

**Watertown Industrial Center Local Development Corporation
Facilities Committee Meeting Minutes
August 10, 2010**

The Facilities Committee of the Watertown Industrial Center Local Development Corporation held a meeting on Tuesday, August 10, 2010 in the boardroom of the WCBI, 800 Starbuck Avenue, Watertown, New York.

Committee Members Present: Donald Rutherford, William Fulkerson, Kevin Jordan

Others Present: Billy Soluri, Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Carolyn Fitzpatrick, Dennis Whelpley of Schwerzmann & Wise, Pat Currier of Aubertine & Currier, and Nancy Madsen of the Watertown Daily Times

Excused: None

Absent: None

Meeting was opened at 10:15 a.m.

Mr. Rutherford asked all to stand to recite the pledge of allegiance.

Roof Project Review – Mr. Soluri indicated that everyone received the synopsis of the roof project review. He recommended that the overbuild option be considered irrelevant due to the cost, the cost of labor and the timeline. He also recommended that the board go forward with Aubertine & Currier and allow them to re-bid the EDPM project with the minor changes.

Pat Currier said that EDPM is the best way to go. He also said that there are unknowns until removal starts because they can't see above or below; however, they have asked for a square foot cost in the bid documents.

At this time, Mr. Alexander commented on Aubertine & Currier's professionalism during the third party review process and believes they have been vindicated.

The new timeline is as follows: once there is board approval to move forward, it will take three weeks to prepare the bid documents, three weeks to be out on the street, one to two weeks to review bid docs and bring to the board for approval. Mr. Currier believes that the project will be substantially completed by the end of the year.

A motion was made by Mr. Rutherford to recommend to the board to authorize Aubertine & Currier to re-scope and put the bid documents out, seconded by Mr. Jordan. All in favor. Carried.

Building A HVAC Upgrade Project – Mr. Soluri was tasked with obtaining prices for repairing or replacing the failing HVAC system in the smaller office of Brookfield Power, the hallway and the board room of Building A. A quote from PSG for \$8,000 to repair the system. To replace the failing system with two new systems will be \$29,000. PSG confirmed that his supplier will extend a 5% discount we were to order all five systems in one shipment. Mr. Soluri provided

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five options based on estimates. He recommends replacing all existing HVAC systems, ductwork, and evacuate all rooftop units for removal by roofing contractor for a potential cost of \$84,700. After discussion, the committee agreed to go forward with an RFP for this option.

Facility Lighting Upgrade – Mr. Soluri indicated that a lighting audit of the facility was recently completed. After a brief discussion, Mr. Rutherford made a motion to move the request to the full board, seconded by Mr. Fulkerson. All in favor. Carried.

Junction Boyz Foundation Project – Mr. Soluri presented the committee with two options. Option one requires the tenant to make a \$3,500 down payment, and Option two has a \$5,000 WIC contribution. After discussion, it was decided that a third option will be presented to the board where the tenant will be required to make a \$3,500 down payment, and if the loan payments are made on time the WIC will match the \$3,500 at the end of the option.

With no further business before the committee, the meeting adjourned at 11:35 a.m.