

**FOOD BANK OF THE SOUTHERN TIER
AD HOC FACILITIES COMMITTEE MEETING
March 10, 2023
11:00-12:30 PM**

AGENDA

TOPIC	FACILITATOR	ACTION	TIME
1) Welcome	Mary Pat Dolan		2
2) Approve January 27, 2023 Minutes	Mary Pat Dolan	Approve	2
3) Review Facilities Project Spreadsheet & Progress <ul style="list-style-type: none">• Lighting• HVAC• Furniture• West Wing layout and construction options	Dave Patterson	Discuss	30
4) Should we consider a project manager?	Mary Pat Dolan	Discuss	15
5) Communication to BOD	Mary Pat Dolan	Discuss	10
6) 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

January 27, 2023

11:00-12:30 PM

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	
<i>Staff</i>		
Dave Patterson	X	
Erica Loomis		X
Kate Paterson	X	

1. **Welcome** – Mary Pat Dolan called the meeting to order at 11:05 am.

Looking for your expert opinion and discussion. Right priorities? Anything missing from the spreadsheet?

2. **Approval of October 7, 2022 Meeting Minutes**

Kimberly O'Connor made a motion to approve the October 2022 minutes.

Peter Dugo seconded. All were in favor. None opposed.

3. **Review Facilities Project Spreadsheet & Progress**

Dave reviewed the Facilities Project spreadsheet and asked the Committee for feedback on its content and organization.

The possible donation of slightly-used furniture was discussed. Sedgwick got them in touch with a Rochester office that was closing. It was no longer clear if the deal was going through. Kimberly will give a slight nudge to Sedgwick and those involved asap, as it is important to get this locked down because of the cost of new furniture.

Priority list needs to be set up, with a consideration for what is the best use of the \$750,000 committed to this project by the Board. It would be helpful to organize the project in terms of things that they can accomplish in the short term, and then the long-term when more intensive renovations might be done.

Kimberly O'Connor is the architect for the project, and she will save them money on design.

Lighting plan quotes are all in. Not a lot of changes in the back of house, but design changes are the issue. Should it have an industrial look, getting rid of drop ceilings, painting ceiling black? The back of the house mostly just needs carpet, paint, furniture, and some tech. The majority of changes are in the west wing (front of house).

Movable/changeable walls were discussed. Dan will reach out to colleagues to see if they'd had experience with the Dirtt wall system. Sedgwick will provide pricing. The Dirtt system is flexible and could be reused in a Phase 2. Dave will get pricing together and sketch out the set up and then Dan get help with the process. Dave will take current plan, highlight walls to be demoed, then highlight new walls to build. Services needed in walls also need to be considered. Dan can build out price for stick walls. Modular will be cleaner and faster, and won't interrupt work in space, but they have a high up-front cost. Stick built walls should be less expensive.

HVAC needs should be addressed asap so that it can happen at the same time as wall building. Don't want to have to change walls. Get pricing for HVAC at same time as wall pricing. The design needs to be finalized first so that an airflow study can be done to see if an upgrade in equipment is necessary. The surface area of the design cover is mostly the west wing, but the back of house also needs to be checked. The biggest issue with airflow has been in the front office space. MCORE, a Rochester-based company, was suggested to conduct an assessment.

Lead times on mechanical and electrical equipment is off the charts now. If you want something like that done this year, upgraded equipment might need to wait. Dan will talk to Andy Gimbar, ME at Welliver to see if he is willing to meet with Dave. Dan will suggest some contractors that might be able to offer design/build.

Peter might have access to surplus new equipment to incorporate into FB design.

Next meeting: March 10th, 11:00 am

4. Wrap-up/Adjourn – The meeting was adjourned at 11:45 am.

Minutes respectfully submitted,

Kate Paterson
Executive Assistant to the President/CEO

Action Items	Responsible	Due Date
“Nudge” Sedgwick about status of donated furniture	Kimberly	
Sketch out wall layout with necessary services shown	Dave	
Build out price quote for stick walls based on wall layout sketch	Dan	
See if Andy Gimbar from Welliver will meet with Dave	Dan	
Reach out to colleagues to see if anyone has worked with Dirtt system	Dan	
Suggest some contractors that might offer design/build	Dan	
Check access to surplus new equipment for Food Bank design	Peter	

HVAC Notes

Andy Gimbar, Welliver – 02/01/2023

I met with Andy Gimbar, from Welliver today. He is their HVAC specialist. We looked over the drawings of the area, our potential new layout, and the issues with the wall opening/humidity. He is going to meet with Dan regarding the demo/build walls, per the facilities discussion, as well as the issue concerning our humidity. They will follow up via email.

He did have a few points and suggestions while here as we talked:

1. He thinks our current units and layout are fine.
2. Thinks a rough estimate – budget consideration would be somewhere between \$10-20,000.
3. Recommends leaving existing radiator heat to offset cold wall temps in winter.
4. Once closing in the opening between the soffit and interior we should then look at adjusting the economizers on the Trane units themselves.
5. Suggested a VAV system – basically an electronically controlled damper installed in the duct work to control air flow (allows for more zones and variations on temps)
6. Adding duct work for addition of offices that would be secluded by walls is minimal in cost and easy.
7. Recommended moving our plan for offices from the SE > N/NW wall (basically the wall Erica's office is on)
 1. He said that early morning easterly sun will cause the offices on the SE wall to heat more rapidly than open area
 2. If offices are moved to the N/NW wall, this will allow two things:
 1. 1- Offices will not overheat during the day. Most sun exposure temp will be after people leave.
 2. 2- Zoning for HVAC in the SE end of the area will work more efficiently for the group as the space is open and it can combat the sun exposure in total.

Next Steps:

- Andy and Dan will discuss best option
- Dan will provide estimated demo/build costs
- SLT needs to discuss fit and finish (design preferences)
- Find Contractor who will do design and build (Dan may have contacts)
- Schedule walkthrough and discussion.



