MINUTES
FACILITIES COMMITTEE MEETING
Thursday, December 14, 2017 – 10:15 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 Thursday, December 14, 2017, at 10:15 AM.

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

Committee Members Absent
Brian McGrath

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

Other Board Members Present
Gary Turck
Thomas Hefferon
Margaret Murray

1. A. MacKinnon, as Acting Committee Chairman, opened the meeting as Chairman Carter was in the Governance Committee Meeting, and turned the meeting over to C. Tuttle.

2. Resolution No. 2017-12-114 authorizes a new Technical Services Agreement with the Village of Lyons Falls and the Development Authority to complete a project to study the feasibility of implementing improvements at the Village’s Department of Public Works Building. The study will determine whether the Village should rehabilitate or build a new facility. The total cost of the contract will not exceed $3,500.

   Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2017-12-114, Technical Services Agreement – Village of Lyons Falls – Public Works Building Feasibility Study, was unanimously approved by the Facilities Committee.

3. Resolution No. 2017-12-115 amends a Technical Services Agreement with the Village of Potsdam for implementation of an EDU-based billing system for an additional expense of $7,000, bringing the not to exceed amount of the contract to $21,000.

   Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2017-12-115, Technical Services Agreement Amendment – Village of Potsdam – Water/Sewer Rate Analysis, was unanimously approved by the Facilities Committee.
4. Resolution No. 2017-12-116 authorizes the joint operations partnership with the North Country Library System for the collection and recycling of hard cover books. The Authority has purchased a book de-binding machine to facilitate the separation of paper pages from hard covers and the Authority’s expense of this recycling effort will be an operational expense of the Materials Management’s existing funds and budget.

   A. MacKinnon asked what the equipment looks like. L. Marr responded there will be photos presented during the Board Meeting.

   Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2017-12-116, Materials Management -- Book Recycling Partnership -- North Country Library System, was unanimously approved by the Facilities Committee.

5. Resolution No. 2017-12-117 authorizes the establishment of a Mattress Recycling Program in cooperation with the Lewis County Waste Department and authorizes the Executive Director to enter into an agreement with TRIAD Recycling and Energy of Tonawanda, New York, for the purpose of collecting and recycling mattresses. The Authority agrees to assume the cost of the pilot/demonstration program at an amount not to exceed $12,000 during FYE 2017, with funds to be paid from the existing Materials Management recycling reimbursement to the Counties’ funds accounts.

   Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2017-12-117, Materials Management -- Mattress Recycling and Processing -- Lewis County Pilot Program, was unanimously approved by the Facilities Committee.

6. Resolution No. 2017-12-125 authorizes a new capital project for $1,600,000 for NYPA network construction capital project 30617 with the funds transferred from the Telecommunications reserve. The Authority was selected as the vendor to provide services to connect 9 substations. The Authority was awarded the Notice To Proceed and includes an agreement for a 10 year IRU in one segment of the network and a 20 year IRU in the other 2 segments, plus a 20 year service agreement for the services requested in the RFP.

   Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2017-12-125, Telecommunications Network -- Dark Fiber Indefeasible Right-To-Use (IRU) New York Power Authority, was unanimously approved by the Facilities Committee.

   F. Carter, G. Turck, M. Murray, and A. Calligaris entered the meeting.

7. Resolution No. 2017-12-126 authorizes an Operations and Maintenance Service Agreement with the Town of Champion for a new five year term for a total amount of $13,857.

   Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2017-12-126, Water Quality -- Operations and Maintenance Service Agreement -- Town of Champion Water Districts 1 and 3, was unanimously approved by the Facilities Committee.
8. Resolution No. 2017-12-127 authorizes an Operations and Maintenance Service Agreement with the Town of Champion for a term of five years for a total contract amount of $150,667.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2017-12-127, Water Quality – Operations and Maintenance Service Agreement – Town of Champion Water Districts 2 and 4/5, was unanimously approved by the Facilities Committee.

9. Resolution No. 2017-12-128 authorizes an Operations/Maintenance and Administrative Service Agreement with the Route 3 Sewer Facilities Board of Commissioners for a one year term for a total amount of $99,542.55.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2017-12-128, Water Quality – Operations/Maintenance and Administrative Service Agreement – Route 3 Sewer Facilities – Board of Commissioners, was unanimously approved by the Facilities Committee.

10. The meeting adjourned at 10:27 AM.

Respectfully submitted,

[Signature]

Fredrick Carter
Chairman, Facilities Committee