Anticipated Cost Report** – There weren't many changes. Work completed has been adjusted for the month of March.
- **Change Event Log** – All issues were reported on, although the County Administrator has authority to approve change orders under \$20,000. Only the events needing Committee approval are included below (complete report is attached to original minutes).
- ✓ **#4 Building Management System, Separate Controls for Courthouse/Addition and Office Building** – Two options had previously been considered for the controls work: Option 2A (controls contractor has to integrate with existing equipment and warranty it) and Option 2B (all new wiring and controllers in existing Courthouse and addition, and separation of the County Office Building from the scope of work). The County had decided on Option 2B, which was estimated at \$34,000, but the proposal came in at \$66,000. The contractor was questioned and is confident they will be able to guarantee the performance of the base bid scenario that does not replace the wiring and controllers in the Courthouse but integrates with the existing system (another vendor). They still have to provide a price to delete the County Office Building from their scope of work

(should result in a credit from Javen), and there would be an added price from the vendor the County is currently using to keep the County Office Building separate (between \$5,000 to \$10,000). It comes down to whether or not we want two vendors, and since Option 2B is more expensive than anticipated, Mr. Balling questioned if the Committee still wants to go that route. ***Following discussion, a motion was made by Legislator Fanton, seconded by Legislator Cady and carried to choose Option 2A for the Building Management Controls System.***

- ✓ **#5 OCA Directed Electrical Changes** – Changes came from OCA's Ed Rodman after the drawings went out to bid and after the final addendum was posted. They requested a change in the electrical panel and transformer; proposed cost is \$5,218. It will be a matter of whether the cost comes out of contingency or if OCA pays for it. Mr. Balling noted that OCA will be present at the April 8 Court update meeting, and he will bring the matter up then. ***(No Committee action needed at this point.)***

Site Overview:

Mark Armstrong reported on a safety issue involving a written warning and also that there have been no lost time incidents. Activities conducted during March and April were noted (copy of report and photos attached to original minutes). A sixty-day look ahead included continued utility work, sewer piping, underpinning existing foundations, foundation and building pad excavation, concrete footings and foundation wall installation, and beginning structural steel erection. The foundation should be started in a couple of weeks. Also included in the report was a schedule showing activities and time frames. A question was raised on an activity listed as "underpinning of existing foundation." It was explained that the concrete on the north side of the existing foundation was built up in order to tie it together with the addition.

Procurement of County Furnished Materials and Equipment:

Mark Balling noted that procurement of County furnishings will have to be decided on. OCA has approved their furniture specifications provided by LaBella. The next step is to bid that along with the high density shelving. All items will be state contract and will go through both OCA and County purchasing.

PARKING:

Legislator Russo questioned how long the rear parking lot would be completely closed off, as he understood that a portion of the lot would remain available for parking throughout the project. Mark Armstrong replied that the lot will stay closed until it's safe to re-open part of it. Mr. Russo commented that parking for the handicapped needs to be looked at. ***A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to add two more handicapped parking spots in the lot directly in front of the County Office Building. Referred to Department of Public Works***

RFPS RECEIVED FOR BUILDINGS AT LANDFILL:

Public Works Superintendent David Roeske reported on proposals received from four engineering firms in response to RFPs for design of a Public Works Office Building at the County Landfill and a Maintenance Building in the back parking lot. Bids include architectural, engineering, inspection, and bid document preparation services for both buildings. Proposals were received from Barton & Loguidice, Foit Albert, Hunt Engineering, and TVGA. ***A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to accept***

the bid offered by Hunt Engineering for design services for both buildings at a cost not to exceed \$112,600.

A question was raised about the new records storage building at the Landfill. Mr. Roeske explained that the plans are finished for that, they're going to submit the building permit, and construction will hopefully start in May. Funding is coming from the Records Reserve Account, and the transfer to a capital account has been done. County crews will do all the work except for the electrical and inside work.

OFFICE FOR THE AGING/VETERANS' FACILITIES AT CROSSROADS:

Committee Chairman David Pullen reported that he was given a brief tour of the construction site. The concrete slab floor has been poured and is curing, and the structural framing has been completed. Inside work will begin next week. County Administrator John Margeson noted that Industrial Development Director John Foels sent him an e-mail that things are going well. They are expecting completion in May and occupancy in June, according to Office for the Aging Director Kim Toot. Mr. Foels will be asked to attend next month's meeting.

PARKING FOR UPCOMING COURT TRIAL JURY SELECTIONS:

Committee Chairman Pullen reported that he was contacted by the Courts, and they have/had two major jury trials pending: one for April 12, which was since postponed, and another one for April 26 or 28. There could be as many as 260 to 300 jurors coming in over a period of three successive days (80 to 90 per day). Mr. Pullen suggested the possibility of having the Commissioner of Jurors notify prospective jurors when calling in the day before to report to the parking lot near the former Belmont school and they would be shuttled from there. Mr. Margeson would need Committee approval to contact Allegany County Transit about running a shuttle at an estimated cost of \$60 to \$75 per day. It was noted that jury selection has to take place at the Courthouse where the Judge is. Parking has always been an issue here for major trials. ***A motion was made by Legislator Cady, seconded by Legislator Fanton and carried to authorize County Administrator John Margeson to contact Allegany County Transit regarding shuttling jurors from the former Belmont school lot for the upcoming jury selection process, but not for the trial.*** (Opposed: Russo).
Referred to County Administrator

RECOGNITION FOR RETIRING COUNTY COURT JUDGE JAMES EUKEN:

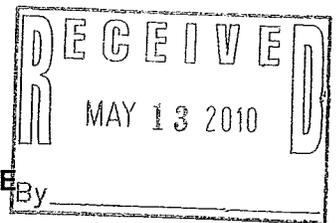
Committee Chairman Pullen distributed copies of a sample resolution honoring County Court Judge James Euken at his retirement. Members of the County Bar Association have suggested dedicating the main courtroom to Judge Euken. The courtroom's renovation will not be completed yet, but the Bar Association would like to formalize the dedication by reading a resolution during Judge Euken's ceremony to announce his retirement. A plaque will be installed by the Bar Association. District Attorney Terrence Parker noted that a brunch will be held for Judge Euken on Saturday, May 8, from 10 to 2. A motion to approve the dedication was made by Legislator Fanton, seconded by Legislator Curran and carried.

Prepare Resolution

Next Meeting: Wednesday, May 5, 2010 at 3 p.m.

Adjournment: The meeting was adjourned at 4 p.m. following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
MAY 5, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, C. Crandall
(Absent: D. Russo)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Burdick, D. Button, A. Finnemore, J. Foels, M. Healy, T. Hopkins, M. Kukurka (LaBella), J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, K. Toot, N. Ungermann

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes:

The minutes of April 7, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented a progress report (copy attached to original minutes).

Budget Review – Cost Report:

Construction is approximately 5 percent complete, for work completed through March. The total for potential change orders is about half of what it was last month. Last month's report included the potential for replacing all of the controllers in the existing Courthouse, and that \$60,000 change has been removed. Also, a lot of the open changes have been resolved.

Change Event Log (All events reviewed; Committee approval needed for those over \$20,000):

- **#1 Storm Piping Revisions** – Credit of \$2,210 – Same as last month; part of Change Order #1.
- **#2 Temporary Enclosures for Type M2 Window Infills** – Was \$5,042, now 0 – cancelled.
- **#3 Site Utility Redesign** – \$25,554 – Includes a 15-day time extension for the delay period for redesign and ordering equipment. The actual cost of utility work is about \$6,200, but the three-week time extension needed to be part of the change order so that a revised completion date could be established and enforced. The delay portion is worth about \$19,000, and was derived as a prorated portion of the general contractor's "general conditions" line item on their payment application. ("General conditions" includes supervision, project management, trailer, dumpsters, toilets, and basically anything that's not bricks and mortar related in the project. Javen's cost per month for that is \$25,000.) The delay period began when the contractor was told to stop work while Bovis investigated the existing utility elevation differences, included the time LaBella had to redesign the way the utilities were going to run, and extended until the new materials were ordered and delivered. The cost will come out of the construction contingency. This change event for \$25,554 will require Committee approval (see action at end of change event listing).

- **#4 Building Management System Separation of Courthouse from Office Building –**
 - ✓ Separate controls for Courthouse/Addition & Office Building – Was \$66,360, now 0 – voided.
 - ✓ Base bid temperature control scope deleting County Office Building – Credit of \$1,600 still being negotiated.
- **#5 OCA Directed Electrical Changes – \$4,970 –** They discovered that the OCA requested changes are no cost. The charge that shows here is actually for the voltage increase to the boiler pumps. The change involved up-sizing the transformer and panel. Mr. Balling was able to confirm that this change event has nothing to do with OCA, but is part of another change order dealing with electrical issues.
- **#6 AHU-1 Phasing Conflicts – \$11,298 –** Part of Change Order #1.
- **#7 Revise Second Floor Steel Framing at Ramp Location – \$2,263 –** Includes shop drawing time and increased wait. Part of Change Order #1.
- **#8 Exterior Courthouse Window Infill Revisions at North Elevation –** Was \$10,058, now 0 – cancelled, but next item is related.
- **#8A Opaque Film in Law Library Windows – \$500 –** Issue where some windows that will look out onto a block wall and were called to be demolished don't technically have to be demolished because film can be placed on the back of the windows, rather than removing and infilling the windows. It's more cost effective to leave the window and put film on it so it looks like there's a dark room behind it. In the case of the law library, LaBella felt that from a historic standpoint, it would be nice if those windows remained. Legislator Hopkins questioned the cost comparison. It was noted that \$500 has been included, but there's no proposal yet, and it's uncertain they're going to do this. Mr. Balling will have more details on the cost next month. Committee Chairman Pullen suggested it would be better to fill in the window and install shelving rather than having a blank window with film over it. Mark Kuvuka from LaBella responded that if the County is fine with filling the windows in, historically and aesthetically, it certainly gives them options.
- **#9 Replace Clay Tile Pipe at Sanitary Lateral 313 – \$447 –** Clay tile pipe repaired.
- **#10 Relocate Roof Access Hatch and Ladder – \$0 –** No cost.
- **#11 Construction Manager Trailer Equipment and Cleaning –** Credit of \$3,022; amount of credit has to be resolved.
- **#12 Time Extension –** Cancelled; see in #3 above.
- **#13 Undercut Unsuitable Soils – \$5,000 –** There are some existing soils on the building pad that need to be removed to get to an adequate bearing grade. Javen provided unit prices that are acceptable for excavation and backfilling. They will know the exact cost at the next meeting. This is an unforeseen condition, and is not uncommon. It doesn't always show up in soil and core samplings. They estimated the amount of soil to be removed at 197 yards.

- **#14 Temporary Feed from Panel LPB to MDP-1** – \$1,002 – Phasing issue – part of Change Order #3.
- **#15 Temporary Feed from Automatic Transfer Switch, ATS-1 to Panel L-S2** – \$2,387 – This was a similar situation with the electrical where they had to relocate an existing feeder in order to get the new construction installed.
- **#16 Revise Electric for Increase in Size to Elevator Motors** – Estimated at \$2,500 – Just issued; no price yet.
- **#17 Relocate MDP-2 Feeder** – \$2,636 – Part of Change Order #3.

