MINUTES
FACILITIES COMMITTEE MEETING
Wednesday, March 28, 2018– 10:30 AM
Dulles State Office Building Conference Room 100, 1st Floor
317 Washington Street, New York

The Development Authority of the North Country Facilities Committee met in regular session at the Dulles State Office Building Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York, on Wednesday, March 28, 2018, at 10:30 AM.

Committee Members Present
Fredrick Carter, Chairman
Alex MacKinnon
Alfred Calligaris
Stephen Hunt
James Hollenbeck
Dennis Mastascusa

Committee Members Absent
Brian McGrath

Other Board Members Present
Gary Turck
Thomas Hefferon
Margaret Murray

Staff Present
James Wright, Executive Director
Carrie Tuttle, Director of Engineering
Michelle Capone, Dir of Regional Development
Patricia Pastella, Division Manager, MMF
Carl Farone, Comptroller
Laurie Marr, Director of PR/Communications
Brian Nutting, Manager, Water Quality
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

Guests
Richard James (Authority Counsel)

1. Executive Director James Wright opened the meeting at 10:30 AM.

2. Resolution No. 2018-03-37 standardizes certain equipment for use in relation to the Materials Management Division. The Authority finds that purchases of certain classes of equipment for use in the Materials Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interests of the Authority and shall take effect immediately.

   Upon a motion by A. MacKinnon, and seconded by S. Hunt, Resolution No. 2018-03-37, Standardizing Upon Certain Equipment For Use In Relation to the Materials Management Division, was unanimously approved by the Facilities Committee.

3. Resolution No. 2018-03-38 standardizes certain equipment for use in relation to the Open Access Telecommunications Division. The Authority finds that purchases of certain classes of information technology and telecommunications equipment for use in the OATN as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interest of the Authority and shall take effect immediately.
Upon a motion by A. MacKinnon, and seconded by J. Hollenbeck, Resolution No. 2018-03-38, Standardizing Upon Certain Equipment For Use In Relation To the Open Access Telecommunications Network, was unanimously approved by the Facilities Committee.

4. Resolution No. 2018-03-39 standardizes certain equipment for use in relation to the Water Quality Division. The Authority finds that purchases of certain classes of equipment for use in the Water Quality Management Division as necessary for construction or operational activities will obtain economic and efficiency benefits, and is therefore in the best interest of the Authority and shall take effect immediately.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2018-03-39, Standardizing Upon Certain Equipment For Use In Relation To The Water Quality Management Division, was unanimously approved by the Facilities Committee.

5. Resolution No. 2018-03-40 authorizes a Technical Services Agreement between the Authority and the Town of Norfolk to provide an uninvolved third-party opinion as to possible causes and proposed resolutions to the problems being experienced with the Oxidation Ditch No. 2 PLC, for a total not to exceed contract amount of $9,200.

Upon a motion by A. Calligaris, and seconded by D. Mastascusa, Resolution No. 2018-03-40, Technical Services Agreement – Town of Norfolk – Wastewater Treatment Plant Oxidation Ditch 2 – Control Panel Evaluation, was unanimously approved by the Facilities Committee.

6. Resolution No. 2018-03-41 authorizes Technical Services Agreement Amendment No. 1, between the Authority and the Village of Gouverneur. The original Technical Services Agreement, approved by Resolution No. 2016-06-72, was to provide Technical Services for assistance with the funding application and feasibility study. The additional services being requested are to assist in the gathering of additional customer data, as well as to work with the consultant engineer to assist in completing the feasibility study. The additional work will result in additional costs of $5,000, bringing the not to exceed amount to $15,000. The Executive Director is authorized and directed to execute said Agreement Amendment.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-03-41, Technical Service Agreement Amendment – Village of Gouverneur – Regional Municipal Hydroelectric Feasibility Study, was unanimously approved by the Facilities Committee.

7. Resolution No. 2018-03-42 authorizes the SCADA Services Agreement between the Authority and the Village of Port Leyden for a total not to exceed contract amount of $9,000. The Village has requested the Authority provide SCADA services to install an RTU Control Panel at the Canal Street Sewer Pump Station and integrate this RTU with the existing SCADA system as part of the Wastewater System improvement project. The Executive Director is authorized and directed to execute this agreement.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2018-03-42, SCADA Services Agreement – Village of Port Leyden – Canal Street Pump Station Upgrades, was unanimously approved by the Facilities Committee.
8. Resolution No. 2018-03-43 authorizes the Technical Services Agreement between the Authority and the Village of Potsdam, for a total not to exceed contract amount of $10,000. The Village is looking to receive technical services to provide project management services and assistance with grant administration to identify a funding strategy and to apply for grant to proceed with additional improvements that are needed to improve the Crosstown Canal. The Executive Director is authorized and directed to execute this agreement.

Upon a motion by J. Hollenbeck, and seconded by A. Calligaris, Resolution No. 2018-03-43, Technical Services Agreement – Village of Potsdam – Crosstown Canal Project Phase II, was unanimously approved by the Facilities Committee.

9. Resolution No. 2018-03-44 authorizes the Technical Services Agreement between the Authority and the Village of Malone, for a total not to exceed contract amount of $15,000. The Village is requesting technical services to assist with the implementation of this project by providing project management assistance with permitting, updated project cost estimate, review of bid documents, bidding oversight, and construction oversight. The Executive Director is authorized and directed to execute this agreement.

Upon a motion by A. Calligaris, and seconded by J. Hollenbeck, Resolution No. 2018-03-44, Technical Services Agreement – Village of Malone – Mill Street Improvement Project, was unanimously approved by the Facilities Committee.

10. Resolution No. 2018-03-53 authorizes the Technical Services Agreement between the Authority and the Town of Pamela. The Authority has been providing underground utilities location services to the Town through a separate contract that was executed on March 1, 2016. The Town has requested that the Authority continue to provide these services on a time and material basis. The Executive Director is authorized and directed to execute this agreement.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-03-53, Technical Services Agreement – Town of Pamela – Underground Utilities Location Services Agreement, was unanimously approved by the Facilities Committee.

11. Resolution No. 2018-03-54 authorizes an Operations and Maintenance Service Agreement between the Authority and the Town of Wilna. The Town would like to continue a new five year agreement with the Authority for a total amount not to exceed $102,192. The Executive Director is authorized to execute the required and necessary agreements.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2018-03-54, Operations and Maintenance Service Agreement – Town of Wilna Water District 2, was unanimously approved by the Facilities Committee.

The meeting adjourned at 10:37 AM.

Respectfully submitted,

[Signature]
Fredrick Carter
Chairman, Facilities Committee