



ADMINISTRATION COMMITTEE

November 6, 2006

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

VISITORS: Tracy Metzger, Benji Fox (TL Metzger Associates Realty)

I. REPORT FROM REALTORS

T. Metzger and B. Fox reported on a possible new tenant - the New York State Coalition Against Sexual Assault (NYSCASA). They are anxious to move into the space shortly after the beginning of the year. They have requested modifications to the space and these were discussed. An architectural firm has been contacted to complete drawings of the modifications and obtain a building permit. The architect's estimate for services is \$2,800.

T. Metzger noted that NYSCASA is interested in a five-year lease with a five year option. The rate would be \$11 per square foot for the first five years and \$12 per square foot for the next five years.

H. Fuge reported that she spoke with a contractor and his high end, verbal, estimate for the work is \$50,000. That estimate would be modified pending acceptance of the architect's drawings. At this point, the total cost estimate would be approximately \$71,000 which includes the \$18,000 realtor's commission.

Discussion regarding NYSCASA. J. Reilly would like more information on the organization - its history, funding stream and fiscal stability. The Committee members reviewed the space and the proposed changes.

Once the construction work has been completed, the other section of the space would be available for lease.

REQUIRES BOARD ACTION

Consensus to recommend that the Board approve the project and the tenant.

Items to be approved:

- NYSCASA accepted as a tenant
- \$2,800 cost for Architect's work including obtaining a building permit (note: in Architect's proposal: "Our services will not exceed this fee without first receiving your written approval of a revised projected total.")
- Maximum \$50,000 contractor's cost for the revisions
- \$18,000 realtor's commission
- UHLS attorney to draw up lease agreement

II. 2007 ANNUAL MEETING LOCATION

Consensus to hold the 2007 Annual Meeting at the Albany Country Club. H. Fuge to check on availability.

III. REPORT ON GARAGE DOOR REPAIR

P. Ritter reported that the overhead door that had been hit by a car has been repaired and the cost was paid by the woman who did the damage.

IV. PARKING LOT WORK

P. Ritter reported that the parking lot striping, paving and sealing has been re-scheduled for the Spring of 2007.

V. NYSERDA ENERGY AUDIT

MOTION: N. Pieri moved that UHLS should spend \$400 for the NYSERDA energy audit. C. Blanchard seconded. Unanimous.

The money is available in the budget. The audit has been scheduled for Monday, November 13th.

Heidi A. Fuge
11/7/06