Buildings and Facilities Task Force
Tuesday, September 8, 2026 - 9:00 am

Chris Clark - Chairman

Supervisor Clark called this task force to order at 9:00 am with the following in attendance: Chris Clark, Mary Lamphear, Tracie McGill, Clayton Menser, Cathy Reusser, Matt Stanley, Davina Thurston, Meg Wood, Ike Tyler, Mike Mascarenas and Jim Dougan.

Also present: Dina Garvey and Andrew Stanley.

CLARK: We will call this meeting to order.

STANLEY, ANDREW: I am going to go through the facilities. Obviously, we have a lot going on out here.

TYLER: That is looking nice.

STANLEY, ANDREW: Yeah, they're coming together. They're about 75% complete, maybe a little more. They will be about 100% complete by the end of the week. They have just a little touch up, clean up stuff on Monday, but they're looking like they're going to be out of there, everything graded and ready for us to pave, hopefully this week.

MASCARENAS: Yeah, Andrew, when you say complete, can you tell them what the project is? Because that's phase of it, but it's not going to be a 100% complete in terms of the entire project, but this section of it.

STANLEY, ANDREW: So, this particular phase, right here is the parking, paver bricks and sidewalks on that rear part of the building. Just kind of clean it up so we can utilize that space instead of it being like it was. So, what's just this portion, we have a few other portions associated with this building. We have the roof structure over the back, which is over that pad that's connected to the rear end of the building and a few other spaces inside that are going to get updated.

MASCARENAS: And the blacktop.

STANLEY, ANDREW: Yup, blacktop.

MASCARENAS: We're doing it.

STANLEY, ANDREW: So, once the concrete is done, they'll fine grade the gray area for asphalt. Once that's complete, DPW will do the paving. We're hoping that it's done by the 14th.

And then once that's all completed, we'll get Con Tech done on that roof structure. Materials have been advertised; the bids are due the 15th and once we have the materials here then we'll get them onsite. I don't think it should take more than probably a couple of weeks for them to complete that. It should be pretty quick.
So, it's all moving pretty quick now, hopefully we're all together by snow.
The good news with that though, even the weather hits us early, Con Tech is just in Peru, so all the concrete work is done, this type of work can be piecemealed together, weather depending.

DOUGAN: Con Tech is making it waterproof, so they're building the structure and putting the roof materials on it and tying back into the brick with flashing, but the lights underneath and the pine ceiling underneath is all going to be done by Buildings and Grounds, once it's watertight.

STANLEY, ANDREW: So, first and second floor remodel, demolition of both flooring and select walls has been completed in both areas. Right now, we're just working with the scheduling Con Tech. They have a job in Peru, they are from outside the area, they're like the Massena area, so trying to get some schedules pushed together on all these projects so that way they don't have to come back down 10x, they can kind of setup and go after it all in one shot.

DOUGAN: The flooring for both of those areas is awarded, and the materials are on order. Most of our building materials we're providing and like sheetrock and the majority of the studs and things are already here. We still have to buy the finished carpentry for the upstairs, the doors, the trim and the countertop that goes up there, but most of the raw materials are already here waiting for the contractor.

STANLEY, ANDREW: A few other miscellaneous projects; Transportation Facility, we're waiting for a proposal from MJ Engineering on the design of that facility. Once we receive that we'll probably have to get clearance from DOT and then we can proceed.

DOUGAN: I will be bringing resolutions; Doreen will be bringing resolutions from her committee to award them and to accept the funding.

STANLEY, ANDREW: Frontier Town; we're still waiting concurrence from Restore NY on that engineer's recommendation. The last I talked to Anna last week, I don't believe we heard anything from them.

STANLEY, MATT: That's on the chapel building, correct?

STANLEY, ANDREW: Yeah, the overall recommendation, which our main concern was the chapel building.

MASCARENAS: That's Empire State Development, right?

DOUGAN: We do have said plans, already for the other work. They aren't, they're like 60% set of plans. They've moved forward with everything else so that once we get concurrence, we'll try and finalize that and go to construction, you know go to bid at least.

MASCARENAS: Andrew, if you get me the dates you sent things, I will reach out to Steve, and he'll get it, he will get us an answer.

