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SPECIAL MEETING
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SPECIAL MEETING

Supervisor O'Rorke called the meeting to order at 6:36 pm. Attending: Councilwoman Benway, Councilman Norris, Attorney Wukitsch, Highway Superintendent Jordan, Town Clerk Brooks, Steve Grimm, NY Rural Water, and Liz Tedford, independent consultant, formerly of NY Rural Water, and 2 members of the public who signed the attendance sheet. Absent: Councilwoman Finke; Councilman Meredith.

Supervisor asked that all cell phones, blackberrys, or other electronic devices be turned off, having experienced static with the digital recorders, and stated that the purpose of the Special Meeting was to meet the two firms whose responses matched the needs of Request For Proposal and had local locations.

PRESENTATIONS

Delaware Engineering Senior Project Manager Mary Beth Bianconi has come before the Board before and has been a resource for pump station at Kalkberg Commerce Park. She introduced Senior Engineer Brock Juusola who has visited wastewater treatment plant and worked with Steve Grimm, and Senior Planner/GIS Specialist Kathie Tatara who is also in Albany office. She distributed handout summary of questions; Delaware is about 20 years old and employs about 50; focused with resources and personnel on municipal engineering, water, and sewer, west to Watertown, Binghamton, south to Catskills. The three would be the project team here, from Albany office.

Kathie reviewed the GIS map's color classification; each has a property database, including square footage and acreage, behind it, exportable for mailing and for SEQR analysis environmental layers. Mary Beth said the Town's zoning map file could be laid into this topographical file, and asked regarding a section north of 144 and east of NYS Thruway that is primarily billboards. Presented to Town of Duaneburg/Schenectady/ Routes 7&20, have a hamlet with a wastewater treatment plant and a hamlet without sewer service and the kinds of things that are considered and help make decisions with income, eligibility, where on funding list, comparison chart, and, using GIS, a map of each alternatives. With income survey completed, over \$48,000 no Community Development Block Grant (CDBG), was HUD, have income eligibility requirements, but statistical area for census was larger, so ARCAP was used to get the standard. Environmental Facilities Corporation Clean Water State Revolving Fund is a large source, formulas used are relative to ability to pay, but while grants are structurally within the program, monies are not very available right now. What are people paying, what does that mean in terms of their ability to pay, and that analysis is done for each program. Years ago, New Baltimore while considering bringing Ravena's water to hamlet, had the availability of \$2 mil in grants with the ability to pay. Worth doing, Delaware would do the same analysis, no guarantee of low cost financing, but finding benchmark is worth effort. Delaware, with most communities, is asked to evaluate potential grant opportunities and what they mean; used to be possible to get agencies' letters of funding packages; now changed, more complex, and less likely unless lots of engineering is done. Environmental Facilities Corporation State Revolving Fund will do that. Supervisor asked what 'help with paperwork' means; answer: Delaware does everything if we want them to, 'soup to nuts'. Steve Grimm offered that anything beyond preliminary engineering report is negotiable. Delaware may know where the project would fall on EFC's annual list, and depends on who else puts a project in, and 2/3 of the projects are typically Delaware's. Athens is a bypass project; they weren't ready, and Delaware got them ready; Valatie also. If this project becomes plant update and not service area expansion, that is easy to get ready; time delays are caused by the need for easements and land purchase.

How do cost analyses? See last page of handout; supervisor would be happy to answer questions, too. The chart shows two ways: equivalent dwelling unit/single family home versus least expensive cost to user (\$823), differentiating between what is paid and what is value; Duaneburg is moving forward on this project. The management summary is just that, there are no subcontractors. Delaware acknowledges the historical sensitivity of the area, did not include a

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cultural resources analysis done by an archeologist, Delaware waits to see what needs to be done, and focuses those talents specifically; due to hamlet historic nature that would need to be done. USDA Rural Development does require a preliminary archeology report; Delaware would look at the income survey done previously; if done new, it becomes the basis for the application; good, bad or indifferent. Steve Grimm pointed that if income survey comes in higher than Census; Liz pointed that we can continue to use that data that exists.

