



MINUTES

FACILITIES COMMITTEE MEETING

Thursday, March 28, 2019 – 10:15 AM

State Office Building – Conference Room 100, 1st Floor
317 Washington Street, Watertown, New York

The Development Authority of the North Country Facilities Committee met in regular session at the State Office Building, Conference Room 100, 1st Floor, 317 Washington Street, Watertown, New York on Thursday, March 28, 2019 at 10:15 am.

Committee Members Present

Fred Carter, Chairman
James Hollenbeck
Stephen Hunt
Alex MacKinnon
Dennis Mastascusa

Committee Members Absent

Al Calligaris
Brian McGrath

Other Board Members Present

Tom Hefferon
Margaret Murray

Staff Present

Michelle Capone, Director of Regional Development
Carl Farone, Comptroller
Laurie Marr, Director of Communications and Public Affairs
Brian Nutting, Manager, Water Quality
Patricia Pastella, Manager, Materials Management
Jennifer Staples, Director of Information Services
Carrie Tuttle, Director of Engineering
David Wolf, Director of Technology
James Wright, Executive Director
Angela Marra, Executive Assistant
Melissa Durant, Administrative Assistant

Guests

1. Chairman Carter opened the meeting 10:21 AM. F. Carter then turned the meeting over to C. Tuttle.
2. Resolution No. 2019-03-38, standardizes the purchase of certain classes of equipment for use in the Materials Management Division as necessary for construction or operational activities.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-03-38, Standardizing Upon Certain Equipment for Use in Relation to the Materials Management Division, was unanimously approved by the Facilities Committee.

3. Resolution No. 2019-03-39, standardizes the purchase of certain classes of information technology and telecommunications equipment for use in the OATN as necessary for construction and operational activities.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2019-03-39, Standardizing Upon Certain Equipment for Use in Relation to the Open Access Telecommunications Network, was unanimously approved by the Facilities Committee.

4. Resolution No. 2019-03-40, standardizes the purchase of certain classes of equipment for use in the Water Quality Management Division as necessary for construction or operational activities.

Upon a motion by J. Hollenbeck, and seconded by D. Mastascusa, Resolution No. 2019-03-40, Standardizing Upon Certain Equipment for Use in Relation to the Water Quality Management Division, was unanimously approved by the Facilities Committee.

5. Resolution No. 2019-03-41, approves the Technical Services Agreement between the Authority and the Town of DeKalb, for a total not to exceed contract amount of \$5,000. Furthermore, this resolution authorizes the Executive Director to execute said agreement.

C. Tuttle stated that this resolution is a new technical services agreement with the Town of Dekalb. The town received notification from DEC that they are going to be required to disinfect their wastewater, which they do not currently do. This technical services agreement would allow the Authority to help the town do a request for proposal process to hire an engineer to develop an engineering report, which will be necessary to determine how they are going to meet the new DEC requirements. The Authority will also assist them in securing funding to pay for that study.

Upon a motion by A. MacKinnon, and seconded by D. Mastascusa, Resolution No. 2019-03-41, Authorizing Technical Services Agreement, Town of Dekalb, was unanimously approved by the Facilities Committee.

6. Resolution No. 2019-03-45, approves the Technical Services Agreement between the Authority and the Village of Alexandria Bay for a total not to exceed amount of \$5,500. Furthermore, this resolution authorizes the Executive Director to execute said agreement.

C. Tuttle stated this resolution is a new agreement with the Village of Alex Bay. At the February Board meeting there was a similar resolution to assist the village with their Church Street water project. This project is specific to their water treatment and storage facilities. The Authority would be doing a request for proposal process and assisting them with securing funding to pay for that study.

Upon a motion by D. Mastascusa, and seconded by J. Hollenbeck, Resolution No. 2019-03-45, Authorizing Technical Services Agreement, Village of Alexandria Bay, Water System Improvement Project, was unanimously approved by the Facilities Committee.

The meeting adjourned at 10:25 AM.

Respectfully submitted,


Fredrick Carter
Chairman, Facilities Committee