

Watertown Industrial Center Local Development Corporation
Board of Directors' Meeting
August 17, 2010
Minutes

The Watertown Industrial Center Local Development Corporation held its regular board meeting on Tuesday, August 17, 2010 in the boardroom of the WCBI, 800 Starbuck Avenue, Watertown, New York.

Present: Donald Rutherford, John Doldo Jr., Nickolas Darling, William Fulkerson, Carolyn Fitzpatrick, Paul Morgan

Others Present: Billy Soluri, Donald Alexander, Lyle Eaton, Peggy Sampson, and Robert Brauchle of the Watertown Daily Times.

Excused: Kevin Jordan (Proxy – Don Rutherford)

Absent: None

- I. **Call to Order:** Mr. Rutherford called the meeting to order at 8:42 a.m.
- II. **Pledge of Allegiance**
- III. **Minutes:** The minutes of the meeting held June 15, 2010 were presented for approval. A motion was made by Mr. Doldo to approve the minutes as presented, seconded by Mr. Darling. All in favor. Carried.
- IV. **Treasurer's Report:** Mr. Eaton reviewed the financial statements for the period ending June 30, 2010. A motion was made by Mr. Doldo to approve the financial statements as presented, seconded by Mr. Fulkerson. All in favor. Carried.

There was discussion on the creation of the capital reserve account. It was decided to table making a decision until the roof bids come in. It was suggested that once the account is created, there would be an annual resolution for the amount and percentage.

V. **Correspondence:**

Klepper, Hahn, & Hyatt Letter – A request for an additional \$1200 due to costs overruns on the third party review of the roof replacement project. After discussion, a motion was made by Mr. Doldo to authorize staff to spend up to \$1200 after it is accounted for, seconded by Ms. Fitzpatrick. All in favor. Carried.

Aubertine & Currier Letter – A letter from Pat Currier from Aubertine & Currier proposes to re-bid the roof replacement project for a fixed fee of \$1,250.00 that is for distributing documents, conducting a pre-bid walk thru at the site and providing a written addendum to clarify all questions and/or concerns. After a brief discussion, it was decided to consider the request after the roof project resolution is voted on.

VI. Committee Reports:

Facility Update – Mr. Soluri update the board on the following items:

- Will meet with SPX on 8/18/10 to discuss next steps for the Soil Vapor Intrusion,
- Working on Building D roof – putting on aluminum coat
- Going to start demo on back of Building B roof
- Updated board on 7/28/10 storm that flooded Brookfield's garage, Ferguson, and Environmental Spill – staff cleaned up within a few hours
- Will start working on details for tenant cookout in September

Leases/Prospects – Mr. Soluri indicated that the only lease that may expire soon is All Star Contractors. He will contact them to determine if they will renew their lease. There is one prospect for 1,700 square feet at this time.

Facility Committee –

Roof Replacement Project Resolution 08.17.2010.01 – A motion was made by Mr. Morgan to approve the resolution as presented, seconded by Mr. Darling. Discussion ensued regarding the recommendations from Klepper, Hahn & Hyatt (KHH). Mr. Doldo recommended that KHH's comments need to be included in the new bid documents. Staff will ensure the appropriate recommendations are incorporated. In addition, staff will negotiate the re-bid fee with Aubertine & Currier that will be included in the overall cost. All in favor. Carried.

Building A HVAC Upgrade Project Resolution 08.17.2010.02 – A motion was made by Mr. Fulkerson to approve the resolution, seconded by Ms. Fitzpatrick. Discussion ensued regarding the payback at which point Mr. Soluri reviewed the memo distributed earlier in the meeting. After discussion, the board decided to withdraw the original motion. A motion was made by Mr. Darling to approve the resolution amended to reflect approving the single source option and authorized staff to request a formal proposal from PSG, seconded by Ms. Fitzpatrick. All in favor. Carried.

