

MEETING MINUTES
VILLAGE OF HOOSICK FALLS/TOWN OF HOOSICK
ENGINEERING REPORTS FOR:
WATER EXPANSION
SEWER EXPANSION

MRB GROUP PROJECT NO. 0825.16003.000/0825.16004.000
JOINT WORK SESSION

Date: 08/02/16

Time: 1 pm

Location: Municipal Building
(24 Main St, Hoosick Falls, NY 12090)

Attendees:

Name	Representing	Phone	Fax	Email
-------------	---------------------	--------------	------------	--------------

(see attached sign-in sheet)

1.0 PROJECT STATUS UPDATE

- MRB Group summarized progress made on project since the June 27, 2016 project kick-off meeting, including status of action items.
- NYSDOH has provided electronic files comprising an updated well sampling map (dated June 24, 2016) and corresponding Excel File identifying PFOA well sampling results (70 PPT and above, 20-70 PPT, <20 PPT, Non-Detect) by property. MRB Group has contacted Tim Vickerson and requested electronic files in GIS format to facilitate MRB's mapping efforts.
- NYSDEC has provided an estimated annual operation & maintenance (O&M) cost for a residential Point of Entry Treatment (POET) water filtration system. MRB Group has contacted Jim Quinn and requested a breakdown of the O&M cost, if available.
- MRB Group has been in communication with the Rensselaer County Department of Health (RCDOH) and requested information on existing issues with wells and septic systems within the service areas currently being considered for expansion of water and sewer service. Richard Elder, Environmental Health Director, has provided an email summary of properties regulated by RCDOH and a description of any existing well and/or septic system issues.

- MRB Group has obtained via the Town and Village, relevant documents including the Town's comprehensive plan, water/sewer billing information (water/sewer rates, bond payment schedules, etc.), and a small number of water system improvement drawings, since the availability of as-built drawings of the existing water infrastructure appears to be limited. MRB Group has generated electronic files (PDF format) of the drawings and will forward the files to the Village for its records.
- The Village performed some hydrant testing, and obtained static and residual pressure information. MRB Group indicated that it may be necessary to perform some supplemental fieldwork in order to obtain the necessary flow data.

2.0 WATER SYSTEM EXPANSION EVALUATION

- MRB Group circulated copies of a draft map entitled "Potential Town Water Service Areas" to meeting attendees. A total of 23 potential service areas have been identified:
 - NYS Rte 22 (south) – 22S-1, 22S-2
 - NYS Rte 22 (north) – 22N-1
 - Fairbanks Rd – FB1
 - Johnson Hill Rd – JH1, JH2
 - Hoosick Junction Rd – HJ1
 - NYS Rte 67 (west) – 67W-1, 67W-2, 67W-3, 67W-4
 - NYS Rte 67 (east) – 67E-1, 67E-2, 67E-3
 - Clay Hill Rd – CH1, CH2, CH3
 - Wilson Hill Rd – WH1, WH2, WH3
 - Bovie Hill Rd – BV1, BV2
 - Lester Lane – LL1
- MRB Group circulated a corresponding data summary table, comprising USGS elevation information, parcel data, density ratios (proposed piping footage/occupied parcel), PFOA well sampling results, number of POETs installed, budgetary piping costs, and additional water facilities needed (booster station, tank, etc.), for each of the 23 service areas.
- Meeting attendees collectively reviewed the mapping and data for each potential service area, and the following five (5) areas were eliminated from further consideration: HJ1, 67E-3, CH3, WH3, BV2.
- The largest potential service area that has been delineated is 67W-4, which comprises the hamlets of Eagle Bridge and Buskirk. In reviewing the PFOA well sampling information, it was noted that this service area is an area of concern as it has the largest number of parcels with results over 70 PPT. To serve this area with a waterline extension that would extend north on NYS Route 22 from the Village, and then west along NYS Route 67, would require

that a segment of piping, approximately 8,000 linear feet, extend into Washington County.

