

MINUTES OF THE TENTH MEETING
BOARD OF DIRECTORS
MERCY HOUSE OF SARATOGA, INC.

The tenth meeting of the Board of Directors of Mercy House was held on the day and place set forth as follows:

Time: 7:00 p.m.

Date: June 1, 2020

Place: Zoom

Present:

Board Members: Gordon Boyd, Mary Withington, Mark Claverie, Howard Nelson, Tom Remington, Mary Sanders Shartle, Mark Griffin

Invited Guests: John G. Waite, Shannon Brown, Tim Holmes

Meeting was called to order at 7:03 p.m.

MINUTES

RESOLVED, that the meeting minutes of April 6th, 2020 be entered into the record. A motion made by Howard Nelson. His was contingent on the changing of the last page to reflect that the meeting was held by ZOOM, not at 43 Washington Street. (Mary Sanders Shartle has made that change and has resubmitted the document to the board.) The motion was seconded by Mark Claverie and accepted unanimously.

TREASURER'S REPORT

Mark Claverie noted that there was not much activity to report. The statement was emailed out to all members previous to the meeting. Mary Sanders Shartle moved to accept the report. Mary Withington seconded. There was no discussion. All were in favor. No nays.

PROJECT STATUS

Construction Planning: *Regulatory Approval:* Bethesda appeared twice before the Design Review Commission in May. Because of the expiration of the DRC's previous approval, Bethesda had to reapply for a renewal. Membership on the DRC had changed slightly. They looked at our exterior elevations and requested that we reconsider a higher ratio of windows to brick to improve "fenestration" on the outer west and south sides elevations. Therefore, one window was added in the second floor office of our partner, CREATE. The other proposal from JGWA was to change the brick layout to add several soldier courses (upright, not horizontal).to create visual interest. The DRC gave approval for those changes. With the visible space on the west and south elevations, there is an opportunity for us to hang banners or signage in the empty space there.

With the approval of the DRC, BEC can proceed with the building component of the plan. BEC will reappear with the DRC for their approval of the choice of brick and limestone to use before it is installed.

Jack Waite agreed with this assessment and added we have set a record of having received DRC approval on four occasions. That second floor window mentioned by Gordon Boyd had been taken out of the plan a couple of years ago, Jack said. Adding it back actually makes the interior of the building better. Also, as previously mentioned, the request to alter the course of bricks at right angles instead of horizontally would visually break up the side and back walls. We have been working with Sano Rubin to put together the applications to the City for building permits. Jack emphasized that the building has been studied a great deal; a lot of refinements have been made. From a planning, a functional standpoint, the plan is very good.

Shannon Brown reported on the application process with the City. She said the foundation permit was filed about a week and a half ago. It has been passed on to Chazen, who is going to be the reviewer on behalf of the City, and we hope to get the results back in the coming weeks. The full permit is ready to go as well, but we decided to go first with the foundation permit. With that we can begin construction right away. During the “NY State Pause,” we have had time to revise our drawings, answer questions from our steel subcontractor and the site subcontractor. The decision was made to go to an all brick building instead of stucco as originally planned. The steel sub has been getting submittals in, so that when we begin construction, the steel should be ready to go. The site contractor has had questions about grade and drainage in the courtyard and around the existing church as well, so that will be addressed before we begin work. With the foundation permit in hand, we will get to break ground soon. Sano Rubin needs to do test pits on the area to determine whether the basement, as designed, will be efficient or whether we have to tweak it in minor ways to work with the bedrock heights. We are ready to get started.

Logistics: There are items that Sano Rubin is still discussing with the building department: Where will we stage machinery and materials? How much of and how long will the sidewalk need to be closed? Where will the workers park? For worker parking, we have had productive discussions with Bruce Levinsky, who has space for twenty cars and three storage containers in the parking lot behind Wendy’s on Hamilton Street. The Mastroianni Bros., who own the old Niagara Mohawk building on Federal Street, have parking available for twelve cars, if the two brothers can agree. One brother is supportive, the other has not responded. There is the Hilton Hotel parking lot three quarters of a mile from the site, and the Hilton is willing to rent that space. Another more remote choice, requiring a shuttle, is land between Fasig Tipton and Union Avenue owned by the Sutton Brothers (Rod and Mark). They normally use that space for fan parking during the track season. We need to satisfy the City that we are keeping these issues in focus.

Accessible bathrooms: Shannon and Jack recently learned that the code requires that at least one bathroom among the all the apartments needs to be deemed accessible. We therefore propose one additional accessible bathroom for the Backstretch Workers, one for Transitional Services, and one for Salvation Army. If any of our partners have a client with mobility issues, we can then accommodate them. The fourth floor women’s side will have one accessible bathroom. We currently have a recuperation suite in the men’s section on the fourth floor which includes an accessible bathroom.

Gordon received a message today from BEST that they will not be doing volunteer-related activities this summer (like buffet dinners on Sunday evenings). All people accessing the

backstretch have to be BEST associates, track workers, etc., who have been tested for the virus. No volunteers, no other programs.