STANLEY, ANDREW: Okay, from what I heard from Anna, it's kind of like Groundhogs Day with them, you ask them a question, and they just have the same answer.
Real property; the painting has been completed; D&D Floor Covering is scheduled to come on the 24th of this month to put the carpet in.

DOUGAN: So, that's the big room upstairs for Real Property, and so the two employees that are up there are going to move downstairs temporarily, where Purchasing once was so that we can move all the furniture around, demo the carpet and but the new sub down. So, they will probably be down here for about a week, maybe 10 days and then we'll move them back up and then we'll be doing the same thing with the County Attorney's office. That carpet has also been ordered, that one does have us building a few walls.

STANLEY, MATT: Is there any asbestos in there?

DOUGAN: Not in those areas.

STANLEY, ANDREW: That schedule is a little tighter, we're not going to schedule contact until we know that D&D is ready to go, just so once their work is complete, D&D can come in, finish that area right up. We don't want to wait on that one, as far as no carpet in that area. D&D has been awarded, so the carpet should be on order, but that has been taking 4-6 weeks, at least.
Public Health Clinic Room; I believe we're ready to go other than I don't have materials yet from D&D, so once those materials are received then we can schedule that area to get LVT.

DOUGAN: Yeah, Buildings and Grounds is doing all the painting and drywall repairs. It's mostly what it is, but that room is where the vaccines were housed and so Public Health removed stuff a couple of weeks ago and moved it up to their secondary location at the Public Safety Building as a training session, moved it up and starting Monday or next week, we're going to go in, Buildings and Grounds, are going to do all the drywall repairs and painting, the flooring removal, so it's ready as soon as your materials come in from the contractor.

STANLEY, ANDREW: Yeah, we also have the two bathrooms in the old section. We've have LOA for Con Tech to remodel those. I believe that was all through a grant that Public Health received.

DOUGAN: Yup, Linda Beers got a $147,000 grant from these things, so we've got three different bathrooms that are getting remodeled and updated and we're also doing some HVAC improvements for controls for her and replacing the front stairs with the $147,000 that she got through a grant.

TYLER: Was it a 100% grant?

DOUGAN: Yup, 100% grant.

STANLEY, ANDREW: And the last one I have is, if you see these pictures here, is the new Purchasing area, which is where Personnel formally was. The area was all touched up, carpet was installed 2-weeks ago, and the employees have been moved into that area.

DOUGAN: We utilized some student trainees who helped us get, do a lot of the painting and they put the pine on the walls and so a lot of that work was, other than the contracted work for the flooring, a lot of that work was actually done by those trainees and a little bit of muscle from Mike and from Dan moving stuff around.

MASCARENAS: All of us, right. Jim came in on the weekend and did the shelving, what was that Sunday?

DOUGAN: It was a Sunday.

MASCARENAS: But it got done.

DOUGAN: You guys put up with me once a week, can you imagine my wife? The more I am away from the house, the happier she is. Actually, she came and helped me.

STANLEY, ANDREW: That is all I had.

DOUGAN: Yeah, I think that's all we've got. I can tell you the specs are almost done for that, major rooftop equipment at the Public Safety Building. And Hugh and Jed went and visited a couple places to see the kind of equipment that we were specifying and non-proprietary controls, aluminum exterior housing, so hopefully we will have the ability to just change components in the future instead of full rooftop units with what they're trying to do.

CLARK: Have we ever found anybody that can load test the generator up at the Public Safety Building?

DOUGAN: Yes

CLARK: We did?

DOUGAN: We did. We load tested that about a year ago. We should be testing it more, you know Clayton talked about us trying to work through Federal surplus to see if we can actually get one, get a unit. Haven't done that yet, but a lot of our generators need that load testing every year, because of what they're supporting. This building not so much, it's not required but as you get to our emergency communications system you need more of that.

MENSER: Some information, I contacted a retired colonel about, if it has military surplus and it's going to a municipality, such as a county it would be free.

DOUGAN: Yeah, we've done some of that in the past. I don't know if I have people qualified to operate it, that's why I haven't pulled the trigger at even looking into it.

MENSER: The training for it takes about a week. The one that I had gone through 50 years ago.

REUSSER: Would we not be held to similar standards as residential where there would need to be monthly testing for insurance purposes?

