

**TOWN OF WESTERLO
TOWN BOARD
BUILDING COMMITTEE MEETING
OF
TUESDAY, JANUARY 19, 2016**

The Town of Westerlo Town Board held a Building Committee meeting on Jan. 19, 2016. The purpose of the meeting was to discuss with Delaware Engineering a second proposal regarding renovations/replacement of buildings, the Town Hall located at 933 CR 401, Westerlo and the Town Highway Garage located at 671 CR 401, Westerlo. The meeting was advertised in the Altamont Enterprise, posted on Town Sign Board and posted on the town website. Supervisor Rapp called the meeting to order at 7:08 PM with the Pledge of Allegiance.

Attending were: Supervisor Richard H. Rapp
Councilman William F. Bichteman Jr.
Councilwoman Amie L. Burnside
Councilman Theodore S. Lounsbury III
Councilman Anthony W. Sherman

Also attending were: Town Attorney Aline D. Galagy, Deputy Supervisor/Code Enforcement Officer (CEO) Edwin H. Lawson, Delaware Engineering (DE); Fred Grober & Brad Burgett, Highway Superintendent Keith Wright Sr., Deputy Highway Superintendent Jody Ostrander, Town Clerk Kathleen Spinnato and approximately eleven residents.

Councilman Bichteman advised the public is invited to attend but there would be no public comment during this meeting. The Town Board/Building Committee reviewed the problems facing the committee in regards to Town Hall building. Councilman Bichteman reviewed remaining Grant monies received from Dormitory Authority that may still be available which were allocated for specific tasks. The committee reviewed items that require attention: asbestos abatement, antiquated heating system & boiler, ADA compliance, consolidation of services; State Police, Court, Records Storage, insulation of walls, floors and ceilings, electrical wiring & communication upgrades, rejuvenate building exterior, parking, traffic flow. At present the building condition continues to decline and the structure cannot be maintained or improvements made to provide the public with a centralized and functional Town government building without a sizable capital expenditure.

The Town Board/Building Committee then reviewed the Highway Garage and Office Building Annexes and the condition. The annex offices currently house the Westerlo Town Court, State Police satellite station, and serve as depository for both Court and Town records. The garage building annex and surrounding heated storage structures are virtually uninsulated. The garage is heated with a series of waste oil & oil furnaces which are costly and inefficient. The offices annex has electric heat which is costly. The roof system has been repaired several times and until recently has been leaking to the detriment of the walls, ceilings and electrical fixtures. The Garage is undersized and cannot meet the requirements of the Town of Westerlo Highway Dept. The recent Emergency repair to the roof section came with a 3 year warranty with expectations it should last longer.

The committee discussed improvements, priorities and urgency of garage vs. town hall. Councilman Lounsbury believed the Town Hall should be renovated first followed by the garage suggesting any decisions to formulate a plan should be made at a regular Town Board meeting. A timeline was reviewed with major or minor repairs being proposed either in segmented phases or entirety. Code Enforcement Officer Edwin Lawson commented on the Dormitory Authority grant, the heating system, lowering of ceilings, electrical, lighting and a possibility of additional testing for asbestos if necessary. Several types of insulation methods were discussed. The committee reviewed necessities and or improvements needed at the Highway Garage and the possibility of potential demolition of the

highway garage building being done by the Town. Drilling of a new well outside the Garage building was discussed. Councilwoman Burnside inquired about the order of steps needed in achieving the project(s). Fred Grober informed her of reaching a budget to work with from a construction standpoint. Attorney Galgay informed her of scope of work, design, funding, resolutions, contracts, bidding, RFP's, and prevailing wages. She also advised the proposed project(s) may be completed as one large project, several projects, or in phases. Councilman Bichteman and Sherman reviewed with Councilwoman Burnside the previous history of meetings and events which lead the Town Board from the discussion of renovation to proposed replacement of the Garage.

Councilman Bichteman reviewed his thoughts on Town Hall renovation and the need to address asbestos abatement first. The Town will need to allocate monies for asbestos abatement and the heating system which were included in the previous Dormitory Authority Grant to receive reimbursement of remaining funds. He reviewed his thought of combining interior renovations for insulation, windows/doors, electrical/plumbing and partitions and finishes as one phase of renovation. Building Exterior; brick, soffits, paint, etc. as another phase. Lastly, site work; parking, paving and drives.

