

Town of Nichols  
Regular Board Meeting Minutes  
April 14, 2026 – 6:00 PM  
Town Hall, 139 Roki Blvd, Nichols, New York

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Call to Order, Pledge of Allegiance, Roll Call

The meeting was called to order at 6:00 PM by Supervisor B. Cushman.  
The Pledge of Allegiance was recited.

Present: B. Cushman, R. Cole, Brenda Fay-Pelotte, L. Tinney

Absent: J. Ladd Yost

Others Present: Marcy Hill, Town Clerk

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Discussion Items:

Tioga County IT Catalog of Services

- GIS Information Services – per user cost: \$1,000.00

Motion made Councilperson L. Tinney, seconded by Councilperson R. Cole to approve the Tioga County IT Catalog of Services and for Supervisor Cushman to sign Tioga County agreement.

Vote: 4 Ayes, 0 Nay, 0 Abstain, 1 Absent

(Cole-Aye; Tinney-Aye; Cushman-Aye; Yost-Absent; Fay-Pelotte-Aye)

Motion carried

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Carriage House Project

- Supervisor Cushman and Councilperson Tinney met with Ray(B/G)at the Carriage House.
  - Discussion included load-bearing walls and relocation of utilities.
  - It was confirmed that walls up to the small office in the corridor are not load-bearing and may be removed per Erica’s request.
  - Concerns noted regarding:
    - Relocation of baseboard heating
    - Moving electrical outlets and switches
  - It was determined that the scope of work may exceed the capabilities of the Buildings & Grounds crew.
  - Recommendation to hire contractors for:
    - Demolition
    - Electrical work
    - Plumbing
  - Councilperson T. Tinney will have RCV Contracting review the project, beginning with demolition and followed by reconstruction planning.
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Job Descriptions

- Councilperson R. Cole shared Tioga County job descriptions.
- Annual evaluations require each employee to have an established job description.

Evaluation Form

- Employees to be evaluated – all non-elected employees.
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HVAC – Old Business

- RFP submittals have been reviewed.

- Supervisor Cushman noted that LaBella is familiar with the building and HVAC system.
- LaBella is not the lowest bidder.

#### Justification for Selection of Higher Bidder Pursuant to GML §103

Pursuant to General Municipal Law §103 and local procurement policy, which permits the award of a contract to a bidder other than the lowest responsible bidder when justified in the best interests of the municipality, this memorandum provides the basis for selecting Labella over Larson Design Group, designBLD, and CPL.

The decision to select Labella over the lower bidders is based on a comprehensive evaluation of proposal completeness, demonstrated understanding of project requirements, and risk mitigation considerations—not solely on initial cost.

CPL is substantially higher than the market standard for this scope of work. Unfortunately, this proposal is beyond our budgetary capacity and does not align with the projected costs. Based on our analysis, the high cost is not justified by the proposed value compared to other options.

Although Larson Design Group and designBLD submitted lower bids, a comprehensive evaluation of both proposals determined that Labella offers greater overall value and reduced project risk.

The completeness of Labella's quantitative proposal demonstrates a thorough and detailed evaluation of existing site conditions, reflecting a strong understanding of the project's complexities. This level of familiarity minimizes uncertainty and supports a more accurate, reliable, and predictable project delivery. Their extensive experience with municipal building retrofit and replacement projects further demonstrates their capability to effectively manage the specific challenges associated with this type of work.

Larson Design Group and designBLD's submission lacks evidence of familiarity with existing conditions and includes general assumptions. This introduces a higher likelihood of unforeseen issues arising during the course of the project, which may result in scope changes, delays, and increased costs to the municipality. Their experience with municipal building HVAC projects was not demonstrated as a strength in their proposal, in contrast to Labella's multiple listing of several Town municipal facilities HVAC projects.

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#### Summary Determination

- While other bidders submitted lower monetary proposals, the municipality has determined that Labella is the lowest responsible bidder based on the completeness of its quantitative proposal, demonstrated familiarity with the facility in the thoroughness of its existing system evaluation, and has demonstrated extensive experience with HVAC systems in municipal buildings. This determination is made in the interest of ensuring project success, cost control, and long-term reliability.

Motion made by Supervisor Cushman, seconded by Councilperson R. Cole to award the HVAC project to LaBella Associates

Vote: 3 Ayes, 0 Nay, 1- Abstain, 1 Absent

(Cole-Aye; Tinney-Abstain; Cushman-Aye; Yost-Absent; Fay-Pelotte-Aye)

Motion carried

DRAFT