**ALBANY CONVENTION CENTER AUTHORITY**
**Construction Committee Meeting #4 Wednesday, June 25, 2014**
**ACCA Offices, 386 Broadway, Albany, NY 12207**
**MEETING MINUTES**

<u>ATTENDEES</u>

        Chair: Gavin Donohue,
        Member: Sara Reginelli
        Guest: Michele Vennard
        Consultants:  Peter Conway of CHA
                    Shawn Hamlin of Hamlin Design Group
        Staff: Duncan Stewart, Al Sorrentino,
        Absent: Sherri Brooks, Michael Skrebutenas,

<u>CALL TO ORDER</u>

        Construction Committee Meeting was called to order at 8:40 AM

<u>AGENDA</u>

1. Absent a simple majority, the meeting minutes from 5-14-14 meeting were provided to the attendees and no further action was taken.

2. Chair Gavin Donohue reviewed the purpose of this meeting as, updating the committee on the progress to date. To permit the focus to be on the presentation and allow for an adequate Q & A period the agenda items were addressed in reverse order;

3. Office Move: Date(s) of move out/in; 6-27-14 through 6-30-14.  Operation with some restrictions, at new location beginning 7-1-14.  Telephone numbers and email will remain the same however,  phone service may be limited until 7-10-14.

4. Set date for next Construction Committee Meeting: The benefits of having more time for the consultants to complete portions of the Design Development Phase before next meeting phase was considered.  Subject to a discussion at the ACCA Board meeting on 6-27-14, the suggestion is to move the ACCA Board meeting from the 22nd of July to the 29th and hold the next Construction Committee meeting on Monday 7-28-14 at a time to be determined.

5. Mr. Donohue introduced members of the A/E team, from CHA, and Hamlin Design Group to present the final Schematic Design Phase images and to update on the Design Development Phase which is currently in progress.

   Mr. Conway of CHA presented copies of the Schematic Design Drawings, titled: G-1 (Alternate), G-2, G-3, Level 1, Mezzanine, and Level 2 and commenced an explanation of the progress to date, supported by a PowerPoint display of the plans.

   Key Points:

   I.     The building foot print has been modified to fit the site correctly and reflect a proper relationship to the streets and surrounding facilities including the Time Union Center parking structure.

   II.    The Building Program developed by HNTB in collaboration with CHA, follows the recommendations of the HVS Market Study, and fits within the modified footprint, preserving the leasable space of a 25,000 sq. ft., exceeding it by nearly 3,000 sq. ft., for a total of 28,000 sq. ft. +/- and the 9,000 sq. ft. of meeting space, that total exceeding the recommendation by nearly 800 sq. ft.

   III.   The Schematic Design Phase drawings have been reviewed by the consultant team and the building and program are within the project budget.

   IV.   Access to the building has been refined, for both pedestrian and vehicle traffic.  Access to and from the Times Union Center parking structure has been enhanced, becoming 2 way simultaneously.

V.    The Mezzanine, above Level 1 ceiling and under Level 2 floor, will a provide a secure connection between the Empire State Plaza Walkway, The Albany Capital Center and adjacent hotel and will include a view out to Eagle Street.

VI.    While the information being presented completes the Schematic Phase and the footprint will not change, the interior spaces are subject to refinement during design and will likely change.  The leasable area will not be reduced however;

VII.    For the July meeting of the Construction Committee, the design team will endeavor to have ready the first viewing of the 3-d Revitt Model, to include a view through the Eagle St. entry and possibly the walkway.

Mr. Hamlin of Hamlin Design Group, presented certain basic schematic design elements related to the Empire State Plaza Walkway.

Key Points:

I.    The walkway varies in it length as to the level of reconstruction and renovation required.  The areas of light moderate and heavy construction were noted

6.   Adjourn: The meeting adjourned @ 9:45 AM

**Next Meeting Date & Time & Location:**
**To Be Determined**