



ADMINISTRATION COMMITTEE

December 11, 2006

PRESENT: James Reilly (Chair), Cris Blanchard, Mary Muller, Nancy Pieri, Philip Ritter, Heidi Fuge

I. REPORT ON BUILDING PROJECT

P. Ritter explained that when UHLS received the final estimate from the contractor for the project (estimate based on the architect's drawings) it was approximately \$3,000 over the amount approved by the Board. Rather than wait for the December meeting, he signed the contract. Discussion. It was decided that, as is typical with construction projects, there might be areas that would go over cost so authorizing an additional \$5,000 would provide a cushion for the project.

REQUIRES BOARD ACTION

MOTION: M. Muller moved to recommend that the Board approve an additional \$5,000 for the construction project for the new tenant. C. Blanchard seconded. Unanimous.

H. Fuge handed out copies of the Lease Agreement as approved by the UHLS attorney and conveyed to the realtors. J. Reilly noted that the dates should be corrected and that a ten-year lease beginning in 2007 would end in 2016 rather than 2017.

II. 2007 ANNUAL MEETING LOCATION AND SPEAKER

H. Fuge reported that the Albany Country Club has been booked for the meeting. Discussion regarding possible speakers. Consensus that H. Fuge should look into the following speakers in priority order:

1. Jack McEneny - has a new book on Albany history
2. Mark Twain impersonator
3. Sister Anne Bryan Smollin

III. NYSERDA ENERGY AUDIT

H. Fuge reported that UHLS has received a written report following the energy audit and we have implemented most of the no-cost or low-cost recommendations. She and P. Ritter will be meeting with the engineer to do an in-depth review of the recommendations. She would like to wait until the construction project has been completed before beginning work on the larger-cost energy recommendations.

4:30 PM Meeting adjourned.