Committee approval was needed for Change Event #3/Change Order #2 for Site Utility Redesign, which includes the 15-day time extension, amounting to \$25,554. The Change Order was approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

Change Order Summary Report:

The report shows which change events from the previous pages are covered by each change order. These items are all closed out.

Allocated Allowance Summary:

The only allowance indicated is for the Wireless Duress System for \$5,000, for which they haven't done anything with yet.

Safety Report:

Mark Armstrong reported that there were no safety warnings issued and no lost time incidents for this month.

April to May Work Summary:

- Foundation footings and walls (ongoing)
- Temporary removal of the chiller
- Storm water catch basins
- Excavation of building pad (ongoing)
- Storm water pollution protection plan (SWPPP) fencing and inspections
- Sanitary manholes and piping
- Electrical ductbank

Mr. Pullen noted that with the temporary removal of the chiller, there is no air conditioning and no windows that can be opened in the small courtroom, and asked for a status report he could take back to court personnel. Mr. Armstrong estimated that the chiller work should be done by the end of next week (05/14/10).

Sixty-Day Look Ahead (May and June):

- Installation of water line
- Reinstallation of the chiller

- Sanitary sewer piping and structure inspections (starts Friday, 05/07/10)
- Storm water catch basin inspections (will start soon)
- Excavation of building pad (ongoing)
- Foundations and footings (being done on a daily basis; some foundation walls are up)
- Backfill and waterproofing foundations
- Start structural steel erection
- Installation of steel joists and metal decking

Schedule of Activities:

The chart included in the report is color-coded to indicate progress and anticipated schedule for May and June. Mr. Balling reported that there have been some issues with Javen's working schedule, but they are now meeting contract outlines for what they're supposed to be doing. Mr. Balling did not have Javen's schedule when this report was prepared, and noted that they will need to hold to their foundation and steel erection dates, as they are critical and tied to the completion date.

Equipment Procurement:

Mr. Balling noted that regarding equipment and furniture procurement, nothing has been officially recommended as a dollar value. They're waiting on the cost for the County-provided, non-OCA furniture. LaBella will work with the County on state bid pricing. The high-density shelving for the courts is coming in substantially under-budget. The amount budgeted was \$265,000, and two bids came in under \$90,000. The reason may be that it was a large order and that brought the pricing down, or the estimate could have been bad, or the estimate may not have included state contract pricing. Chairman Crandall questioned where these gains in the budget would show up as things are closed out. Mr. Balling replied that the bottom line will change and the uncommitted funds line item will increase. Right now the total budget variance shows we are under budget by \$2.1 million.

Mr. Pullen commented that in the original timeline, we were looking at the move into the addition to take place over the holidays at the end of year when the courts are closed, and questioned if we are still on schedule. Mr. Balling responded that was no longer possible due to the site delay and the fact that the award took a little longer than anticipated. Currently, the date for completion of phase two, which is the addition, is February 2, 2011, and the date for completion of phase 2 is July. They will have to coordinate for the move with OCA and court personnel as they get closer to that date.

BUILDINGS & GROUNDS MAINTENANCE SHOP, FUNDING FOR DESIGN:

Public Works Superintendent David Roeske requested a referral to go to the Ways and Means Committee for funding and setting up a capital account for the design portion of the Buildings and Grounds Maintenance Shop Building to be constructed. The request is for \$75,000 to cover the engineering costs for the project, funding source to be determined by the Ways and Means Committee. Capital Account H1640.200 has been designated by the County Treasurer. ***A motion was made by Legislator Fanton, seconded by Legislator Curran and carried to approve the request. Refer to Ways and Means Committee***

PUBLIC WORKS OFFICE BUILDING, ACCOUNT TRANSFERS:

Public Works Superintendent David Roeske requested a referral to go to the Ways and Means Committee for a transfer to cover the preliminary costs for the Public Works Office

Building to be constructed. The request is to transfer \$349,871 from D5112.223 (County Road CHIPS Paving) to Capital Account H1620.200. This is preliminary, and another transfer will be needed. The total estimate for the building is \$600,000. ***A motion was made by Legislator Fanton, seconded by Legislator Benson and carried to approve the request. Refer to Ways and Means Committee.***

OFFICE FOR THE AGING/VETERANS' FACILITIES AT CROSSROADS:

Industrial Development Agency Director John Foels provided an update on the OFA/Veterans Facility. The project is on target for completion by the end of June. They are coordinating with Office for the Aging for transition of equipment and timing. Utilities will be connected within the next couple of days, and the dry wall is in. The project is about 80 percent complete.

COUNTY OFFICE SPACE NEEDS STUDY UPDATE:

Resolution Intro. No. 100-10 (A Resolution Approving the Proposal from LaBella Associates, PC, for Design Services for Space Distribution within the County Office Building) was tabled at the Board of Legislators meeting on April 26. The matter was returned to this Committee, and there are questions on if it should just remain tabled, are there things we should look at, if this isn't the right time, when would be, and if this type of study could be completed in-house, possibly by the County Planner.

Development Director John Foels addressed the possibility of having the County Planner complete the study. He noted that Kier Dirlam is a County Planner, and "space needs" is not in that box. Mr. Dirlam is not an architect or an interior designer. Mr. Foels noted that his department follows the Legislators' lead, and if they want this study to be within their frame of work, they will find a way to do it, but Kier is not qualified to determine space needs. In addition to who completes the study, someone needs to interface with department heads on their space needs and decide how they're addressed. Mr. Foels didn't feel it should be his department to make those determinations, and his staff is not as qualified as an out-sourced agency in this matter.

Legislator Cady opposed moving forward with the space study update at this time. If the former jail is to be included in the study, he felt that the stubs of the bars should be removed before any planning for that space takes place. Mr. Cady questioned if the proposal was open-ended. Mr. Kukuvka from LaBella Associates replied that it would be good through 2010 at least. They tried to give a very affordable price with the proposal because they already have a lot of the information and don't have to start from scratch. LaBella has an architectural planner on staff, and this person also assists and specializes in County government projects. LaBella has a long history with the County. Mr. Cady felt that it might be better to do the update after all the changes take place. Mr. Kukuvka noted the changes in the nursing component of the Health Department, out-sourcing of some groups, and other employment shifts that have taken place since LaBella began working on the last study one and one half years ago prior to the Board's direction to focus solely on the Court Facilities Project. He pointed out that this proposal is on an hourly basis with a not-to-exceed price of \$7,000; if they can complete the study for less money, they will. The process would include inventorying spaces, getting a new head count, interviewing department heads, and then providing some proposals or scenarios on where best to put staff here in the County Office Building or outside of the building.

Legislator Fanton questioned if the former jail space was included in the proposal, because there hasn't been support for renovating that space. Without that support, we can

plan, but it won't go anywhere. If we plan to put people in that space and don't get funding, it will impact everything else. Mr. Fanton supported the study but questions time spent on the jail space. Mr. Kukuvka responded that the former jail was part of the proposal, and it can be talked about conceptually, but if there's no momentum, it doesn't have to be done. The study would be updated with known changes, and if the request is to omit the jail, they can do that. This service is not for design, just concept scenarios for consideration to determine whether to entertain the possibility.

Chairman Crandall commented that the proposal includes flexibility for the County to use the services to the extent they feel they need it. Space allocation is big at the moment and will become bigger. When the spaces in the Health Department nursing, Room 8, and potentially Public Works become vacated, we're going to need a reasonable plan on how to proceed, regardless of the jail space, and each of the floors is affected. We may find existing space to bring groups such as the Board of Elections and some of the others back in. How do we balance that out? It can be tossed around amongst the Committee, but what was put together before included the relationships between the departments and the needs that were put together in the first study. Chairman Crandall sees it as needing an update, if not now, it will have to be addressed soon, for whatever way we decide to move forward. Otherwise you're just going to have vacant spaces with a free-for-all as the jail space is. Right now, we don't have any plan beyond what was scratched one and one-half years ago, and we have to address it somehow.

Legislator Cady noted that the building, except the former jail, is already established pretty well without needing many renovations, just a few adaptations. He commented that he wouldn't support the jail space being included in any plan until some of the things get done up there first, but would support anything outside of the jail.

Legislator Fanton suggested moving the resolution back to the full Board, and we can coordinate with LaBella on how much they actually do with the changes we already know about. Mr. Pullen questioned if it would be better to wait for a couple of months until the Public Works changes are confirmed. He reiterated that there are some significant changes, apart from the jail, and some are very definite, but determining exactly what the configuration should be is where we need to go back to department heads and look at their current needs and the available spaces that we didn't know we'd have. Chairman Crandall pointed out that no motion is needed because the Board can just remove the resolution from the table whenever they want to move forward with it. His concern is that the Committee should understand exactly what they're asking for, and he questions if the full Board understands it due to some of the comments made at the Board meeting. There needs to be clarification.

Legislator Curran spoke against the expenditure because he felt it didn't seem like we'd accomplish anything by doing an additional study now, rather than doing it ten months from now when we're closer to completion of the Courthouse addition and can see where people will be shifting to. Mr. Kukuvka remarked that if the County doesn't foresee any other major changes for the County Office Building, the timing doesn't make a difference, because it's a conceptual thing. You're already going to be accounting for all the moves, so another update won't be needed after they take place. The study update will assume the courts are done, the other moves have taken place, and whatever happens upstairs. Mr. Cady suggested that they may have a better idea a few months from now, and he noted that even lease agreements have a bearing on timeliness of moves, as well as the parking issue. Mr. Kukuvka replied that he's looking for guidance from the County on that.

Legislator Curran commented that the plan from one and one-half years ago isn't any better than this little update to the plan will be in a couple of years. We're in flux right now; we're in the middle of a building project. We're not anywhere near moving anything, except for the Crossroads offices, and we know who's moving there. We're going to open up some space, which we can certainly afford to use for what's in the building already. Mr. Curran stated that he had no doubt the update is necessary, but he only wants to do it once.

Mr. Kukurka reviewed what was done on the last plan and all of the changes that have occurred since then that will vacate space. The timing for the plan update is for the Committee to decide. Is now the time to spend a few thousand dollars to update the plan reflecting the 2009 adjustments and end up with a new plan that the Committee could work from? The Committee could self-perform some of the work and not necessarily design and hire it out. With a plan, you could keep "squatters" from moving into empty offices.

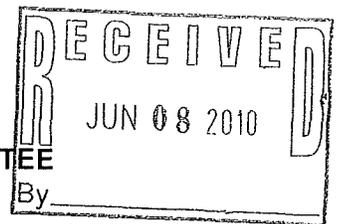
OTHER BUSINESS:

Committee Chairman David Pullen shared an article from a report published by Hunt Engineers on renovations made by Ontario County involving their public safety building, to illustrate how another municipality dealt with their space needs (copy attached to original minutes).