Regarding billing by Delaware: no one is more flexible, sometimes bill on progress, or once a month, or at end. Liz explained intention to apply to DEC pre-planning grant through the CFA; answer: Delaware is doing 3 currently. Steve asked if someone started that, would you have problem with helping at no cost; answer: Delaware would help with Consolidated Funding Application (CFA), online system can be challenging, and Delaware's staff are frequently passing through New Baltimore.

Liz Tedford is currently working on the CFA, doesn't believe it will be much looked at by regional economic development councils as a priority project but that is still a necessary step. Delaware did CFA for Windham last year and yielded \$1.5 million in stormwater projects.

Mary Beth recommends calling Andrea Surwa (sp?) to say an application in the region is being submitted. Supervisor asked if a phone call or a visit with Andrea was worthwhile; answer: yes, this is a planning grant, \$30,000 per with 20% match, 50% at the front and 50% at the end, and get onto the annual list. City of New York is disqualified. Mary Beth explained that the intent of \$30,000 is to yield a very thorough effort and analysis.

Steve Grimm asked whether GIS is included in the cost; regarding the last block on Cost and Price Analysis, USDA Rural Development requires having numbers for overhead and Steve asked for that in an addendum, as a dollar value. He asked were they aware of USDA Rural Development's engineer training recently, wanting to be certain that anything presented would satisfy Marcy Newman; Mary Beth is currently submitting to Ms. Newman with Ashland's project.

Brock added during last 10 years, substantial upgrades done and work must be well-thought out; recently helped out for no charge at pump station.

Supervisor reminded that also present this evening is Steve Grimm of NY Rural Water Association and Liz Tedford, independent consultant and formerly of NY Rural Water; both helped the Town with preparation of the RFP.

CT Male Engineering- Technical Services Vice President Edwin Vopelak and Managing Engineer Robert Flores, PE, presented. An Earlton resident, Robert is project manager, Ed would play the role of quality control and recently has done work in Coeymans. A project approach, he would like briefly to drive home points: customize work and solutions, no cookie-cutter work and no agenda or particular vendors; determine what is needed and what is needed in future. CT Male is operating 30 years; has just done a similar project for Washington County villages of Ft Edward and Hudson Falls toward the next 20 years. With professional level map quality, Bob showed tax parcels and data, overall town, identify sewer district, what new flow could be generated if something popped developmentally-speaking, what is outside, what is and what could be connected, how much to grow, what is potential. Designing treatment plants for 20 years, Robert is also a certified operator, signs permits and understands the heartache of a part-time operator in maintenance and operation. Keeping simple, with lots of high end technology, look at what is there, look at personality, and what will be kept and maintained- and where the customization comes in. CT Male's added value means attending night meetings, hatch the project, 'done with study' doesn't mean done whether to make more copies, attend another meeting to discuss and present project. Bob showed on map view of New Baltimore's oxidation ditch: 2 squares are churning the water at what cost? The cost of one plus cover is \$50,000 plus installation; '30 years' doesn't mean outdated, there are brand new plants being installed with the same technology, although more energy efficient. Steve Grimm saved a lot of money by identifying size and capacities, CT Male would check numbers, but a lot of legwork is done. Regarding the money, identify low cost solutions that will work long term, and go hunting for money. CT Male found \$20 million in last 3 years and knows Environmental Facilities Corporation, USDA Rural Development, Consolidated Funding Application; applications center around median household income and they are now transitioning from the

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2000 to the 2010 US Census. In the 2010 Census, no income information was asked; in first year of program, flushing out problems like margin of error with the median household incomes, USDA Rural Development is also looking at it, added Steve Grimm. Environmental 'heavies', including Scenic Hudson, will go to bat for the Town, a lot of communities in that boat and may be off by as little as \$100.

Including NYS Environmental Facilities Corporation's Intended Use Plan, an estimated target rate to be charged is based on median household income and, using 2000 Census, New Baltimore's median household income was \$48,000/year. If cost of project will increase customer's use cost by \$100/year, and you get into the target service charge, you qualify for the low service and interest; 'principal forgiveness' replaces 'grant'.

Steve Grimm reminded that each program uses different formula based on that household income; if you're over the dollar amount for one, another may use a different percentage of something.

