

A special meeting of the Town Board of the Town of Moreau was held on August 18, 2011 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York, for the purpose of a presentation of preliminary plans for the municipal building complex.

Supervisor Jenkins called the meeting to order at 7:00 p.m.

**Town Board Members Present:**

Tom Cumm	Councilman
Bob Prendergast	Councilman
Gina LeClair	Councilwoman
Todd Kusnierz	Councilman
Preston Jenkins	Supervisor

**Town Board Members Absent:**

None

**Also Present:** Leeann McCabe, Deputy Town Clerk; Jeff McCabe, Town Justice; David Taube, Post Star Reporter, Garry Robinson Consulting Engineer; Keith Leal, Leal Construction Management; Steve Rowland, Butler Rowland Mays Architects; Village Resident Harry Gutheil arrived after the meeting had started and other guests.

Supervisor Jenkins welcomed everyone to the meeting and asked everyone to turn off or put on vibrate all electronic communication devices.

Supervisor Jenkins introduced Keith Leal, from Leal Construction Management to begin the presentation.

Mr. Leal stated that their company was charged with putting together a program for a new municipal office complex. He explained what the agenda would be for the presentation. He started by giving a brief overview of how they gathered information to get to this point. They came into the existing Town Hall and Court Buildings and took measurements. Department heads were given a questionnaire and after completion met with Leal Construction to go over the information. After that they took several of the stake holders on a walking tour through several other municipal complexes in Saratoga County. After input from the Building Committee and stake holders they came up with a conceptual spot and then started to work on the layout of the interior of the building. They knew that things would have to be tweaked several times and have gone through four or five iterations of minor tweaks. He stated that they now have a program to show the Town Board. He then turned the meeting over to Garry Robinson to explain the Site Plan.

Mr. Robinson proceeded to give his presentation of the Site Plan. He showed plans that had the old Jehovah Witness building that the Town currently owns along with the layout of the parking and septic for that building. After meetings with Department Heads and the building committee, it was decided that the old Jehovah Witness building wouldn't be useful for the site but may be useful to someone else. He then proceeded to show the layout of the proposed new Municipal Complex. Keith Leal stated that they had looked at the possibility of using the present Town Hall Building for the Town Court. The court would need to use both floors. It would be more economical to build brand new than to try to renovate for their purposes.

Councilman Prendergast stated that the Town Court is the issue. Previous Town Boards discussed the conditions of the present Court and looked beyond the 197 building and the Town Hall building, all over the Town to see if there were buildings that would retrofit the Town Court and they didn't find any.

Steve Rowland stated that when they explored the existing buildings (197 and Town Hall) in either condition, once they reach a certain threshold in the state code, that triggers compliance with all the code provisions, that's where economics starts to fall apart; because of the amount of renovation and things you would have to do in order to accommodate the uses. He proceeded to explain the charts he would be

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showing. Councilman Kusnierz asked if he had hard copies of the documents he would be showing. Mr. Rowland stated he would get copies to the Town Board. He then proceeded to show the difference in square footage between the existing buildings compared to the proposed new building. The proposed total square footage will be 11,658. Mr. Rowland then described the layout of the offices and facilities. The concern from most everyone when touring the other municipal buildings was the separation between public and employees. The offices for the proposed Town Complex all have windows to handle business. No one from the public can enter the offices without being invited in. After the conclusion of Mr. Rowland's presentation, Keith Leal asked the Board for any questions or comments they may have.

Councilwoman LeClair stated that she likes where this has landed. She had some questions earlier in the week and spoke with Tom. He answered most of her questions. Councilwoman LeClair then asked the Deputy Town Clerk if she had questions that the Town Clerk had raised. The Deputy Town Clerk stated that the Town Clerk had questioned the exit doors that are in the plans for some of the other departments and asked that if the doors are for safety issues, she felt she should have one as well. The Town Clerk also feels that the restrooms for the public are too far away from the main entrance. There was discussion about possibly letting the general public use the employee restrooms with permission or making a co-ed bathroom for one and a co-ed for the public.

Judge McCabe asked if the new complex will be holding a Sheriff's sub-station. The answer was no. In the plans, where it shows "Sheriff" is actually just a holding room that all law enforcement agencies will be using for arraignments. Judge McCabe asked if that space can be swapped with rooms that are at the other end of the complex for safety and privacy issues. His other concern was that having a shared Court Room/Board Room, the Judge's wouldn't have access to the Court Room to do arraignments and such if a Town Board Meeting is in session. They are forbidden by the Office of Court Administration to hold arraignments in chambers. They also have electronic devices they use to record everything in the Court Room. These devices would have to be moved to do an arraignment elsewhere. They also have other electronics that are given by the Office of Court administration such as copiers and faxes that are not intended to be used by anyone other than the Court. He suggested that they have a locking storage area where the common area will be, so they can secure their electronic devices when not in use.

Councilman Prendergast asked if we are talking about eliminating the Sheriff's sub-station. We have an agency that is willing to park officers in our Town if we just give them space. It makes no sense to him whatsoever to not offer them the space. There are other Towns that would gladly take them. Steve Rowland stated that they could work with the Town to change the plans to add the Sheriff's department, but that isn't what they were charged with. Keith Leal stated that they are there to serve us and they feel they came up with what we wanted. If there are any changes to that, they'd be happy to put them in.