Next Meeting: Wednesday, June 2, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 4:12 p.m. following a motion made by Legislator Cady, seconded by Legislator Fanton and carried.

COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
JUNE 2, 2010



Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, C. Crandall
(Absent: D. Russo)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), A. Finnemore, M. Healy, M. Kukuvka (LaBella), J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske

Call to Order: 3:05 p.m. by Committee Chairman David Pullen

Approval of Minutes:

The minutes of May 5, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Curran and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented their progress report (copy attached to original minutes).

Budget Review – Cost Report:

Work in place was at about 10 percent through the end of April, and about 8 percent for the month of May alone. Structural steel is being stored off-site and is about 75 percent fabricated.

Change Event Log: (Review of only the open items)

- #4 Building Management System, Separation of Courthouse from Office Building (Potential credit of \$1,600) – No different from last month's report (the charge of \$66,000 is void, and the credit of \$1,600 from the contractor is still being negotiated).
- #8B North Elevation Window Revisions (Potential credit of \$2,500) – County employees removed windows on the north side of the existing building due to asbestos caulk and lead paint. Javen Construction owes us a credit for that.
- #11 Construction Manager Trailer Equipment and Cleaning (Potential credit of \$4,540) – Same as before; some credit due, amount needs to be reconciled.
- #13 Undercut Unsuitable Soils (Estimate of \$5,000) – So far, there have been no additional removals needed for foundations to proceed. The two spongy areas where the slab will be still need to be excavated, with about 12 inches of material to be removed. It's not a large amount. SJB will certify compaction so that the areas are of required density to build on.
- #16 Revise Electric for Increase in Size of Elevator Motors (Estimate of \$2,500) – Still don't have a proposal from the contractor; they're waiting for a price from their supplier.
- #18 and 18A Infill of Existing Well below Estimated Depth of 60 feet (Estimated credit of \$1,600) – The existing well at the corner of the County Office Building was discovered to be 60 feet lower than originally thought. They were going to infill the additional depth,

but decided to cap the well. This change should end up being a credit of \$1,600, rather than an addition of \$500.

- #19 Water Service Revisions (\$14,863) – Will be part of Change Order #4. The Village Water Department requested these revisions. The plans had included a backflow preventer building to be installed where the little building by Office for the Aging is currently. The Water Department is requiring that the piping, a valve, and some fittings be replaced, and the planned building needs to be about five feet longer. Estimates were used for the original bidding documents, because communication wasn't received from the Village in time, so this change was unavoidable.
- #20 Storm Sewer Revisions between Courthouse and County Office Building (\$1,500) – Interference and some changed conditions with the existing piping. Work won't actually take place until phase 3.
- #21 Elimination of 3 Water Coolers from the Contract (Credit of \$1,345) – Received credit; part of Change Order #4.
- #22 Credit for Locker Materials (Credit of \$3,981) – Javen's vendor can't accept Purchase Orders from a for-profit company, so the County will purchase the lockers and have Javen install them. This is just a paper transaction.
- #23 Revisions to Sanitary Manhole #5 to Lower Cover (\$1,500) – This change may be voided.

Change Order Summary Report:

The items that were pending on last month's report are now approved.

Allocated Allowance Summary:

There was nothing new to report on the Wireless Duress System.

Safety Report:

Mark Armstrong reported that there was one safety warning issued this month for a worker with no fall protection while removing an existing window. He was written up and the issue was fixed immediately.

Work Summary for the Month of May:

- Foundation footings and walls underway
- Temporary chiller and AC-1 completed
- Storm water catch basins installed
- New waterline installed
- Pre-construction meeting for crane and steel erection
- Storm Water Pollution Protection Plan (SWPPP) fencing and inspections
- Testing of sanitary manholes and piping completed
- Abatement of north elevation window caulk and window removal (by County)
- AC is up and running again in the existing Courthouse

Sixty-Day Look Ahead (June and July):

- Installation of waterline – most of the line is installed; tie into new building
- Sanitary sewer piping and structures inspected
- Storm water catch basin inspections
- Excavation of building pad completed
- Foundation excavation completed
- Installation of concrete footings and foundation walls completed
- Installation of footer drains completed
- Foundation backfill, waterproofing, and insulation completed
- Start of structural steel erection – scheduled to begin June 9, to be complete in July
- Start of steel joists and metal decking – complete in July

In response to a question, Mr. Armstrong and Mr. Kukuvka from LaBella explained that the concrete firewall being erected between the existing Courthouse and the addition prevented having to bring the existing Courthouse up to modern code. The existing building will be improved, will be in compliance with handicapped accessibility, and will actually be safer due to the fact that the hallway into the addition will now be a legal exit, but the level of renovations will not require bringing it up to new construction code. Chairman Crandall asked about the interior of the windows in the existing Courthouse that have been covered by the firewall. Mr. Armstrong explained that the windows will be infilled and dry-walled.

Mr. Armstrong noted that they've been documenting and photographing and SJB is performing testing on the concrete, rebar, and soil. Code Enforcement seems comfortable with their procedure. Mr. Kukuvka pointed out that NYS Building Code requires some independent testing, and SJB is providing most of that service for us. It's another method of quality control. Chairman Crandall questioned if this testing would be mostly on structural issues, or if it would get into electronics. Mr. Kukuvka explained that the testing is for welds, concrete breaks, earth work, soil density, pavement, asphalt, storm water, and things like that, but not for HVAC and electronics. That would be another type of inspection, but not necessarily required by NYS Building Code.

Legislator Fanton questioned the access to the dumpsters as pictured on the cover of Bovis' report which are located on the river side of the addition. Mr. Kukuvka explained that now the plan is for the dumpsters to be located at the railroad track end of the addition. Mechanical equipment will be located at the end of the addition and the northeast corner. There will be access to the back side of the addition, but not a lot of room. Mr. Fanton noted the proposed location for the new maintenance building in the northwest corner of the lot and that there would only be 50 to 60 parking spots left in the back lot after construction.

Committee Chairman Pullen asked if the revised completion date of the end of January was still valid, to which Mr. Armstrong responded that it was.

Mr. Pullen questioned if the total cost for change orders to date was within normal range, as it seems to be quite low. Mr. Balling replied that the usage of construction contingency compared to work in place is low.

NYSERDA INCENTIVES:

County Administrator John Margeson referred to committee action taken last year to authorize pursuit of potential grant funding through the New York State Energy, Research, and Development Authority (NYSERDA). As a result of LaBella's design to install certain electric

energy efficient equipment in the Courthouse addition, we were notified last week by NYSDERDA that we have been granted a \$47,448 grant to help offset the cost of that energy efficient equipment. Mr. Margeson and Deputy County Administrator Mitchell Alger met with a gentleman from the consulting firm NYSERDA is using in Rochester regarding the procedure to access those funds. It will be our responsibility through Bovis and LaBella to ensure that the energy efficient equipment is, in fact, installed and is up to specifications. Someone from NYSERDA or their consulting firm will come down when the project is complete to visually inspect. If they acknowledge that the specified equipment was installed and does meet specifications, we will receive a check for \$47,448 sometime around June or July 2011.

Mr. Kukupka acknowledged how good this news was. They had reported to the committee that a NYSERDA incentive of between \$20,000 and \$30,000 was all we could expect for a project of this size. The equipment this covers is anything that involves electric primarily, such as motors, ballasts, frequency drives, and things like that. They're looking for electrical energy efficiency. It's nothing new or added, just more efficient equipment. The way the incentive works, is if you raise the threshold of energy efficient in electrical equipment, they will give you more incentive. You have to spend a little more money to get the incentive for the overall long-term, life cycle cost savings. The initial cost of the equipment is more, but the incentive helps to offset some of those increased costs. Awards that Mr. Kukupka has seen around the state have been fairly modest. Given the state's situation, he was pleased to hear the amount of our potential award. Mr. Kukupka responded to a comment about future implementation of solar panels by stating that some counties are doing that, but from a pay-back standpoint, it is too long term if you're doing it for that reason. The state has been decreasing incentives for solar (down from \$5 per kilowatt to \$1.50), and they are starting to appropriate money by different zones in the state. The Syracuse-Rochester-Buffalo zone is pretty cloudy, so we may get worse incentives than an area like Long Island where there's more sun.

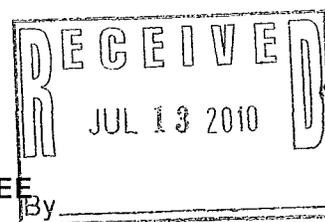
OFFICE FOR THE AGING/VETERANS' FACILITIES AT CROSSROADS:

County Administrator John Margeson reported on a conversation with Office for the Aging Director Kim Toot and IDA Director John Foels. As it stands today, they intend to occupy the building on Monday, June 28. Mr. Margeson and Mrs. Toot will be working with Public Works Superintendent David Roeske to coordinate crews to move furniture except that coming in by truck. The Office for the Aging will be shut down for the move, with the exception of their Meals on Wheels Program, and there will be someone taking phone calls. By July 6, they will be operating out of the new building. Information Technology Director Deborah Button is working on the acquisition and installation of the telecommunications system.

Next Meeting: Wednesday, July 7, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 3:40 p.m. following a motion made by Legislator Fanton, seconded by Legislator Cady and carried.

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
JULY 7, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, C. Crandall
(Absent: D. Russo)

Others Present: M. Alger, M. Balling (Bovis), D. Button, A. Finnemore, M. Healy, J. Margeson,
T. Miner, T. Parker, B. Riehle, D. Roeske, E. Ruckle

Call to Order: 3:05 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes of June 2, 2010, were approved following a motion made
by Legislator Cady, seconded by Legislator Curran and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling from Bovis Lend Lease presented a progress report (copy of report
attached to original minutes).

Budget Review – Cost Report:

Mr. Balling reported that there wasn't much new, and that this report was in line with
what was presented to the full Board on June 28. The project is currently at 23 percent work in
place (technically it's at 28 percent, because there is a 5 percent retainage that they hold). The
construction budget is in great shape. One of the gauges they use is to compare work in place
to allocation of construction contingency, and they're way ahead. Incidental costs are nearly the
same with no adjustments. On the "Furniture and Equipment" line item: there is a walk-through
with bidders for furniture scheduled at the end of July, and bids will come in after that. The
"Movable Storage Shelving Unit" bid came in way under estimate. Once Bovis knows what the
furniture bids are, they will adjust those two budget lines.

Change Event Log:

- #8b (North Elevation Window Revisions) – To become Change Order #5. Agreed on a
final credit of \$1,619.
- #13 (Undercut Unsuitable Soils) – Soil that had to be removed from a portion of where
the slab will be. Bovis' estimate was \$5,000. Work was completed, and they have a unit
price per cubic yard of material, but no actual cumulative cost from Javen yet.
- #16 (Revised Electric to Elevator Motors for Increase in Size) – Received pricing, and it
was higher than anticipated (Bovis estimate was \$2,500; contractor proposal is \$5,449).
This issue is under review.
- #20 (Storm Sewer Revisions) – There are some conflicts between the two buildings with
utilities involving foundations for the bridge, existing manholes, and new work that they
need to run over to the Courthouse steps. After many conversations trying to find the
right solution, they've decided to bore underneath the gradient instead of digging it all
up. The line is deep and would involve a lot of reconstruction work if they had to dig it
out and step the excavation back. This goes back to the same issue with the
unforeseens being a little different. Contractor proposal of \$24,557 isn't a firm figure, but
it shouldn't even be the worst case scenario.