Code Enforcement Officer (CEO) Edwin Lawson commented the cost of asbestos abatement would deplete grant funds, more dollars may be needed. He also advised the Dormitory Authority will need to receive correspondence from the Town to identify the direction the Town intends to take. Discussion followed regarding the potential of testing for asbestos, Bond Anticipation Notes, the extent of interior renovations to walls, and scope of work. Delaware Engineering advised of a process in which insulation can be injected through an opening in wall with minimum disturbance.

Potential of any additional Grant Funding was briefly reviewed. Mr. Grober indicated most are based on avg. income eligibility and the Town may not be eligible.

The committee reviewed the option of repairing the garage indicating this was previously looked into with RFP's coming in much higher than anticipated. Feasibility of partial renovations, longevity, financing, and energy costs were reviewed. CEO Ed Lawson advised the heating and insulation were never addressed in the prior proposal for renovation of the highway garage and the current structure does not meet the needs of the Highway Department.

The committee reviewed options of demolishing and replacing the highway garage; to utilize or modify DE's design, analyze space requirements, consider multi-year phase construction, whether or not to reduce building size, whether to eliminate a truck bay, potential demolition of office annex portion of garage, elimination of radiant floor heating and the possible elimination of standing seam roof. Mr. Grober advised that radiant flooring was never included in original plans, a hot air system was provided.

On Town Hall renovations Councilman Bichteman advised that there was never any additional fluff or fancy finishes or fancy floorings included. CEO Lawson advised of the amount of time needed for removal of flooring.

Councilman Bichteman advised the grant questionnaire needs to be completed and returned to the Dormitory Authority in a timely manner. He discussed the need for additional monies which may be needed for asbestos abatement and how to fund that cost as a possible BAN. Councilman Sherman advised the Town will need to address asbestos abatement first. He commented on whether or not windows might be replaced. This may determine whether the method of injecting foam insulation may be an option with less disturbance and maintaining character of building. Brad Burgett did not believe any windows were to be replaced, only the State Police would require the installation of a window during renovation. Doors do need to be replaced. There are many insulation manufacturers however, Brad Burgett advised the type of insulation typically used is called Core Fill 500, which expands to fill spaces. Mr. Grober was asked about the brick work. He reported on the need to replace some brick mostly on the back of the building, pointing, cleaning, and sealing to keep out moisture to preserve brick. Replacement of brick and pointing are labor intensive and the most costly portion of the brick project.

Attorney Galgay reviewed the financing options. If done as one major project with an extended term length, the monies would not be taken out all at once and could be done as a one year BAN with a one year BAN rate renewing until able to phase over. A project financed over a period of greater than 5 yrs is subject to Permissive Referendum. She reviewed current loan terms and interest rates: 10 yr @ 3.15%, 15 yr @ 3.75% and 20 yr @ 4.25% interest repayment rate. In looking at a 1 year borrowing, the rate is at 1.3%. If a project is done in two phases and the repayment is 5 yrs. or less, it is **not** subject to Permissive Referendum. A current 5 yr. rate is 2.4%. The Town Board must also keep in mind tax rates and whether or not the Town goes above the 2% Tax Cap. If the Town has unused credits from a previous year, those credits can be applied towards next year. This would allow the Town to pass a budget to go above the 2% Tax Cap, by whatever the percentage may be for the previous year's unused credits, without the need to pass a local law to override the tax cap. The Board would need to pass a local law if exceeding the 2% tax cap. If done as one large project it would be more cost efficient. Discussion continued on financing and budgeting between the Committee/Board, Attorney Galgay and Delaware Engineering.

Aline reviewed RFP resolution with the committee.

The Committee discussed the immediate need for removal of asbestos in order to move forward with the renovation of Town Hall and the need to bid this as a project.

The Committee briefly discussed the budgeted amount of \$20,000 for repair of the boiler.

Mr. Grober advised of the need to address a possible concern of additional asbestos in the plaster walls with a determination by a qualified firm.

The Committee will need to lay out a plan of what should be addressed and the effect on taxes.

The Building Committee scheduled another meeting for Thursday, January 28, 2016 at 7:00 PM pending advertisement. In case the ad could not be placed in time, the Building Committee chose an alternate date of Thursday, February 4th at 7:00 PM.

There being no further discussion, Supervisor Rapp made a motion to close the meeting, second by Councilman Bichteman, motion carried all in favor. Meeting adjourned at 9:00 PM.

Respectfully submitted,

Kathleen Spinnato
Town Clerk