Supervisor Jenkins stated that he would contact the Sheriff and have him look at space we would have available at the Highway Garage and the Jehovah Witness building. Basically they'll have to factor in whether the Sheriff wants to move his sub-station from Gansevoort to Moreau. The last he knew, there wasn't much interest there. Councilman Prendergast stated that he was only talking about what we have here now. Councilwoman LeClair stated that it makes sense. If the Village ever did away with their police department, we would have a police presence here in the community already. Councilman Prendergast stated that you're going to see consolidations in police agencies because of the costs. He stated that someday you'll see a County wide police department.

Harry Gutheil asked some questions that had already been discussed before he entered the meeting. He also asked if anyone knew what the cost of the building would be. Keith Leal stated that it would be part of the complete package that they will turn over to the Board. It will have a conceptual cost range based on historical averages and Meads Construction manual. Depending on the materials used and the market, they're looking at between \$200.00 to \$260.00/square foot. Councilman Cumm asked what the soft costs of the building would be. At \$200.00/square foot we're talking \$2,352,000.00 and we have 2.6 million to play with. Keith Leal stated approximately 15% of the construction cost. Councilman Cumm stated that puts us at about 2.7 million, which is about \$100,000 over. Keith stated that we're one step ahead of a

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napkin sketch; we can't give an exact price right now. You may have to have some bid alternates like you did with the highway garage.

Councilman Kusnierz had some comments on the layout as proposed. He heard several times that the employees or elected officials don't want to be caught up with the public. He wasn't sure where the directive came from to put exterior doors from several offices. He stated that he has very strong feelings about that. The reason for this project is to serve our public better. He has some suggestions that might be able to shave a bit of the cost off. He's completely opposed to each department head having their own entrance into the building. He thinks it's completely unnecessary. The other issue is separate bathrooms for the staff versus the public. He thinks that is completely unnecessary as well. He works in a modern building in Albany where there's one bathroom for an entire floor. He understands that for efficiency, that if you're going to be shutting off part of the building to the public when court is in session or arraignments. He would like to see that work better so that those bathrooms are accessible and so we don't need to have staff or individual bathrooms. He also stated that for the public to stand at a window in a common area isn't private. He's seen in other facilities areas where you can go in and talk with the Clerk or the Assessor. He felt that the room that is set aside for a future comptroller could be used for this purpose.

There was more discussion on security issues in the Town Court portion of the building and how to remedy these issues.

Supervisor Jenkins stated that nothing is written in stone. Changes can be made. He stated that the Sheriff's Department could possibly go into the old Jehovah Witness building. There's plenty of room and the modifications wouldn't be that much to do. The Town Board would have to look at that from a budget stand point because the Sheriff would most likely ask the Town to pay the utilities. Councilman Cumm stated that there are a lot of structural deficiencies in that building. Steve Rowland stated that there are building envelope issues. Structurally they didn't see anything alarming. From a building envelope stand point, there are issues. The brick down low is a veneer brick and as far as they can tell, there are no veneer ties holding that brick to the building. You can see where they're separated. Also behind the siding and behind the brick, there's no weather barrier. That's the biggest contributor to the mold issue. They put vapor barriers in the basement inside the walls and it is actually trapping the water. So there is a lot of building envelope issues that need to be addressed to help alleviate that mold and moisture problem.

Councilwoman LeClair asked that if we are looking for space for the Sheriff's Department, she would like the present Town Hall Building looked at. **She thought the 197 building would be a nice area to use as a community room that the public could use for large gatherings or meetings. She would like to enter into discussions with the Town Board on this before they make any decisions on the use of any buildings.** Supervisor Jenkins stated that he would have someone from the Sheriff's Department look at the Highway Garage, the Jehovah Witness Building and the present Town Hall Building. Supervisor Jenkins didn't think they would be interested in the present Town Hall building due to the traffic. Councilman Cumm stated that the Village Police Department is right up the street. **[Amended 9/27/11 jf]**

Councilman Prendergast stated that there's a lot of money at stake here and the tax payers expect us to spend it wisely. Along with shared Government services, shared use of the building is something the taxpayers would want.

Councilwoman LeClair stated that one of the things she liked when touring the other Town Hall buildings was that they had display cases and she wondered if there will be spaces for something like that. Steve Rowland stated that there would be. She also stated that they had talked about a small park area to honor our Veterans and military. There was a concern of where to locate it, keeping in mind future growth. Is there space to put this somewhere where it won't be disturbed? Garry Robinson stated that there would be space.

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Supervisor Jenkins stated that the Town Board will take some time to look everything over and then will decide whether to go out to RFP's or work with the people we're already working with.

A motion was made by Councilman Cumm and seconded by Councilwoman LeClair to adjourn the meeting at 8:46 p.m.

Roll call vote resulted as follows:

Councilman Cumm	Yes
Councilman Prendergast	Yes
Councilwoman LeClair	Yes
Councilman Kusnierz	Yes
Supervisor Jenkins	Yes

Meeting adjourned.

Respectfully submitted,

Leeann McCabe  
Deputy Town Clerk