DOUGAN: All of our stuff, like these generators out here, they come on automatically and so that's mostly just firing the generator, that's not a switch over. Quarterly or twice a year, I got to double check, our guys will do a swap on these buildings to make sure that not only is the generator coming on, but it's actually creating power properly and transferring it. It's great if it comes on, but if it doesn't create power, it doesn't do much for you.

MENSER: It's a whole different story between, it starting up and running and whether it can contain a load.

MASCARENAS: Right.

DOUGAN: We're looking at some more phase protection equipment to go, like in the courthouse. We've lost a couple of compressors and units lately, that it seems to be, because the power coming into us has lost a single leg at times and so we're trying to put more conditioning equipment in, however we don't want it to be too touchy that it turns stuff off. We want it to protect the equipment, but it might be okay if it goes a generator, just not sure if we will be running the generator all the time.

THURSTON: Are we done talking about generators, because I don't want to interrupt? So, I just wanted to ask about the Old Cornell Building that we talked about using for records, what's going on with that?

DOUGAN: I am carrying in the budget a roof replacement. We did get drawings for both adding ventilation, insulation and replacing the roof. So, I'm carrying that in our budget request due tomorrow, and I haven't gone any further in the inside, otherwise. Trying to salvage it from damage, first.

MASCARENAS: Yeah, so a better answer to that a little bit, your suggestion is what our plan is.

THURSTON: Okay

MASCARENAS: In terms of utilizing that structure of records long term. The Fish Hatchery closure is kind of part of that plan. Right now, we met with Ag Society last week, Chris and Ike and Mr. Stanley came as well. So, there's some things going on there with how we might change how work's done over there. There's nothing concrete; we're still kind of negotiating that contract, which will kind of determine on what we put over there in terms of help. Our guy that was over there just retired. So, we're looking to fill that spot to be quite honest, from May to about this time of year, about all you can do over there is mow the lawn and weed whack. It's such a large area by the time you get done with that you start over, but we may have that kind of worked out, but still not certain. Would you say that's the case?

TYLER: Yeah, I just want to throw out there, and I am remiss in bringing it up, I've had a group in Westport approach me about possibly using a part of that building for a visitor's center, heritage house. We lost ours in Westport and my Town Hall is getting packed with historical stuff and just curious if the County would be interested in renting a section of that off for that? So, I am just throwing it out there.

MASCARENAS: Yeah, I don't know their specific request in terms of space, what they need?

TYLER: No, they don't. They just asked if it could be available.

MASCARENAS: Yeah, because right now the Fair's using that outer, the front section for the Fair Office. The other section is where we kind of planned on doing the records, so we could get out of doing rentals ourselves and have some control over that long term. But we can absolutely hear what their space needs are, I think that's fine. But there's more to come on the fair and the final plan on how we're going to staff that and appropriately address the long term maintenance.

CLARK: Well, the priority of that is and Jim has already got it going on, is we can't do anything there until we get a roof on it. Apparently, you found out, what a week ago, there's leakage.

DOUGAN: Yeah, there's a leak and we did go look at it. It's coming out of that dormer that we expected. So, the guys were doing some temporary repairs the other day, but I've got the lift over there and get on the roof.

REUSSER: I was away when the Fair went on, but the positive chatter about the quality of it this year was very nice to come back and listen to.

MASCARENAS: Great

STANLEY, MATT: Jim, with the old building, did we, I know one of the questions about record retention there is about the structural load of that floor of being able to carry records upstairs, did that get answered? Or is it something that we need to investigate once the roof is done?

DOUGAN: I think we still got to investigate that. There is some pretty heavy steel beams that nobody's analyzed. The same thing with down below, there's a lot of interior piers that are

supporting the floor system. So, we've got to do actual analysis on it to know exactly how many we can put in there that has not been done yet to know how many records we can fill that space with.

THURSTON: I want to also throw out that there are some pretty substantial records management grants. So, once the building is up to par, we could possibly look at applying for a record management grant for, obviously not all of it.

WOOD: There is a waiting period, getting the actual work undertaken.

THURSTON: But it's worth, I think, applying for.

WOOD: Yeah

STANLEY, MATT: And it's quite amazing how much work you guys can do when you're not building a building. Seeing all the projects that you went through today. It's pretty impressive work you guys can get done. So, hats off to Jim, and your team.