- #24 (CB-019 Revisions to SA MH-1), Bovis estimate \$6,500, contractor proposal \$6,855; #25 (Fire Rated Material between Subbasement Roof and CB-1 and 2 per CB-020), Bovis estimate \$1,800, contractor proposal \$2,338; and #26 (Provide Spray Fireproofing at Vestibule 121 per CB-021), Bovis estimate \$800, contractor proposal \$2,629 – They've decided to do these three items at time and material cost, because they couldn't agree on a price. On #24, the work is all done. On #25 and #26, they decided to just track actual time. It won't cost as much as Javen said.
- #27 (Door, Frame, and Hardware Revisions), Bovis estimate \$6,000; #28 (Exterior Metal Stud Revision), estimated credit of \$4,500; and #29 (Sanitary Bypass around Elevator Pit), \$2,669.72 – On #27, LaBella has to make some revisions, as they needed some additional security door frames and hardware. The change is still being processed. On #28, when the contractor submitted their calculations for the stud framing, they proposed a change in the stud gauge, which is less expensive. LaBella approved it. They're negotiating a value on that. On #29, they had to run some temporary sanitary piping around the elevator pit before the permanent piping was in place, because they had to try to proceed with the site work while waiting for the site utility redesign.

Legislator Cady questioned Change Event #3 for Site Utility Redesign (Bovis estimate was \$10,000; contractor proposal was \$6,234.76; final negotiated at \$25,554). Mr. Balling explained that this Change Event ended up including the 15-day time extension that was originally under a separate Change Event. Javen's cost for the time extension was somewhere in the \$19,000 range (see minutes from May 5, 2010).

Change Order Summary Report:

Nothing new to report.

Allocated Allowance Summary:

There's nothing new on the Wireless Duress Alarm System.

Safety Report:

Four safety warnings were issued during this reporting period:

- Improper ladder use
- Improper pinning of hydro-mobile scaffolding (substitute pins not per specs)
- Lack of fall protection
- Improper personal safety equipment

All items were addressed immediately by the contractor. Seven written safety notices have been issued since the beginning of the project. There have been no lost time incidents to date for the project.

Work Summary for the Month of June:

The following work was conducted during this reporting period:

- Foundation footings, walls, waterproofing, and backfill completed
- Stair towers masonry completed

- Elevator shaft masonry underway
- New waterlines completed
- Steel erection, roof joists, and metal decking underway; should be done this week, a little behind schedule
- Storm water monitoring going on fine with no issues
- 12" masonry firewall at existing Courthouse in progress

Legislator Cady questioned the space between the buildings. Mr. Balling noted that it was included by design, and the separation is part of the firewall protection.

Sixty-Day Look Ahead (July and August):

Construction will really begin picking up in the next two months:

- Completion of steel framing
- Completion of metal floor and roof deck
- Installation of roofing will be starting this month
- Completion of concrete masonry units at stair and elevator towers
- Underground plumbing and electrical work complete
- Installation of concrete floor slabs
- Framing of exterior walls, sheathing, and brick underway
- Installation of concrete pads for dumpster and generator
- HVAC piping and ductwork underway
- Above grade storm, water, waste, and vent piping underway
- Sprinkler piping underway
- Electrical rough-in underway
- Interior stairs and railing installed
- Interior metal studs underway
- Elevator installation underway
- Excavation of CB 30 and 31 Phase III work

Chairman Crandall questioned the change in the exterior studs mentioned earlier under Change Events. Mr. Balling replied that LaBella specified the stud gauge on the drawings. Per spec, the contractor has to provide calculations for the stud system, and when they did, they said that to meet the design criteria, they could use a different gauge stud.

Mr. Balling noted that the schedule is tracking a little behind by a matter of days, nothing dramatic. Once they get the slabs poured and exterior studs going, he feels that they can make up a little time.

Legislator Fanton asked about the 25 percent local labor participation mentioned previously. Mr. Balling noted that by "local," they were referring to Allegany County. One day it may be 25 percent, others 5 or 10, and it will vary by trade. There were no local ironworkers, but there were local masonry workers for the foundations. The 25 percent is an average, and it includes the SJB Materials Tester, Javen's Superintendent, and Bovis' Superintendent.

Committee Chairman Pullen is attempting to arrange a construction site inspection tour for Board members, possibly on Monday, July 12, around 3:30 p.m. after the Board and Personnel Committee meetings. Mark Balling will confirm the work schedule with Mark Armstrong. The Clerk of the Board will alert Board members to the possibility of the tour.

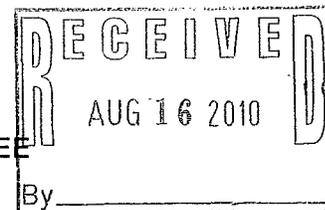
OFFICE FOR THE AGING/VETERANS' AGENCY FACILITY UPDATE:

Chairman Crandall provided an update on the new facility at Crossroads for Office for the Aging and the Veteran's Service Agency. Office for the Aging staff was glad to be in. Mechanicals and equipment were working smoothly. The automatic front door was special ordered and is being installed today. The only other unfinished issue outside is the parking area. The County Department of Public Works is getting some of the outside work in order. Shelving is being installed for storage. The Veterans' Service Agency is moving in tomorrow, July 8. Information Technology Director Deborah Button reported that the phones and network are up and working. The phone system will be completed by July 15, but it is working.

Next Meeting: Wednesday, August 4, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 3:30 p.m. following a motion made by Legislator Fanton, seconded by Legislator Cady and carried.

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
AUGUST 4, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, P. Curran, C. Crandall;
(Absent: D. Russo)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Button, A. Finnemore,
M. Healy, A. Isenberg (OCA), J. Margeson, T. Parker, B. Riehle, D. Roeske, F. Sinclair

Call to Order: 3:03 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes of July 7, 2010, were approved following a motion made by
Legislator Curran, seconded by Legislator Fanton and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented a progress report
(copy of report attached to original minutes).

Budget Review – Anticipated Cost Report:

Mark Balling reported on changes from last month's report. Adjustments have been
made to the incidental cost budgets now that furniture and the movable storage shelving unit
prices are solidified. Shelving was reduced by \$165,000, and furniture was increased by
\$65,000; the net is still \$100,000 under budget between the two of these items. The reason for
the apparent increase in furniture was that a detailed estimate was never done. The only other
change is an increase in the budget for bond counsel and legal fees from \$60,000 to \$100,000.
Bond counsel costs during July brought the total cost to-date up to \$64,000, and they were
unsure what more will be coming. Mr. Margeson will check with County Treasurer Terri Ross on
whether there will be additional costs.

Change Event Log:

- #11 – CM Trailer Equipment and Cleaning – agreed on a credit of \$6,387 (increased from original proposal of a credit of \$4,442).
- #13 – Undercut Unsuitable Soils – the proposal for \$17,292 is under review. It will be close to that number. They ended up exceeding the original estimate of material to be removed, but it will be easily verified. Work is completed.
- #16 – Revise Electric to Elevator Motors for Increase in Size – proposal unchanged from last month at \$5,449, but they are waiting for a revised number.
- #18a – Cap Existing Well – decided to cap the well between the Courthouse and County Office Building in lieu of infilling it (#18). Work is done. Agreed on a credit of \$3,126.
- #20 – Storm Sewer Revisions – work between County Office Building and Courthouse; proposal at \$15,462 (relates to #20a – Boring under Bridge Grade Beams; proposal at \$7,751). They had to redesign utilities between the buildings due to conflicts in elevations. Both are under review, and both were done on time and material.
- #24 – Revisions to SA MH-1 – done on time and material. Proposal of \$9,062 is under review.

- #28 – Exterior Metal Stud Gauge Revision – agreed on a credit of \$3,829.
- #30 – Void – The water meter for the project was noted on drawings provided by the Village or by others. The Village said they didn't want to do it, so a change event was issued to Javen. They came up with a price of \$19,562 for an 8" water meter after receiving two vendor quotes on it. Because their plumbing sub-contractor and Javen themselves both put mark-up on it, the price went from \$16,000 up to the \$19,562, so Bovis decided that the County will procure the meter directly and turn it over to the plumber for installation. This will come out of contingency.
- #31 – Change Door 165A Rough Opening – small revision to door frame opening; \$304.
- #32 – Repair Water Main Leak at County Connection – work is done; \$0

Change Order Summary Report:

Change Order #5 will be a running tally of change events as they're approved, so it will include more than what it currently shows. To date, the total is a credit of (\$11,987.28). There will be some additions.

Allocated Allowance Summary:

Wireless Duress System: It's time to get moving on this, so they will try to get what they will be doing finalized. This will be added to the security meeting.

Committee Chairman David Pullen questioned where the project budget was for percentage of completion. Mr. Balling replied that the budget report is only through June, because they haven't received the final July requisition from Javen. He estimated that it was about another eight percent complete since his last report, for a total of about 31 percent completion. The combined change order value last month was at about \$100,000. As of this month, it's about \$105,000, so there's not a lot of change.

Site Overview – Safety Report:

Mark Armstrong reported that five additional safety warnings were issued for this period. All items were addressed immediately with the contractor and corrected that day. Thirteen written safety notices have been issued since the beginning of the project. Overall, they're working it all out. At the time of this report, there were no lost time incidents to date.

Work Performed in the Past Month:

- Installation of concrete floor slabs
- Stair Tower S03 completed with stairs and rails installed
- Elevator E02 masonry completed
- New waterline completed
- Structural steel erection completed
- Roof joists and metal decking continuing
- SWPPP fencing and inspections (Storm Water Pollution Protection Plan)
- Underground plumbing and electrical work completed
- Interior metal stud partition layout and bottom track underway
- Above grade electrical and plumbing work underway

Sixty-Day Look Ahead (August-September):

The following list provides an idea of what's scheduled, and Bovis' report included start and finish dates they are hoping to maintain for each activity. We will start to see the exterior façade going up, then the plumbing and wiring and partitions will begin. Bottom tracks for interior wall partitions on the first floor have already been laid. Mr. Armstrong noted that he could arrange walk-throughs for interested Legislators.

- Completion of roof framing and decking
- Installation of roofing underway
- Framing of exterior walls and sheathing underway
- Installation of concrete pads for dumpster and generator
- HVAC piping and ductwork underway
- Above grade storm, water, waste, and vent piping ongoing
- Sprinkler piping underway
- Electrical rough-in ongoing
- Interior stairs and railings installed
- Interior metal studs underway
- Elevator installation underway
- 12" fire wall completed
- Exterior framing and sheathing complete
- Face brick underway
- Window installation underway
- Drywall installation underway
- Exterior wall insulation ongoing

Committee Chairman Pullen asked where we stand in terms of being on schedule. Mr. Balling responded that the project is within a few days of the original approved completion date. The steel work is still not totally done (about two weeks behind), but it's not holding up the other work. Bovis is watching the situation closely, and there's no reason to push back the completion date because of it.