- Due to the existing topography, potential service areas CH2 and WH2 will require additional infrastructure (i.e., booster station(s)) in order to be served. It was recommended that MRB Group evaluate whether or not these two areas could be connected via a common booster station. Similarly, options for serving the areas that comprise Fairbanks Road (FB1) and Johnson Hill Road (JH1 and JH2) will be reviewed in more detail.
- Tim Vickerson observed that Mechanic Street Extension and Pike Street had not been identified as a potential service area, and his recollection was that there were properties with PFOA results higher than 70 PPT. Tim also suggested reviewing Hill Road/Hill Drive area, which may also comprise properties with some higher sampling results. MRB Group agreed to review the data for these areas.
- There was a brief discussion about availability and proximity of 3-phase power required for booster stations that may be proposed to serve the higher elevations of Clay Hill Road and Wilson Hill Road. MRB Group noted that extension of 3-phase power can add significant cost to a potential project.

3.0 NYSEFC FUNDING

- Dave Phillips noted that the NYSDOH works closely with NYSEFC on the Drinking Water State Revolving Fund (DWSRF) program, including the scoring of projects. Due to the potential magnitude/cost of the overall water system improvements, he suggested that the Village/Town may want to consider identifying and prioritizing separate projects, which will also help to maximize potential grant dollars per project. Under the traditional DWSRF program, a municipality is eligible for up to \$2M max grant (or 60% of project cost, whichever is less). With the NYS Water Grants program, which is also administered by NYSEFC, a municipality could be eligible for up to \$3M max grant (or 60% of project cost, whichever is less) which could be funded entirely under the NYS Water Grants Program or a combination of the NYS Water Grants Program and the traditional DWSRF. The \$3M figure represents the maximum grant that can be awarded to individual municipalities over a five-year period.

4.0 PROJECT SCHEDULE

- Town Board Meeting (Mon Aug 8), Village Board Meeting (Tues Aug 9) – MRB Group to present on project status.
- Draft Engineering Reports to be submitted to Village and Town on Monday, August 22, 2016.
- A joint Village/Town Work Session to review the draft Engineering Reports

- has been scheduled for Monday, August 29, 2016 at 1 pm.
- The deadline for submitting the Engineering Reports to NYSEFC is Friday, September 2, 2016.

5.0 MISCELLANEOUS

- Fireflow requirements/demands – MRB Group requested information from the Village to assist in the evaluation of pipe sizing and storage requirements. Jim Hurlburt noted that he would follow up to obtain required info.
- Existing Village/Town Agreement, Creation of Water Districts – MRB Group obtained contact information for Mike Hale, NYSEFC Attorney, who covers Rensselaer County. It was recommended that he be contacted for “district formation” questions.
- Letters of Support – It was noted that a letter of support from the Hoosick Falls Central School has been received. Both the Village and MRB Group have reached out to the Hoosac School and a letter was currently being drafted. It was also discussed that a letter from Hoosac Meadows Apartments would help to strengthen the submittal to NYSEFC.

6.0 ACTION ITEMS

- NYSDOH
 - Furnish GIS files of well sampling results, if available.
- NYSDEC
 - Furnish breakdown of the O&M cost for a residential POET, if available.
- Village
 - Confirm fireflow demands/requirements.
 - Furnish existing hydrant flow test data, if available. Alternately, perform additional field testing and record flow data.
- MRB Group
 - Evaluate option for connecting service areas CH2 and WH2
 - Review options for serving Fairbanks Road (FB1) and Johnson Hill Road (JH1 and JH2) service areas in more detail.
 - Review data for Mechanic Street Extension, Pike Street, Hill Road/Hill Drive
 - Contact Mike Hale, NYSEFC Attorney, to obtain clarification on “district formation” questions.

7.0 NEXT MEETING

- Joint Village/Town Review of Engineering Reports
Monday, August 29, 2016, 1 pm (Municipal Building)

The above is my summation of our meeting. If you have any additions, comments and/or corrections please contact me for incorporation into the minutes. After five (5) days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Respectfully submitted,

Michelle Baines

Michelle Baines, P.E.
MRB Group Engineering, Architecture & Surveying, P.C.