Robert explained if more than one agency funds the project, USDA Rural Development, NYS Office of Community Revitalization Renewal, co-funding as they call it, each Equivalent Dwelling Unit is looked at, income surveys are useful, and non-profit ARCAP does income surveys for free, if they can be gotten.

Steve reminded that, once initiated, the results of that survey will be used. Liz Tedford added that each agency has different ways that they want the information presented.

Robert Flores added that ARCAP is accepted as an independent source, the form could be used by the Town.

Steve Grimm expressed concern with hours allocated for tasks; they seem a bit low based on lump sum proposal; answer: yes, certain of quality product and multiple studies are done each year, looking at how many hours and how many tasks and CT Male knows what it takes to do a good study.

Attorney Wukitsch asked if this was similar to another of their projects; answer: last year a 60,000 gallons/day plant was done for \$7,000, privately-owned no funding, that discharges into Hudson River. But reports must meet the funding agency requirements, what the industry calls 10 state standards.

Steve Grimm felt in its proposal CT Male was 'light' on part 2, management summary; he asked to be provided with supplemental information as a narrative for management structure; in proposal, one tab in binder has organizational structure specific to this project. Steve asked for more on who will be contact person; Robert said he would be the person to see and talk to; Steve asked for the different staff and what they'll be involved in, and thanked Robert for following directions.

Supervisor asked about assistance with grant applications and funding assistance; answer: CT Male will do everything for Town, provide copies, keep informed as we go along, one binder lives at Town Hall and one at Robert's desk, and 'carry the ball' the whole way.

Steve asked if CT Male would be agreeable with outside entities, would they include consulting; Robert said every project is different: Village of Ft Edward has a grant administrator, in Village of Kinderhook, who got money from last round of CFA, CT Male is handling cash from the funding end.

Liz Tedford asked would they advise the Town as to environmental reviews required; USDA Rural Development requires the environmental review to be done in conjunction with preliminary engineering, would CT Male assist the Town in meeting all those requirements as well as advising what they are. Robert answered for USDA Rural Development, what they want for engineers' report and do they want separate environmental report, has its own set of rules. SEQR environmental report is prepared and given to USDA Rural Development, this project could be very simple or very complicated, without expanding the Sewer District, just doing improvements to the existing wastewater treatment plant. Not replacing, for SEQR would be Type 2. With NEPA, if expanding the district, it would be a Type 1 action. Depending on the answers at the end, decides whether we do nothing or something, and CT Male will help the Town know.

Supervisor asked fee structure flexibility; CT Male self-describes as 'pushover', knowing municipalities will pay, we have funding agencies to get the dollars from and then to wait for. Steve reminded of request for addendum to management summary, to define the chain of command. David Pasteur (40 years, more wastewater plants than anyone), engineer Katherine

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(10 years), and about 130-140 total people in firm, have focus on energy savings, and, with certain funding agency requirements, they have people they work with for the disadvantaged business enterprise goals. The original plant to build New Baltimore Wastewater Treatment Plant was Morrell Vrooman; CT Male now owns Morrell Vrooman's records, affording access to original drawings.

Jim Polverelli said all his questions have been answered.

Councilman Norris asked how much GIS plays into cost? Answer: defining who is in the district now goes into these maps. Who could be in the district in the future? The zoning map is used to make flows. If the plant is permitted for 60,000gallons/day, if 200 houses will be added, or what type of possible commercial development, has GIS department. Tax maps are overlaid in black. Councilman Norris said GIS is not mentioned specifically; answer: it is part of the whole and is support to the rest of the engineering. A lot of the information is already out on the web; CT Male has the big printers and copiers.

Steve Grimm requested to have 5 minutes with wastewater committee before the Work Meeting.

Hearing no more from the presenters, **Supervisor moved to adjourn the Special Meeting, seconded by Councilman Norris.** The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BENWAY-AYE FINKE-Absent MEREDITH-Absent
NORRIS-AYE O'RORKE-AYE**

The Special Meeting was adjourned at 7:57pm.

Respectfully,
Janet A. Brooks
Town Clerk