On August 26, the Judge's bench mock up will be installed in the hearing room and in the large court room. That will be the next big step: reviewing that and releasing that work after the Judges get a feel for sight lines and elevation.

Legislator Curran questioned why the Village wasn't supplying the water meter. Public Works Superintendent David Roeske answered that the Village doesn't supply any commercial meters. Mr. Balling noted that it probably goes back to the inability of LaBella to gain the timely approval and review of documents that led to the Department of Health holdup and the change in the size of the backflow preventer building. If the Village would have come back during preconstruction and said they weren't going to provide the meter, LaBella would have bid the project with the meter included. Bovis also talked about whether they could install the meter after the service splits between domestic water and sprinkler water, because it goes to two four-inch lines. Why pay for an eight-inch meter, when a lot of times you'll see only a meter on the water service side? That would require going back to the Village for approval. Mr. Roeske noted that the water meter has been ordered.

OFFICE OF COURT ADMINISTRATION, ANDREW ISENBERG:

Andrew Isenberg, District Executive for the Eighth Judicial District, works out of Buffalo and is responsible for overseeing the day-to-day operations of the Courts in the eight counties of Western New York. He will be here in the County more frequently now that the structural

steel is up, but representatives from his office have been attending the bi-weekly OACM meetings. Judge Feroletto was here last week and had the chance to meet with representatives from Bovis and see the job site. They are all very happy with the progress on the project.

Mr. Isenberg agreed with Bovis that when they have the bench mock-up at the end of August, it will be a big milestone. The design of the bench is one of the greatest challenges. It's not prefabricated. It all depends on the fit, style, and layout of the room, and has to consider sight lines from the judges, witnesses, court clerks, attorneys, court reporters, and jurors. The mock-up is usually made from plywood and particle board and it will include the placement of ramps for ADA compliance, because that has an impact on the flow in the "well" area for how the attorneys will be able to maneuver for arguing their cases in front of a jury. OCA will try to go by the original design, but it's such a significant investment on the part of the County, and they want it to be right. Judge Feroletto and Judge Brown will be there (Judge Griffith had a scheduling issue). The Judge's bench mock-up will be held on August 26 at 11 a.m., after the OACM meeting.

Mr. Isenberg noted that the state remains committed to fund the alternative specs relative to some work being done in the existing historic Courtroom. They are in the process of submitting RFPs for state furnishings for the new space to supplement what the County is providing. Bids are due August 6. A security meeting is scheduled with Bovis to review the wireless duress alarm system. There was a meeting today with IT on networking for the computers. Mr. Isenberg commented that this project is going exceedingly smoothly, and that's really a credit to the County's hard work and commitment. LaBella and Bovis seem to be working very diligently and as cooperatively as possible.

Legislator Pullen asked if the County can still expect the interest subsidy that's available, given the condition of the state budget. Mr. Isenberg noted that he has advised the County all along that there is an interest rate subsidy available from the state, which can be as high as an annual subsidy of 33 percent toward the interest aid cost on the financing for the project. In order to make certain we're eligible, the County's financial people need to stay in close contact with the appropriate people at OCA. No one has advised him that the County won't be eligible for the interest rate subsidy on the basis of the fiscal condition of the state, and if there was a hold on subsidies they're providing to other municipalities, he would have heard something. There are many technical requirements for subsidy eligibility, and Mr. Isenberg stressed the importance of keeping in touch with OCA. He was unsure if the County checked to see how the use of Rebuild America Bonds as a portion of financing would impact eligibility, or how federal aid impacts the flow. County Administrator/Budget Officer John Margeson will be the one to contact OCA, and he will get in touch with Bill Clark. Mr. Isenberg noted that he also has a call in to one of his contacts at the OCA Budget Office for subsidy information. Committee Chairman David Pullen commented that the County has left no stone unturned to improve the quality of the project and reduce the final cost to the taxpayers.

Information Technology Director Deborah Button reported on the IT aspects of the project. Everything is looking good. They recently went over the plans with Bovis and the electricians. The lay-out, cabling, and switches look very good. Equipment will be located in a center closet on each floor, which will feed into the existing facilities with fiber. Ms. Button will stay involved and will be attending the project meetings.

SPACE NEEDS ASSESSMENT:

A referral was received from the Planning & Economic Development Committee for a resolution directing the Office of the County Administrator to prepare an assessment of the space needs in the County departments and in support of operations at the County campus.

Legislator Sinclair provided explanation. There has been discussion in committee and the full Board about future space needs. It was proposed that we hire an architect; that stalled out in deliberation and was removed from consideration by the Board. It was suggested that maybe the Planning Committee and the Planner should have a role, and there were other suggestions made. In the meantime, some of the space needs problems are becoming more evident. The idea arose that perhaps this issue could be moved forward without hiring an architect, by performing some of the preliminary work in-house. Mr. Sinclair didn't feel that having an architect going to department heads to ascertain needs was the right approach. Someone in a supervisory position, such as the County Administrator, would be the appropriate entity to do this. He also didn't think the County Planner, as a department employee, going to other department heads and interviewing them was appropriate.

It gradually evolved that it was a good idea for the Office of the Administrator to engage in detailed interviews with department heads about space needs. This office could also filter out what's real and what's not real, in terms of where we're going in the future and how much money we can allocate. We could also pick some of the key issues we need to look at right now. One is the fact that the museum roof is leaking quite badly. It's unknown whether there are safety issues, but it's been leaking for a long time. Those kinds of things could be put on the front burner. There are immediate space needs with the Board of Elections, and some temporary or longer term ideas could be formulated. Then the rest of the departments can be interviewed and issues looked at. After a few months, the idea of parking could be looked at. We can then take this assessment to the full Board with the idea of hiring architects to look at the prioritized issues we pre-evaluated. Mr. Sinclair spoke with Mr. Margeson and Mr. Alger, who felt this was a reasonable approach. He then presented the idea to the Planning and Economic Development Committee, and they felt it was reasonable, so the referral was made to the Court Facilities and County Space Needs Committee. If both committees could ratify this direction, we could follow through with the process. Mr. Sinclair noted that he was willing to advise and talk about issues, and he was sure other Committee Chairs would be interested. In-house, we could come up with a good sense of direction, and that would make the Board more comfortable working toward specific solutions with an architect.

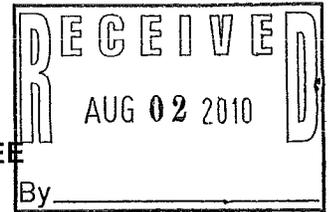
Mr. Margeson commented that he felt this idea was certainly feasible and would be a useful exercise. It may take 90 to 120 days to allocate time, as we're coming into the budget season. Mr. Sinclair added that he would like to have an immediate review of the Historian's situation. When Mr. Sinclair asked Mr. Braack about utilization of one of the Court Street houses, he was ecstatic. There may also be a clear solution in hand for the voting machine issue. So there may be two temporary solutions right off the bat.

A motion was made by Legislator Fanton, seconded by Legislator Cady and carried to direct the Office of the County Administrator to undertake a departmental space needs assessment. (No resolution necessary)

Next Meeting: Wednesday, September 1, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 3:50 p.m. following a motion made by Legislator Cady, seconded by Legislator Curran and carried.

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
SEPTEMBER 1, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, C. Crandall;
(Absent: P. Curran, D. Russo)

Others Present: M. Alger, M. Armstrong (Bovis), D. Button, R. Christman, A. Finnemore, M. Healy, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, F. Sinclair

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes of August 4, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Armstrong from Bovis Lend Lease presented a progress report (copy of report attached to original minutes).

Budget Review – Anticipated Cost Report:

Mark Armstrong reported that there are no major changes since last month's report. Through the end of July, the project is at 30 percent completion for construction, and they've only allocated 5.3 percent to construction contingency, which equals about 0.42 percent of Javen's base bid.

Change Event Log:

Changes from last month's report include the following:

- #33 – Paving, Sidewalks and Curb Revision – at the County's request, Bovis is going to ask for a price to delete all paving and related work. Within that same change order, they are also asking Javen for a price for redoing sidewalks and curb resetting between the Courthouse and the County Office Building. Mr. Fanton noted that we'll be saving by not paving the back lot until all work is done, including the possible new maintenance building. Estimated credit of (\$89,000).
- #34 – Revisions to Window and Counter in Room 229 and 230 – counter-height window for receptionist (raise the counter/lower the window). Estimated \$750.
- #35 – Door Hardware Changes – brought about by an RFI question. Estimated \$1,200.
- #36 – Wall Revision to Vault Room 129 – has to be a fire-rated wall. Estimated \$2,500.
- #37 – Abatement of NW Corner of Courthouse Ground Floor and Installation of Door Opening 120A During Phase 2 – it was originally written as doing some abatement work early to gain access from the existing Courthouse to the addition. Bovis believes they can do a temporary opening without the abatement. Estimated \$10,000. (A good share of that cost will be eliminated.)
- #38 – Security Addition – camera in elevator #2, intercom and distress button in the staff corridor, and duress button at DMV and County Clerk counter. Estimated \$7,500.
- #39 – Glazing, Signage and Roller Shade Revisions (Security Addition) – for mirrored film on window of control room, signage at door 202 for emergency exit only, and window shades at Chief Clerk Surrogate's Office. Estimated \$800.
- #40 – Revise Door Hardware at Door 202A (Security Addition) – a new doorway that will be installed in the entrance of Courthouse, with alarm system. Estimated \$1,200.

Change Order Summary Report:

No real changes.

Allocated Allowance Summary:

The wireless duress system may not be used, so we may be gaining the estimated \$5,000 as a credit.

Site Overview – Safety Report:

Bovis held a Safety Stand Down on August 6 to further communicate the importance of safety to the workforce. There were four safety warnings issued during this reporting period for improper ladder use and lack of fall protection. On August 16, there was an OSHA site inspection, and one construction company was cited for improper tying off (fall protection). Seventeen written safety notices have been issued since the beginning of the project. There were no lost time incidents for the project to date.

Work Performed in the Past Month:

The following work was conducted during this reporting period (progress photos included):

- Installation of roof system underway
- Stair Tower S04 completed with stairs and rails installed
- Elevator E02 masonry completed
- Fire protection sprinkler system underway
- Exterior metal stud framing completed
- Exterior sheathing underway
- Roof joists and metal decking completed
- SWPPP (Storm Water Pollution Protection Plan) fencing and inspections
- Exterior brick facing underway
- Interior metal stud partitions underway
- Interior electrical, HVAC, and plumbing work underway

Sixty-Day Look Ahead (September and October):

The following list provides an idea of what's scheduled, and Bovis' report included start and finish dates they are hoping to maintain for each activity.