Facility Lighting Upgrade Resolution 08.17.2010.03 – A motion was made by Mr. Fulkerson to approve the resolution as presented, seconded by Mr. Morgan. All in favor. Carried.

Junction Boyz Paint Booth Foundation Project Resolution 08.17.2010.04 – Mr. Soluri indicated that SPX has signed off on the project. Mr. Doldo wants staff to see if there will be any affect on WICLDC's insurance policy. A motion was made by Mr. Morgan to approve the resolution contingent upon Ed Sampson guaranteeing the loan, seconded by Mr. Doldo. All in favor, except for Mr. Darling who abstained from voting. Carried.

VII. Unfinished Business: None

WICLDC
Directors' Meeting Minutes
August 17, 2010
Page 3

VIII. New Business: None

IX. Adjournment: With no further business before the Board, a motion was made to adjourn by Mr. Darling, seconded by Ms. Fitzpatrick. All in favor. The meeting adjourned at 10:08 a.m.

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Resolution Number 08.17.2010.01

August 17, 2010

RESOLUTION AUTHORIZING EPDM ROOF REPLACEMENT PROJECT

WHEREAS, Klepper, Hahn and Hyatt (KHH) performed a very thorough review of the project and submitted a well written report detailing their concerns and recommendations. During the review process staff had many opportunities to discuss the project with KHH and with Aubertine and Currier (A&C) both one-on-one and via conference calls, and

WHEREAS, Based on those discussions and after reading both the review report and the responses submitted by A&C, most of the issues are easily addressed and resolved; however, both firms have a difference of opinion on the bending strength of our existing steel members, which causes their load, and overstress calculations to differ. To determine the actual steel strength a sample of our existing steel members would have to be removed and submitted to a qualified engineering firm for analysis, and

WHEREAS, Both feel the existing structure can support the EPDM roof replacement option, and

WHEREAS, Both firms agree the overbuild option would require some structural reinforcement, although they differ on the degree of reinforcement needed, and

WHEREAS, A&C also stated they have fully reviewed the report submitted by Klepper, Hahn & Hyatt and will take into consideration any points that they feel to be relevant to the best interest of the client and roof project, and

WHEREAS, the time line according to Aubertine and Currier indicates that they could have the bid packages ready within 3 weeks from the time they are informed to proceed. The contractors would then have three weeks to review and submit their proposals. If the board elects to move forward with resubmitting the EPDM project for bid it is strongly recommended that the project be awarded by the second week of October, as the project could be completed within two months from date of award. If for any reason the project is not awarded by the before mentioned date then staff would prefer holding off on the project until spring of 2011.

If the board wishes to pursue the overbuild option then staff recommends holding off on the bidding process until spring of 2011, as that option is more labor intensive and will take approximately 4 – 5 months to complete, and

WHEREAS, Staff feels the issues/concerns that were raised prior to the original bid opening have been addressed—and with the inclusion of the proper contract and project detail changes as submitted by KHH, Dennis Whelpley and Staff—the project should be allowed to move forward and re-enter the bidding phase once again with Aubertine and Currier remaining

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Resolution Number 08.17.2010.01

August 17, 2010

the firm to design and oversee the roof replacement project, and

WHEREAS, Staff has concerns that the overbuild project, although a good option would be far too expensive and will require an additional 3 to 4 more months of construction time as compared to the EPDM option. Given the discussions regarding the potential need to reinforce steel members pushes the cost of this project up and out of the financial means of the WICLDC. Therefore, if the board chooses to move forward with the bidding phase it is recommended that this option be removed as a viable roof replacement alternative and only the EPDM option is considered, and

WHEREAS, the Facility Committee met to discuss the project and recommended the board to authorize Aubertine & Currier to re-scope and re-bid the project per staff's recommendations, and

NOW, THEREFORE, BE IT RESOLVED that the Board of the Watertown Industrial Center Local Development Corporation does hereby approve the request of staff and the recommendation given by the facility committee and directs staff to ensure that the appropriate recommendations made by KHH are incorporated in the new bid documents, and be it further