DOUGAN: Thank you for giving people like Andrew and Hugh and those guys, because that's really who carries much of this, I am just a figure head in front of you guys.

WOOD: At the risk of showing how I don't retain information so much anymore. Whatever happened with the stage? We were talking and talking and then either it came and it's done or?

MASCARENAS: People have been using it for a very long time. The Fair just used it for the week. It was in North Elba two weeks ago. It was in Moriah over the weekend for Labor Day. Do you have anything for a fall schedule?

DOUGAN: No, the last event was Matt's for Labor Day and then there was one other one earlier in the year and I forget what that was.

REUSSER: Would that be available to outside folks?

MASCARENAS: No

REUSSER: If I wanted it for an event here in Elizabethtown?

MASCARENAS: If you tell me, you want it for an event and you're dealing with it, absolutely. But to deal with outside agencies and/or personal is a whole different ball game when you're getting into insurance and that kind of stuff.

DOUGAN: The Best Fourth in the North was the other one.

MASCARENAS: Yup, the Best Fourth in the North was one.

MENSER; How big a stage?

MASCARENAS: It's big, it's nice, it's professional, I don't know…

DOUGAN: Around 20' long, and once it opens up, it's getting real close to square.

CLARK: Yeah, really close to square.

MASCARENAS: Yeah, it's nice, it's a professional style stand, you can set speakers on it.

CLARK: The first it was used, it was in Minerva, wasn't it?

MASCARENAS: Yup, we'll deliver it, we'll pick it up. There's a small fee for municipalities to do that.

MENSER: Because Crown Point bought one, it's probably 20x16 or 24x16.

MASCARENAS: Yup, I'll show you. It's got a roof structure.

REUSSER: It's really nice.

MASCARENAS: It's very nice and we're just hoping that it will last. We'll see the maintenance schedule and how that works, but it's a nice tool for communities.

CLARK: Well, with trained people it will last. If you get anybody that doesn't know what they're doing it will be a pain.

MASCARENAS: That's always the risk, that's why I want to deal with municipalities.

DOUGAN: The people we trained, one retired and the other one is leaving. So, we trained 4 and 2 are gone.

CLARK: I watched the very setup over there in Minerva; it was pretty impressive.

DOUGAN: Yeah, the company does good job with the training.

CLARK: Oh, yeah

DOUGAN: But they're subject to wind. So, we have to inspect it every day. We have to inspect it. If it's a weekend event, I've got to bring people in Saturday and Sunday just to inspect it, just to take it back down on Monday.

MASCARENAS: Make sure it's level, all those things.

MENSER: We strap ours down.

CLARK: We have anything else?

DOUGAN: No, I think we were quick. There are a number of other projects that are moving right now that are still ongoing. There's a lot of moving parts and we're starting to put together quite a few requests from other departments for budget and so we'll bring some of those and we've got a couple of things that we'll bring near budget time that maybe alternates to projects. This is, what we did downstairs and moving people next door provided us with swing space which means I can move some people out of a department to do the requested renovations. The disruption is what makes it really tough sometimes.

CLARK: That first area going into yours, that suggested that you have that being our little conference room would be nice. It's big.

MASCARENAS: Yeah

CLARK: It would be in the future.

MASCARENAS: I am thinking long term to have those conversations and utilize it for a training room and we lack that here, pretty significantly. This room is even difficult at times, to even hold a budget or a meeting like this isn't easy.

DOUGAN: And that spot back right there backs up to the other hallway.

CLARK: We can knock that out there.

DOUGAN: There's a lot we can do.

REUSSER: It used to be an exterior wall, right?

MASCARENAS: Used to be a hall.

DOUGAN: This right here was an exterior wall, but that was a hallway to Social Services and that other bathroom.

CLARK: Goes right out that front door.

MASCARENAS: The entrance with the ramp is other there, too. It's really the only handicapped ramp coming on the front of the building, which you can't really get anywhere once you get in that hallway.

CLARK: Well, if we have nothing else, why don't we adjourn. Thank you.

AS THERE WAS NO FURTHER BUSINESS TO COME BEFORE THIS BUILDING AND FACILITIES TASK FORCE, IT WAS ADJOURNED AT 9:58 AM

Respectively Submitted,

Dina Garvey, Deputy Clerk
Board of Supervisors