- Completion of roof framing and decking
- Completion of roofing system
- Completion of exterior wall framing, sheathing, and face brick
- Installation of concrete pads for dumpster and generator
- Completion of HVAC piping and ductwork
- Completion of sprinkler piping
- Completion of electrical rough-in
- Completion of interior metal studs
- Elevator installation underway
- Completion of window installation

- Drywall installation underway
- Tape and finish of drywall underway
- Completion of exterior wall insulation

Mock-Up of Judge's Bench:

Mark Armstrong and Committee Chairman David Pullen reported that the first mock-up of the Judge's bench was held last Thursday (August 26), and it didn't go well. The contractor was not ready despite having been reminded repeatedly. A lot of people, including representatives from OCA, made an effort to be present for the bench mock-up to see how things would be structured and how they would affect sightlines and interactions. It was a very important milestone. What the contractor had done wasn't acceptable and was very incomplete. The Judge's bench mock-up has been rescheduled for September 14. The contractor has been told that this doesn't change scheduled completion dates. Mr. Armstrong noted that they had a meeting with the contractor to go over everything again that needs to be done for the mock-up, and they are being pushed to have it done a week ahead of time.

Scheduling and Timeline:

Mr. Pullen questioned where we stand on scheduling. Mr. Armstrong stated that they are addressing the concern on scheduling with Javen, and Javen has committed verbally that they will make the February 3 move-in date. They will be held to that date, as it's not optional. In reviewing the schedule, Mr. Armstrong has seen where they are compressing some of the contractors' work schedules almost unrealistically. He and Mr. Balling will address that with them tomorrow.

SPACE NEEDS STUDY UPDATE:

Deputy County Administrator Mitch Alger provided an update on the progress being made in talking with Department Heads and others regarding space needs in order to come up with a report. He met first with the Department of Social Services, because they have the biggest space problem. They are probably going to try to identify their needs first and proceed from there. County Administrator John Margeson noted that they are relying on some work already done by LaBella Associates.

Mr. Pullen relayed questions that have been raised on whether there is any "slack" space left in the Courthouse addition. Originally there was considerable shell space on the ground floor, but when County Office Building renovations were removed from the plan, it was decided to move Support Collection into the space currently occupied by Information Technology and Real Property Tax in the basement of the existing Courthouse, and IT and RPT will move into the ground floor of the addition, utilizing all of the remaining space.

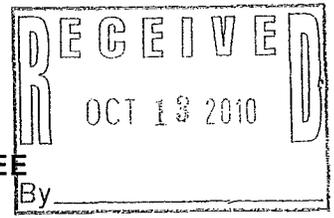
Mr. Fanton questioned the small shell space on the top floor of the addition. Mr. Margeson replied that it was a small room to the right, near the ramped hallway into the addition, with the only access at the far end. It's slated to be used for storage. Mr. Pullen asked Committee members to consider the feasibility of requesting that LaBella work up an estimate for a change order to create access to that area from the existing Courthouse in what will become the visiting Judge's chambers in order to provide a secure route to the court rooms. It would require another opening similar to the hallway entrance to the addition, but smaller, with a fire door and a ramp to accommodate the different floor levels. It would be cheaper to make the change now, and it would make the area more useable. The work wouldn't be done until February, so there's plenty of time to work up an estimate and make a decision. OCA is not

pushing for this, and they are aware of, and have signed off on, the fact that the only access from the visiting Judge's chambers is down the common hallway, and the Judge will have to be escorted. ***It was the consensus of the Committee to authorize the County Administrator to request that LaBella work up an estimate for the above-mentioned work.***

Next Meeting: Wednesday, October 6, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 3:35 p.m. following a motion made by Legislator Benson, seconded by Legislator Cady and carried.

NOT
APPROVED



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
OCTOBER 6, 2010**

Members Present: D. Pullen, D. Fanton, D. Cady, C. Crandall (*Absent: G. Benson, P. Curran, D. Russo*)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), D. Button, A. Finnemore, M. Healy, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, F. Sinclair

Call to Order: 3:00 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes of September 1, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Cady and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented a progress report (copy of report attached to original minutes).

Budget Review – Anticipated Cost Report:

Mark Balling reported that Javen has invoiced for about 42 percent of the contract value.

Change Event Log:

Changes from last month:

Approved Revisions:

- #32 – Repair water main leak at existing County connection. Part of Change Order 9. Approved at \$781.
- #34 – Revisions to Window/Counter in Room 229/230. Approved at \$135.
- #35 – Door hardware changes. Approved at \$442.
- #36 – Wall revisions in Vault. Approved at \$822.67.

Approximated Revisions:

- #27 – Security Doors, Frames, and Hardware Revisions. Originally budgeted at \$10,000; reduced to \$1,000 when they thought hollow metal and regular doors could accept the detention hardware, but detention doors are needed. The price submitted is \$12,227, but a credit for the base contract materials is outstanding. Final price should be close to \$10,000.
- #33 – Paving, Sidewalk, and Curb Revisions. A price was received for the deletion of the paving and sub-base, along with some additions for sidewalk replacement and curb repairs. Proposed credit of \$93,802.26. The price is higher than estimated, so Bovis may not accept the credits. This is still being negotiated, but in the end, with the credit we'll be getting 80 percent of the value back.
- #38 – Security Revisions. Following discussions with OCA, the Sheriff's Office, and some County departments, two additional security cameras and some duress buttons were added. They are finalizing the locations. Proposed price of \$9,759 may come down a little. Part of this was the result of phasing issues with temporary entrances in the addition during phase 3 that were not accounted for previously.
- #41 – Revised Flashing Detail at Existing Courthouse Roof Tie-In with Addition. Estimated credit of \$1,500.

- #42 – Revision to Door 331A at Tie-In with Existing Building on Second Floor. There was a little conflict between the structural and architectural drawings. Bovis also added ADA door operators on either side of that door that weren't in the project. The estimate of \$9,000 is still being revised.
- #43 – Column Enclosure in Sallyport. Also changed to fire-rated partitions. Half of the \$2,408 proposal is for the fire rating issues, and that portion is still being negotiated.
- #44 – Revised Lintel Detail at Door 214A. This change relates to the door that ties in the two buildings on the main floor. It's more of an aid for the occupancy of the addition.

Cancelled Revisions:

- Same as last month.

Mr. Pullen asked about the progress on the issue raised at the last meeting relating to the connection door between the visiting Judge's Chambers in the existing Courthouse and the addition that would allow secure access. Mr. Balling reported that LaBella is working on it, and the sketches will be issued this week. A change event will be established after the drawings are received and the cost can be estimated.

Change Order Summary Report:

Eight Change Orders have been approved to date, totaling \$99,852.56. There is a total credit of \$43,259.38 in pending Change Orders, of which a large amount was for the site that will end up not being there, so next month it will go in the other direction.

Allocated Allowance Summary:

The Wireless Duress System allocated allowance of \$5,000 will be credited out of the contract, because we aren't going to have the system. A credit Change Order will be allocated next month.

Site Overview – Safety Report:

Mark Armstrong reported that there were no safety warnings issued during this reporting period, and there have been no lost time incidents to date for the project.

Work Performed in the Past Month (September):

The following work was conducted during this reporting period (progress photos included):

- Installation of roof system underway (the roof system is a water-tight system)
- Spray fireproofing completed
- Water backflow preventer "hot box" with plumbing connections completed
- Elevator installation to begin October 8
- Fire protection sprinkler rough-in completed
- Exterior metal stud framing completed
- Exterior sheathing completed
- Storm Water Pollution Protection Plan (inspections completed weekly, and everything is up to par)
- Exterior face brick and windows underway (brick about 75 percent completed, and 13 windows have been installed)
- Interior metal stud partitions 99 percent completed

- Interior electrical, HVAC, and plumbing work well underway (all three floors have been inspected on the electrical and have passed)
- Drywall installation underway on the first and second floors

Sixty-Day Look Ahead (October and November):

The following list provides an idea of what's scheduled, and Bovis' report included start and finish dates for each activity.

- Completion of roofing system
- Completion of face brick
- Completion of window installation
- Completion of concrete pads for dumpster and generator
- Completion of HVAC piping and ductwork
- Completion of sprinkler system
- Completion of drywall installation
- Completion of drywall taping and finishing
- Prime and first coat of finish paint underway
- Plumbing fixtures underway
- Electrical fixtures and devices underway
- Elevator installation ongoing
- Ceiling grid underway
- Millwork underway
- Flooring underway

Mr. Balling noted that some of the interim dates could change a little, but the project completion date hasn't changed. We are still looking at February 9 as the relocation completion date, and renovations in the existing Courthouse will start after that. Relocation will occur over a couple of weeks, and Bovis will talk with OCA about the actual shut-down period. Mr. Pullen questioned if the second floor in the existing Courthouse would be completely shut down during renovations, with all court work taking place in the addition. Mr. Balling stated that renovations won't begin until everyone is moved out, because asbestos abatement will take place first. Chairman Crandall asked about contractor access to the existing building for renovations. Mr. Balling noted that they would work out those details, and Mr. Fanton suggested that the stairway on the far side may be the best access. The main floor and basement will remain open while the second floor is being worked on.

Mr. Pullen asked if any parking space would be recovered when the addition is completed and contractor space needs are reduced. Mr. Balling noted that the contractors will still be out back until the renovation phase is completed. They still have just foremen and supers parking in the back lot, but there will be deliveries and supplies and equipment, although some of the bulkier machines will be gone. Mr. Armstrong will discuss the parking issue with Public Works Superintendent David Roeske.

SPACE NEEDS STUDY UPDATE:

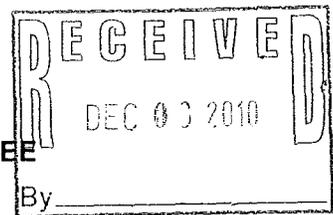
Deputy County Administrator Mitchell Alger provided an update on the space needs study. He has been collecting information from Department Heads from Board of Elections, Human Resources, and the County Attorney's Office and has toured several of those spaces. He also received feedback, e-mail, or conversations from many others. Mr. Alger's approach has included looking at the previous LaBella study and using it to assess current needs. He has

compiled a spreadsheet using information provided by departments during the budget process on staffing levels and assigning typical square footage for employee numbers. He then compared that to the LaBella study and spaces currently available. Mr. Alger will continue working on that and report back. Mr. Healy questioned the deadline for the assessment. Mr. Margeson noted that it was 120 days, and the study was approved approximately two months ago.

Next Meeting: Wednesday, November 3, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 3:23 p.m. following a motion made by Legislator Fanton, seconded by Legislator Cady and carried.

**NOT
APPROVED**



**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
DECEMBER 1, 2010**

Members Present: D. Pullen, D. Fanton, G. Benson, D. Cady, C. Crandall; (*Absent: P. Curran, D. Russo*)

Others Present: M. Alger, M. Armstrong (Bovis), D. Button, R. Christman, A. Finnemore, M. Healy, M. Hennessey, J. Hopkins, T. Hopkins, J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, F. Sinclair, R. Starks

Call to Order: 3:03 p.m. by Committee Chairman David Pullen

Approval of Minutes: The minutes of November 3, 2010, were approved following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Armstrong from Bovis Lend Lease presented a progress report (copy of report attached to original minutes).