HVAC: Lots of interesting discussions about a VRF (Variable Refrigerant Flow) system, which is an energy efficient and ductless way of bringing outside air into the building. We have focused most of our attention on the first floor (parish offices, etc.) to be seamless and beautiful—no exposed ducts. We are having good coordination meetings between the various subcontractors.

There is a related issue concerning the emergency power and the VRF system. If the temperature drops below zero, the system can lose its effectiveness. There is a backup system to keep the heat going if the temperature goes down below minus 14 degrees for a couple of days. If there's a power outage, this system uses electricity. The unit on the roof manages outside air temperature and conveys refrigerant in tubes to a ceiling cassette in each room. Rather than a bulky air duct, a fan in each cassette distributes the cooled or heated air to the room. But the system loses efficiency at low temperatures and at very low temperatures it won't be able to keep up. The question becomes how do we use emergency power?

Emergency Power: There will be a backup gas-powered generator. How much power does that generator have to put out in order to meet the emergency needs of the entire building? How much load do we assign to that generator? Do we assign the whole HVAC system to that generator so that people can stay in their apartments during an electrical outage? Gordon asked TSA if there are any regulatory requirements concerning emergency power during an outage? Sybil Newell assured Gordon that it would be TSA's responsibility to relocate people to other accommodations, if necessary. But would another agency, like Salvation Army, adopt the same policy?

The size and cost of the generator is a challenge. Definitely the elevator and the first floor will be on the generator. What about the upper floors? Karen said that Sano Rubin has a lot of experience with generators, so they will be advising us. If we do have the upper floors on the generator how much larger does the generator have to be, where can it be located, and how much will it cost?

Pandemic protocols? Sano Rubin has a 13-page document of extremely detailed procedures for working the site during the pandemic. For instance, how many workers can be on site at one time with social distancing in their work location There will be procedures for wiping down equipment. They will be interviewing workers to see if they've been in contact with anyone who's tested positive for the virus, and asking whether they have a temperature and need to be tested. We wonder whether the reduced number of workers on site will affect the timing and the costs of our project. Phil Lawrence is the project manager for our site, and they will be figuring all that out.

Mark Griffin asked, during the foundation project, at what point would our drainage system need to connect to the city storm drain on Washington Street? Would that project hold up our project? Karen replied that the LA Group is our civil engineer, and they will be overseeing that work. We expect it to go smoothly and will not hold up our project. The timing and coordination

will be up to DPW. Jack Waite said that won't happen for quite awhile. The last thing that the city said to us is that they reduced by fifty percent the cost of our part of the requested pipe.

Partnerships: Partnerships in general are good. Gordon has spoken with all partners recently. Paul Ruchames is down at Belmont dealing with COVID-19 management. He's 100% on board with our project. Same with TSA. CREATE is happy to learn that they have an additional window in their office. Salvation Army is new and will need some coaxing to reach an agreement. They're discussing their situation with the State agency that gave them the grant. They want room for ten people: five in substance recovery and five young adults. We can accommodate five and it doesn't matter which of those two groups or a combination. But after discussions with their bosses in central NY, he said he would really like to have all ten people in one place. We can't figure out how to do that on a year-round basis, with BEST being only part of a year. He's going to talk to the State about it, but Gordon is confident that they will figure out a plan.

Development: There was nothing of substance to report on Development. Some people outside the parish have expressed an interest in being on the board, but Boyd feels it is in our best interest to have construction underway before we expand the board to include non-parishioners. Being under construction gives us more credibility.

NEW BUSINESS

Gordon has worked with Darren Miller, Sara Manny, Elaine Leach, Craig Walton and Mark Claverie to develop a practical, more convenient solution for getting two approvals on invoices and two names on checks by going virtual. We can use email records for people in the chain of approval. Email provides a suitable record; everybody involved will have a copy on their computer. It was recommended that we amend our bylaws. The draft of the amendment to Article VII, Section 2, Checks and Notes would read: "*Such signing by the Officers as is required herein may be accomplished by electronic means, digital signatures, email messages or other means so long as the record thereof is auditable.*" Gordon asked for a motion to adopt this resolution.

Howard Nelson moved to accept new language. Mary Withington seconded. There were no questions and no discussion. All ayes. No nays.

RESOLVED, that the bylaws are hereby amended for hands-free approval of invoices and payments, an automated payment system for Mercy House (and, when necessary, with the endowment) to be able to pay our providers and suppliers.

No further matters were brought before the board. Mary Sanders Shartle moved to adjourn. Mark Griffin seconded. All ayes.

The next meeting will be Monday, August 3rd at 7 p.m. on Zoom. Father Wallace will be in service at Bethesda two days before that, and perhaps he will join us?

If there's a groundbreaking before then, the board will be notified. Karen mentioned the vestry is in discussion about how to introduce Father Wallace to the congregation. It would be awkward to have an event when we're between rectors. Gordon would like to get the board together for the

erection of the fence or other initial things happening on the site, but as far as a formal celebration, we should wait for Fr. Wallace to be installed.

The meeting was adjourned at 7:47.

Respectfully submitted:

_____MSS_____

Mary Sanders Shartle, Secretary