RESOLVED, that the President, Vice President, Secretary, Assistant Secretary and/or designee are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
Assistant Secretary

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Resolution Number 08.17.2010.02

August 17, 2010


RESOLUTION AUTHORIZING BUILDING A HVAC UPGRADE PROJECT

WHEREAS, the Facility Committee met to discuss the project addressed in Mr. Soluri's memo attached. They recommended that the board authorize replacing all existing HVAC systems and ductwork, and evacuate all rooftop units for removal by roofing contractor for a potential cost of \$84,700. They also recommend that staff create a request for proposal for the project, and

NOW, THEREFORE, BE IT RESOLVED that the Board of the Watertown Industrial Center Local Development Corporation does hereby approve the single source option authorizing staff to request a formal proposal from PSG for consideration, and be it further

RESOLVED, that the President, Vice President, Secretary, Assistant Secretary and/or designee are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
Assistant Secretary

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Resolution Number 08.17.2010.03

August 17, 2010

RESOLUTION AUTHORIZING FACILITY LIGHTING UPGRADE

WHEREAS, On June 30, the Watertown Center for Business and Industry received a lighting audit completed by RISE Engineering—a National Grid approved/Certified firm. That audit recommends \$89,059 in lighting improvements, for which National Grid would subsidize 70% of the cost. The WICLDC share of the project would only be \$26,711 to \$29,560 depending on which payment option is chose. The attached spreadsheet shows detailed figures, and

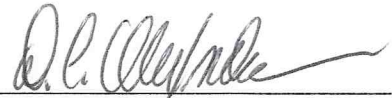
WHEREAS, Staff recommends that the board approve all 11 projects and take advantage of the 15% discount (\$2,849) by paying the WICLDC portion upon completion of the project. Upon board approval, staff will direct RISE Engineering to proceed with the improvements and will begin the necessary lease amendments and/or lease invoices to address the tenants' responsibilities for this project, and

WHEREAS, the Facility Committee met to discuss the project and supports staff's recommendation and agrees to forward the request to the full board, and

NOW, THEREFORE, BE IT RESOLVED that the Board of the Watertown Industrial Center Local Development Corporation does hereby approves the recommendation by staff and the facility committee, and be it further

RESOLVED, that the President, Vice President, Secretary, Assistant Secretary and/or designee are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
Assistant Secretary

WATERTOWN INDUSTRIAL CENTER LOCAL DEVELOPMENT CORPORATION

Resolution Number 08.17.2010.04

August 17, 2010

**RESOLUTION FOR AUTHORIZING JUNCTION BOYZ PAINT BOOTH
FOUNDATION PROJECT**

WHEREAS, A request for WICLDC to participate in the Junction Boyz Paint Booth foundation project with a project cost of \$23,120, and

WHEREAS, Staff recommended the following options:


Option 1		Option 2	
Project Cost	\$23,120.00	Project Cost	\$23,120.00
Tenant down payment	<u>3,500.00</u>	WIC Contribution	5,000.00
Balance Remaining	\$19,620.00	Balance Remaining	\$18,120.00
Payback Period	5	Payback Period	5
/year	\$3,924.00	/year	\$3,624.00
/month	\$327.00	/month	\$302.00

WHEREAS, the Facility Committee met to discuss the project and recommended a third option to the full board. It incorporates option one and will require WIC to match the down payment of \$3,500 at the end of the option, if the payments are made on time each month, and

NOW, THEREFORE, BE IT RESOLVED that the Board of the Watertown Industrial Center Local Development Corporation does hereby approve the facility committee's recommendation (option three) contingent upon a guarantee from Ed Sampson, and be it further

RESOLVED, that the President, Vice President, Secretary, Assistant Secretary and/or designee are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.



Donald C. Alexander
Assistant Secretary