Budget Review – Anticipated Cost Report:

Work in place through November was approximately 63 percent, and they've used about 43 percent of construction contingency (\$149,184 in approved change orders, and \$160,964 in potential change orders, with a balance in construction contingency of \$414,852).

Change Event Log (Changes from Last Month):

Approved Revisions:

- #59A – Binder Course at Paving Reconstruction Area North of the County Office Building (an area not covered under original contract) - \$19,280
- #59B – Top Coat for the Binder at Paving Reconstruction Area North of the County Office Building (not covered under original contract) - \$9,692
- #59C – Delete Dumpster Pad and Provide Paving Removal and Replacement of Sub-Base North of the County Office Building - \$12,441

Approximated Revisions (Pending):

- #58 – Security Revisions to Corridor 120 and Door 355A (court request for an intercom on a second floor corridor and temporary security station on ground floor) – est. \$5,000
- #60 – Remote Water Meter Reader (can be read from outside) – est. \$1,200
- #61 – Revised Door Hardware (submitted by LaBella under spec revision) – est. \$4,000
- #62 – Vestibule #100 Floor Slab Revisions (existing conditions at the entrance to Courthouse different than drawings; asbestos abatement also needed) – est. \$15,000
- #63 – Adjust Ceramic Wall Tile Elevations in Restrooms (conflict with outlet) – est. \$400
- #64 – (Not Issued Yet) Window Sills in Addition – est. \$3,080
- #65 – Delete Network Switches (they weren't correct in the contract, so specs weren't done; the County will purchase at a cost savings; unsure on credit) – est. credit (\$6,000)

Site Overview – Safety Report:

Mark Armstrong reported that no safety warnings were issued for the period, and there have been no lost time incidents to date for the project.

Work Performed in the Past Month (November):

The following work was conducted during the reporting period (progress photos included):

- Roofing water-tight
- Exterior concrete pads completed
- Site grading for asphalt pavement completed
- Granite curbing completed
- Asphalt binder completed
- Ceramic tile flooring underway
- Elevators continuing
- Fire stop completed and inspected
- SWPPP (Storm Water Pollution Protection Plan) fencing and inspections
- New York State DEC inspection
- Exterior face brick and windows nearly completed
- Interior electrical, HVAC, and plumbing work ongoing
- Drywall installation completed
- Prime and first coat finish paint nearly complete
- Ceiling grid continuing

Sixty-Day Look Ahead (December and January):

The following list provides an idea of what's scheduled, and the report included estimated start and finish dates for each activity. Mr. Armstrong noted that the project is still on schedule.

- Completion of roof coping
- Completion of concrete sidewalks
- Completion of window installation
- Completion of HVAC piping and ductwork
- Completion of sprinkler system
- Completion of drywall taping and finishing
- Completion of prime and first coat of finish paint
- Completion of plumbing fixtures
- Completion of electrical fixtures and devices
- Completion of elevators
- Completion of ceiling grid and ceiling tile
- Completion of millwork
- Completion of flooring
- Completion of punch list
- County and OCA furniture delivered and installed (OCA furniture delivery dates confirmed, awaiting the County's supplier to confirm dates)
- County and OCA relocation underway

Questions and Comments:

Legislator Pullen questioned the logistics of the actual transition and renovation period. Mr. Margeson reported that all traffic will enter through the side entrance of the addition. There will be no break-throughs and no traffic between the Courthouse and the addition until after Courthouse renovations are completed near the beginning of August, with the exception of one

on the first floor near the Surrogates' Office to facilitate furniture moving only. Mr. Pullen asked about handicapped accessibility, as the planned temporary entrance includes several stairs. Mr. Armstrong responded that handicapped access would have to be the secure staff entrance near the back of the addition south of the Sallyport with assistance from a security person. He will look into signage and/or a camera and buzzer for the interim period, and something could be arranged for handicapped parking in that area. Mr. Armstrong will check into these issues and report back. Legislator Healy questioned access from the County Office Building. Mr. Margeson noted that there won't be any access across the overpass until after the renovations are complete, and then only with a swipe card. Chairman Crandall asked if the steps were completed yet and if that area could be used for a temporary entrance instead. Mr. Armstrong replied that they weren't finished and would require a ramp to get on the sidewalk, but he could look into that. If not for the bad weather, they would have been done.

Legislator Pullen asked if we were in line with OCA requirements for security services and staffing. Mr. Margeson replied that they were on top of that. The number of security personnel needed for the temporary entrance was also discussed, and this will have to be checked with OCA.

SPACE NEEDS ASSESSMENT UPDATE:

Deputy County Administrator Mitchell Alger provided an update on the Space Needs Assessment (copy attached to original minutes). The process he used was to inventory and identify the needs of departments and try to prioritize them. Information was solicited from department heads and gathered independently. Mr. Alger then compiled a spreadsheet including department, department head, level of need, number of clerical and mid-management staff, square footage allocated from in original LaBella study, current square footage, and notes from interviews.

Departments with "Minimal" or No Need: Some are departments that have moved or will be moving, so their needs have already been addressed: ***Sheriff, OFA, Veterans' Services, Economic Development, Planning, Information Technology, Real Property Tax Services, and Treasurer.*** The ***Health Department*** currently has sufficient space with the sale of the Certified Home Health Agency (CHHA), other reorganizational changes, and leases.

Departments with "Some Need": A recurring theme in department head interviews was that if the original LaBella design for the Courthouse/County Office Building renovation was followed, they would have been content. Most departments fell in this category: ***Clerk of the Board, County Administrator, County Attorney, District Attorney, and Human Resources.*** The County Attorney liked LaBella's study with connection of the County Administrator, County Attorney, and District Attorney offices. The District Attorney was content with the square footage given by LaBella but would have changed a few things to accommodate operations. The same with Human Resources, with changes for a meeting room, and they also felt it may be appropriate to move the remaining Workers' Comp employee into their office at some point. ***Weights and Measures, STOP DWI/Youth Bureau, and Workers' Comp*** all seem to be content in the Cooperative Extension building, but there's a lack of handicapped access to Workers' Comp. In the future, we may want to look at moving some of those offices to the County campus. Other departments with "some need" are: ***Community Services Agency, County Clerk, Emergency Services/Fire, Probation, Public Defender, and Public Works.*** Community Services is looking into the purchase of the buildings they currently lease. Emergency Services stated that they could use a training room. The

County Clerk has a proposal to be discussed later in the meeting. Probation noted that they could use the room currently being used by the County Clerk for storage. The new records storage building could offer an alternate place for storage of those records. **Employment and Training** didn't voice a concern about space, but Social Services felt it would be advantageous to have Employment and Training in closer proximity to them. **Department of Public Works'** main space issue is the need for a maintenance building, but that will be resolved soon with the construction of a new building.

Departments with "Higher Need": Departments classified with "higher need": **Elections, County Historian, and Department of Social Services.** The Board of Elections' problems involve space for secure storage of voting machines and paper ballots. The County Historian's main issue is the condition of the museum roof, which is in such poor condition that it is not cost effective to fix. Social Services has the highest need for more space, and confidentiality is also an issue.

Conclusions, Recommendations, and Suggestions:

- 1) Build additional space at the new records storage building to accommodate the needs of the Board of Elections. This would allow for the storage of ballots as well as storage and testing of voting machines. Much like the existing records storage building, areas could be caged off and padlocked, addressing the state's security concerns. Access and transport of machines would also be more convenient. The budget currently allocated for the construction of the new records storage facility is adequate for this change.
- 2) Move the County Historian into the building currently housing the Support Collection Unit of DSS. Support Collection will be moving into the current Information Technology area following the Courthouse renovation to be completed in the summer of 2011. Some asbestos abatement needs to be done, which is budgeted for in the Courthouse Project. The budget is sufficient to accommodate these changes.
- 3) Move the Foster Care Unit of DSS to the first floor of the County Office Building where the Domestic Violence/Support Court is currently located. This space will be vacated in February and will give DSS approximately 1,500 additional square feet of space. It would include conference space and room for eight workers and a supervisor, alleviating some of the space problems on the DSS floor. It won't solve all of their problems, but the move would not have a large fiscal impact.
- 4) Further research the cost effectiveness and feasibility of renovating the top floor of the County Office Building to address some of the future space needs that have been highlighted in this study. The current facilities are unable to accommodate our workforce, and the identified space needs will only grow with time.
- 5) Follow up with Community Services in researching renting versus purchasing the buildings they currently occupy. Purchasing would be more cost-effective, and Dr. Anderson feels he has sufficient funding.
- 6) Continue the process set in motion by the Public Works Committee to build a new Maintenance Building. The Cost has been included in the 2011 County Budget.
- 7) Follow up to see if County Clerk files can be moved out of the Probation Department to the new records storage facility in order to give Program full utilization of the room. The only fiscal impact is the cost of building the new records storage facility.

Questions and Comments:

Legislator Fanton asked if any space would remain when the County Treasurer's Offices move. Legislator Pullen responded that it will all be used for security screening, routing, and traffic flow. Mr. Margeson noted that the only open space will be where the Accounting offices are, but the County Clerk will be presenting a proposal that addresses that.

Legislator Sinclair thanked Mr. Alger and requested that he present it again to the Planning and Economic Development Committee. He also noted that there may be available space in the Support Collection building after the County Historian moves in, which could take a little pressure from Social Services. All of the recommendations can be developed further.

Legislator Pullen encouraged Legislators to review Mr. Alger's report and maybe some previous floor plans and be prepared to discuss it at the January meeting in order to give further direction to Mr. Margeson and Mr. Alger.

DEPARTMENT OF MOTOR VEHICLES PROPOSAL:

County Administrator John Margeson and County Clerk Robert Christman presented a proposal, including a preliminary design by LaBella, for the use of space to be vacated by the Treasurer's Accounting offices and part of the Surrogates' Office for Department of Motor Vehicles (copy of design attached to original minutes). Relocating the DMV division separate from the County Clerk's Office will give them both needed space and allow for the re-design of DMV to a more modern, one-stop method of conducting transactions. There would be four workstations, where each entire transaction can be completed at one station, public seating, area for queuing, and a separate area for testing. The present area is not a positive environment due to space constraints, and they currently have property closings and DMV testings at the same small table. The move would be a major benefit for the public, good for employees, and more efficient, but would still have to be approved by NYS DMV. No additional staffing would be needed. Cost estimates are between \$90,000 and \$130,000. Now would be the time to make this move, in conjunction with the Courthouse renovations, with costs covered by the current bonding. It would be treated as a major change order under the project's contingency fund. Mr. Margeson noted that a decision wasn't needed today, but sometime soon, as Phase 3 will begin in early April. Legislator Sinclair commented that DMV has one of the highest traffic populations, and asked if traffic flow would be good. Mr. Christman replied that this proposal would be the best we could have. It would be the first place the public sees in the hallway after coming through security screening. When questioned about the County Clerk's use of the existing DMV area, Mr. Christman briefly explained a "horseshoe" re-design, with transactions for filings and recordings at front workstations. The interior desks won't be seen. He's trying to get away from having to do things in the back areas. Committee Chairman Pullen suggested that the proposal be discussed further at the January meeting.

