

**FOOD BANK OF THE SOUTHERN TIER
AD HOC FACILITIES COMMITTEE MEETING
April 12, 2023
11:00-12:00 PM**

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1) Welcome	Mary Pat Dolan		2
2) Approve March 10, 2023 Minutes	Mary Pat Dolan	Approve	2
3) Review Facilities Project Spreadsheet & Progress <ul style="list-style-type: none">• Lighting• West Wing layout and construction options	Dave Patterson	Discuss	15
4) Bid process What's in a bid package, identify vendors, and understand what \$ we are working with.	Dave Patterson / Mary Pat	Discuss	15
5) Furniture, other vendors	Erica Loomis	Discuss	5
6) What's next	Mary Pat Dolan	Discuss	10
7) Other Business <ul style="list-style-type: none">• Next meeting date	Mary Pat Dolan		5

Next Meeting

???

RSVP to Kate Paterson at kate.paterson@foodbankst.org

Food Bank of the Southern Tier

Facilities Committee Meeting March 10, 2023, 11:00 am (via Zoom)

Member Name	In Attendance	Unable to Attend
Mary Pat Dolan (Chair)	X	
Peter Dugo	X	
Dan Kazmark	X	
Kimberly O'Connor	X	
Joe Thomas		X
Travis Virgadamo	X	
<i>Ex-Officio</i>		
Natasha Thompson	X	
Andy Fagan	X	
<i>Staff</i>		
Dave Patterson	X	
Erica Loomis	X	
Kate Paterson	X	
<i>Guest</i>		
Andy Gimbar, Welliver	X	

1. **Welcome** – Mary Pat Dolan called the meeting to order at 11:06 am. Andy Fagan was introduced to the group.
2. **Approval of January 27, 2023 Meeting Minutes**

All were in favor of approving the minutes. None opposed.
3. **Review Facilities Project Spreadsheet & Progress (Dave Patterson)**

Lighting

LED lights have been ordered with delivery expected early next week. By using grants from NYSEG/NYSERDA, rebates, and HPNAP capital funds, no budget impact is expected.

HVAC

Welliver HVAC expert Andy Gimbar visited the Food Bank and concluded that the humidity problem is a soffit issue. He suggested adding air valves in some offices and possible ductwork changes. He suggested contacting Trane's service department to investigate VAV issues. Andy felt the current HVAC units are sufficient to support the building's square footage. He cautioned that the strong southern exposure on part of the building could cause small offices along that wall to become very hot zones. Shades can be used to mitigate the issue and would be especially helpful on the outside of the building. The age of the HVAC units should be checked on the Facilities Maintenance schedule. The HVAC budget numbers are still valid.

West Wing layout and Construction Options

The draft layout was reviewed. Glass interior walls will allow natural light to come into the whole space. The proposed bathroom move was seen as reasonable. A mini split system can be put in offices that are in hot spots if you can't get as many VAVs as you need to cover all areas of the building. The Dir H&N office could get a mini split for around \$5K. The mini split in the server room can potentially be moved to this office.

The need to get competing bids was discussed. Working with Jared Vieselmeyer at Elmira Structures is a good option with a reasonable quote. Possibly working with Andy Harding was discussed. It might be a good idea to get competing bids for design/build from another contractor.

Furniture

Dave, Natasha and Andy Fagan met with Sedgwick on Monday. The previously-discussed furniture donation opportunity stalled. Sedgwick’s new proposal arrived this morning with a bottom line of \$277K which included a \$60K installation fee. The cost per seat was calculated, and the quote’s \$7100/seat amount seemed high. A target amount of \$5K per seat is more reasonable. There are some opportunities to reuse existing furniture, but it was noted that ‘misfit’ furniture can cause a morale issue and the goal is to create a whole new environment. Getting a breakdown of the cost of each piece of furniture will help find the pieces that are driving cost. Sedgwick may have spec’ed all high-end Herman Miller pieces in their quote. Kimberly O’Connor offered to see if the Food Bank can get Corning Inc’s rate at Sedgwick.

4. Should we consider a Project Manager?

The pros and cons of hiring a project manager were discussed. The project will still have many decisions that need to be made even when working with an organization like Elmira Structures. It is good to have one person driving timeline/logistics. Is there an in-house person who could take on this responsibility? Finish decisions could be made by a group. While someone like Jared at Elmira Structures will handle most of those decisions, you still need someone internal for owner decisions and to check budget numbers. Dan offered to review budget numbers. Is Jared handling Mechanical/Electrical/Plumbing? Need to develop a scope of work so the bids are “apples to apples” should you want to go out to bid.

5. Communication with BOD

Mary Pat will put a narrative out to the Committee for review that will be forwarded to the Board.

6. Old Business – Next Meeting Date

The next meeting date was agreed to be Wednesday, April 12 at 11 am.

The meeting was adjourned at 12:13 pm.

Action Items	Responsible	Due Date
See if FBST can get Sedgwick’s Corning Inc. rate	Kimberly	
Find out if Elmira Structures handles Mech/Elec/Plumbing	Dave	
Check on cost of furniture installation for his recent, similarly-scaled project	Travis	

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President/CEO