

**Administration Committee Meeting**  
**Monday, November 8, 2004**  
**MINUTES**

**PRESENT:** Nancy Pieri, Rachel Baum, James Reilly, Philip Ritter, Heidi Fuge  
**ABSENT:** Charles Diamond

The meeting was called to order at 4:05 PM by J. Reilly.

**I. HVAC COMPUTER SYSTEM**

H. Fuge distributed proposals for the upgrade to the computer system that controls the heating and air conditioning in the building. She noted that the current system is over ten years old and replacements for the computer parts are no longer easily available. The proposals came from *Technical Building Services (TBS)* and *Eastern Heating and Cooling*. She noted that she had concerns about the responsiveness of TBS and so she called and spoke with the company President. He assured her that the company was very responsive and that she should feel free to contact him with any questions or concerns. J. Reilly noted that Voorheesville used TBS and has been satisfied with their service.

- the TBS proposal, using the Staefa system which is currently in place, cost \$10,500
- the Eastern Heating & Cooling proposal, installing a new system, ranged from \$19,500 to \$23,820 (higher amount included a 3-year maintenance contract)

R. Baum suggested that the TBS proposal should be re-written with a signature from the company President. Discussion. What about upgrades and maintenance? H. Fuge to check into these.

The cost of the project is not included in either the 2004 or 2005 budget. It could be paid from the Building Reserve Account which currently has over \$150,000.

**REQUIRES BOARD ACTION**

**MOTION:** R. Baum moved, provided the information H. Fuge receives from the company is acceptable, to recommend that the Board approve the TBS proposal and pay for the project from the Building Reserve Account. N. Pieri seconded. Unanimous.

**II. GENERATOR**

H. Fuge also introduced the proposal that she solicited from Clune Electric Co. for a generator for the building. Total cost for the project is \$35,000. Consensus not to consider this proposal. However, it will be retained with the idea that it might be a possibility for a grant or funding request.

**III. BUILDING SPACE**

Committee members toured the former Task Force space in the building and discussed options for its use. Consensus that H. Fuge should contact a Real Estate Agency and get an idea on renting part of the space for commercial use. R. Baum recommended Connie Larkin of Larkin Commercial Realty.

Discussion and consensus that the larger area would be useful as a Training space, including videoconferencing, while the smaller area including the front offices, meeting room and hallway could be leased out. P. Ritter noted that CDLC is very interested in a videoconferencing center. It was suggested that P. Ritter obtain a space assessment for a videoconferencing center and consider this is a proposal for a legislative member item.

4:50 PM meeting adjourned.  
Heidi A. Fuge 11/9/04