TOUR OF THE COURTHOUSE ADDITION:

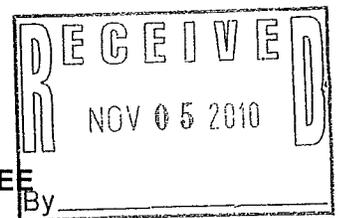
The tour was postponed due to a town-wide power failure, and it will be rescheduled.

Next Meeting: Wednesday, January 5, 2011, at 3 p.m.

Adjournment: The meeting was adjourned at 4:15 p.m. following a motion made by Legislator Cady, seconded by Legislator Fanton and carried.

**NOT
APPROVED**

**COURT FACILITIES AND COUNTY SPACE NEEDS COMMITTEE
NOVEMBER 3, 2010**



Members Present: D. Pullen, D. Fanton, G. Benson, P. Curran, C. Crandall; (*Absent: D. Cady, D. Russo*)

Others Present: M. Alger, M. Armstrong (Bovis), M. Balling (Bovis), A. Finnemore, M. Healy, M. Kukuvka (LaBella), J. Margeson, T. Miner, T. Parker, B. Riehle, D. Roeske, T. Ross, F. Sinclair

Call to Order: 3:00 p.m. by Committee Chairman David Pullen.

Approval of Minutes: The minutes of October 6, 2010, were approved following a motion made by Legislator Curran, seconded by Legislator Benson and carried.

COURT FACILITIES PROJECT, CONSTRUCTION MANAGER UPDATE:

Mark Balling and Mark Armstrong from Bovis Lend Lease presented a progress report (copy of report attached to original minutes).

Budget Review – Anticipated Cost Report:

Work in place through September was approximately 55 percent (probably closer to 65 percent through October), and they've used about 33 percent of construction contingency. Under incidental costs, SJB Materials Testing will probably come in at less than the projected \$75,000, and the two items entitled Telephone/Data Servers/Equipment and Computer Hardware/Software will be changed (see change events).

Change Event Log (Changes from Last Month):

Approved Revisions:

- #26 Spray Fireproofing at Vestibule – agreed on \$1,691.52 (down from original proposal of \$2,629).
- #37 Additional Abatement, NW Corner of Courthouse Ground Floor (ceiling in a couple of rooms) – agreed on \$3,826.
- #39 Security Related Revisions, Window Glazing, Sign (new control room in existing Courthouse across from DMV), and Roller Shade – \$975.
- #43 Column Enclosure in Sallyport – negotiated down from proposed \$2,408 to \$1,771.
- #45 Wireless Duress Allowance – not needed; credit of (\$5,000).
- #56 Space Temperature Sensor in Closet – \$642.

Approximated Revisions (Pending):

- #33 Sidewalk and Curb Revisions – originally had large credit for deleted pavement – last month talked about not taking that credit and having a contractor do the work – now the change just involves some potential dollars for some additional sidewalk and curb replacement; may end up being no additional cost – estimated \$3,000.
- #41 Revised Flashing Detail at Existing Courthouse Roof Tie-In – price being negotiated – credit of (\$443).
- #42 Revision to Doors – revisions on wall framing around the two ramps on the second floor that go into the Courthouse – one door has added ADA push buttons, one door had to be moved to coordinate with steel, and drywall changes – negotiating price – \$9,425.

- #46 Data and Telephone Revisions – couple of issues: (1) removal of existing data cabling on second floor of existing Courthouse and routing it into the addition, which is a difficult routing path – price came in at \$50,000; (2) creating a path for existing or new cabling in the future between the County Office Building and the addition (County request), difficult routing path – price approximately \$20,000; total for both issues around \$70,000, but price hasn't been reviewed yet. Discussion took place on routing methods considered and decided on. Mr. Balling noted that they are also waiting for a price to pull fiber between the two buildings; that will be put in with the ductbank price. They are at the point where they have to proceed, and although a firm number is not available, committee decision is needed before the next meeting. County Administrator John Margeson advised that there really is no choice. Mr. Balling recommended treating it as two separate issues, or three if considering the fiber pull, the first issue not to exceed \$50,000, and the other two issues can be approved by Mr. Margeson.

A motion was made by Legislator Fanton, seconded by Legislator Curran and carried to approve Change Event #46 Data and Telephone Revisions, for the removal of existing data cabling on the second floor of the existing Courthouse and routing it into the addition, at a price not to exceed \$50,000.

- #47 Structural Support for Exterior Façade at Connection to Existing Courthouse – there is a gap between the two buildings where the firewall was built, and support is needed for the brick façade that will cover the gap – quote of \$8,368.80 is under review.
- #48 Access between Visiting Judge's Chambers and Shell Space – quote of \$32,170, including \$20,000 for the lift. Discussion took place on the expense, alternatives, and possible elimination of the lift. It was the consensus of the committee and the County Attorney that no lift will be installed at this access point, and the hallway will be used for ADA access. The County is providing this "backdoor" route as secure access for the visiting judges, attorneys, and clerical staff, even though OCA is not requiring it, and the lift in this area is not an ADA requirement since there is already an ADA compliant hallway. Mark Kukuvka, from LaBella, explained that the break-through will involve a door out of the visiting judge's chambers, a few basic code issues like light switches, a door into the Commissioner of Jurors' office, and some change in the Clerk's office. Electric will be necessary, but the breaker for the lift won't be needed. Mr. Balling noted that a fan coil unit under the old window was supposed to be relocated in this change, and a quote was received, but the issue is still being reviewed.
- #49 Millwork Revisions – came about through bench mock-up reviews – price of \$2,542 being negotiated.
- #50 Women's Room Doors Modification – ADA clearance issue inside the rooms – estimated \$3,000.
- #51 Spray Foam Around Window Voids of Addition – this change event will be voided. The issue was potential gaps between windows and insulation on the inside, but it was determined that it can be done from the outside, and they're not using spray.
- #52 Drywall Revisions in Two Rooms – acoustic upgrade due to the new judge's chambers at the north end of the addition being next to the mechanical room – estimated at \$2,000, but may be a net cost due to a credit on the laid-in ceiling.
- #53 Creation of Access Doors in Corridor to Space behind Walls – additional storage space – estimated \$3,000.
- #55 Relocate Emergency Generator and Eliminate Dumpster Pad and Fencing (that was to go next to the generator) – generator being moved closer to the proposed Buildings & Grounds building – estimated credit of (\$1,200).
- #57 Electrical Changes – two flood lights added to the east side, two outlets added to a room, and revised requirements for a room – estimated \$1,800.

- #58 Security Revisions to Corridor (temporary secure entrance for during phase 3) and Door (intercom system requested on second floor off elevator) – this has been revised and will be less than the estimated \$5,000.

Cancelled Revisions:

- #30 Water Meter – there is a charge of approximately \$17,000 in the incidental budget for the meter the County purchased. (It's been installed.)

Site Overview – Safety Report:

Mark Armstrong reported that there have been no lost-time incidents for the project, and there have been 194 workers on site to date.

Work Performed in the Past Month (October):

The following work was conducted during this reporting period (progress photos included):

- Installation of roof system continues
- Exterior concrete pads underway
- Site grading for asphalt pavement underway
- Elevators underway
- Firestopping completed
- SWPPP (Storm Water Pollution Protection Plan) fencing and inspections
- Exterior face brick and windows nearing completion (some window openings remain to allow for furnace exhaust and access for materials)
- Interior metal stud partitions completed
- Interior electrical, HVAC, and plumbing work nearly completed
- Drywall installation completed
- Prime and first coat finish paint underway
- Ceiling grid underway

Sixty-Day Look Ahead (November and December):

The following list provides an idea of scheduled work, and Bovis' report included start and finish dates for each activity.

- Completion of roofing flashing system
- Asphalt pavement binder completed
- Concrete sidewalks completed
- Completion of face brick
- Completion of window installation
- Completion of HVAC piping and ductwork
- Completion of sprinkler system
- Completion of drywall taping and finishing
- Completion of primer and first coat of finish paint
- Plumbing fixtures underway
- Electrical fixtures and devices underway
- Elevator installation ongoing
- Ceiling grid ongoing
- Millwork underway
- Flooring underway

Mr. Armstrong noted that they are not anticipating problems with weather. Exterior concrete pads will be poured this week, and the asphalt binder is scheduled for Monday. They'd like to have that done this fall; asphalt companies close down November 12, so there's a little push. They want it down prior to furniture delivery.

Mr. Balling reported that work is on schedule, and completion of phase 2 is on target. Furniture vendors have been notified. The milestone date for completion of phase two, with punchlist complete, furniture installed, and everyone moved in (OCA, County Treasurer, Real Property Tax, and Information Technology) is February 9. No areas will be occupied without the punchlist being completed in order to document all issues. Phase 3 can begin February 10.

Legislator Sinclair questioned specs for low-volatile organics in the rugs and glues. Mr. Balling noted that there are no requirements for off-gasing, but the schedule is not that tight. All of the base work will be installed before the furniture comes. There's a move-in/occupancy/furniture period of about two weeks while the punchlist is going on. Ventilation can be increased during that period. Mr. Sinclair suggested discussion with potential carpet vendors on types of glues. Mr. Sinclair also noted that the Village of Belmont and the Belmont Betterment Association expressed an interest in the old water meter to utilize at the former Belmont School. Mr. Armstrong replied that the water hasn't been transferred yet, but when the old meter is removed, it will be in Public Works Superintendent David Roeske's possession.

District Attorney Terry Parker questioned fire proofing being sprayed on some steel and not on others. Mr. Balling responded that spraying is required by code for those spots.

Logistics of Courthouse usage during phase 3 construction: Mr. Kuvka pointed out that the only occupants of the Courthouse during phase 3 will be the County Clerk/DMV and Probation. Mr. Balling noted that there will be ongoing discussions on access and path of travel as things move forward. There's only one good way in for everybody. The public will have to go in the side entrance until phase 3 is completed at the end of July. There will be a temporary control center at that entrance. There will be no traversing between the addition and the main Courthouse during phase 3; the only access will be for emergency egress on the ground floor.

Chairman Crandall inquired if departments that are moving are aware of the dates and logistics. Mr. Margeson noted that department heads are aware, and Mr. Roeske said he will keep them informed.

Mr. Pullen asked if there is anything needed from the committee relating to the Buildings & Grounds building out back and how it ties in. Mr. Fanton noted that the septic line is in and the waterline will be in within the next couple of days.

A walk-through of the addition by committee members is tentatively scheduled for December 1 after the committee meeting.

Next Meeting: Wednesday, December 1, 2010, at 3 p.m.

Adjournment: The meeting was adjourned at 4:00 p.m. following a motion made by Legislator Fanton, seconded by Legislator Benson and carried.