

**COMMITTEE MEETING  
LAKE PLEASANT, NY  
THURSDAY  
APRIL 7, 2011**

Members present:

Bill Farber, Barry Hutchins, Brian Towers, Rick Wilt, Bob Edwards, Clark Seaman, and Neil McGovern

**PUBLIC WORKS  
9:30 AM**

Also present: Tracy Eldridge

Mr. Towers explained how the Building Department transitioned to the Highway Department. Kelly's hours were increased for awhile to see how it would go. Mr. Towers feels there are two parts to this, one is Kelly is taking on more work and the other is taking on more responsibility.

Tracy reported that he has talked to the Personnel Officer about changing Kelly's title to Administrative Assistant. Civil Service responded there won't be a test until 2012. Currently her title is Senior Account Clerk, Grade 8.

Tracy would like a provisional appointment to Administrative Assistant, if Kelly is comfortable with that.

The Board agreed to a provisional appointment to Administrative Assistant, Grade 9; that would be a 5% increase. Discussion continued regarding grades.

Tracy will confirm with the Personnel Officer that we can do a provisional appointment; if Kelly is ok with it.

It was decided that next month Tracy would do a resolution for Kelly's provisional appointment.

Tracy reported that Dan Fish approached him to create a procedure manual on all the buildings' heat and electric systems. Tracy stated there is a resolution on the agenda for today for an extra 20 hours a week for the next few weeks to complete these manuals. He will still be doing his cleaning in the afternoons and will be working on the manuals in the morning. He is going to start on the heating system first.

The members present supported this idea.

Tracy reported that Rick, Dan and he met with NYSERDA on the grant. They originally were looking to replace windows but the focus is now on the heating system. They feel that is more important, the windows are ok for now.

Tracy asked if the Board would be willing to pay \$4,000 to \$6,000 to get a consultant to look at the system. The NYSERDA Grant is based on BTU's, we need a consultant to look at it.

Mr. Frey entered at this time.

Mr. Farber asked Tracy to get a list from NYSERDA of consultants. We might want to reach out to surrounding Counties.

Tracy stated that he will get more information for them.

Tracy reported that they need to replace the Building Department's John Deere lawn tractor. He checked into it and on State Contract it is around \$14,000. It is the same exact size, type. The bad part is the Contract ran out and he feels they are not going to renew it but we could go to bid. Discussion continued on options.

Tracy will get the State Contract information out to the Board on what tractor he is looking at.