

SPECIAL JOINT MEETING MINUTES

**VILLAGE OF LUDLOW BOARD OF TRUSTEES
VILLAGE OF LUDLOW WATER COMMISSION**

**January 16, 2018
5:00 PM**

Village Trustees Present:

Robert Gilmore, Chair	David Rose	Earl Washburn
-----------------------	------------	---------------

Water Commission Present:

David Rose, Chair	Robert Gilmore	Ron Bixby
-------------------	----------------	-----------

Staff Present:

Frank Heald	Chuck Craig	
-------------	-------------	--

Others Present:

John Kiernan, Otter Creek Engineering

1. Call to Order:

- a. Chairman David Rose called the Village Trustees joint meeting to order at 5:00 pm.
- b. Chairman David Rose called the Water Commission joint meeting to order at 5:00 pm.

2. Consideration of any Changes, Additions or Removal to the Agenda:

- a. None

3. Review Asset Management Plan/Future Construction Alternatives:

- a. John Kiernan from Otter Creek Engineering reviewed the highlights of the Asset Management Plan draft.
- b. John Kiernan said at their last board meetings they discussed the mapping and level of service, which included treatment effectiveness, control of the infiltration/inflow, system capacity, emergency response and service interruptions and maintaining user rate stability and also the base mapping of they existing system.
- c. John Kiernan explained that with each asset an assessment of risk was performed with the prioritization of improvements. He said it outlines the probability of failure, consequence of failure and redundancy factor.
- d. John Kiernan said the mapping is GPS coordinated and will have shape files that can be made compatible with programs such as GIS or Google Earth, in which videos can be linked to.
- e. John Kiernan said they worked with the water/sewer staff to identify the larger spots of concern and did a risk assessment to rank them from high to low and documented much of what the operators already know.
 - Wastewater Treatment Facility is the highest priority
 - Okemo Access Road has potential limited capacity in the line and is considered a high priority with recent construction projects.
 - Black River & Main Street sewer lines because of the pre-1965 clay lines and small diameter
- b. John Kiernan referred to Tables 3 & 4 of the Capital Improvement plan in which much of the work can be done in-house within the Village budget (Table 3). He explained that Table 4 outlines projects requiring debt obligations such as the Okemo Access Road, Main Street North/South of the Black River and vitreous clay pipe and manhole replacements.
- c. John Kiernan said the Okemo Access Road has issues with vitreous clay pipes and concerns of peak flows with the different developments. He suggested looking at a system of telemetry in which the different pump stations would send a signal to one another to release flow at different times.

- d. John Kiernan referred back to Table 4 and explained that there is a planning study from Aldrich & Elliot in which they worked with Otter Creek Engineering and confirmed their assumptions. They also identified the range of cost (higher to lower) for each scenario.
- e. John Kiernan outlined information in Appendix D that outlines the financial model to estimate the effect of the new capital improvements on customer water rates.
- f. John Kiernan recommended funding options through the Clean Water state loan funds or through USDA. He said USDA won't look at grants unless user rates fall between \$450-\$550 per year.
- g. John Kiernan said the Village is well suited to deal with capital improvements right now and to keep fees reasonable and continue to do upgrades.
- h. Frank Heald said the conversation will go to the next stage and approve the preliminary engineering agreement and begin the process for funding and with the Clean Water Fund so we could get ½ of it (\$16,000). He said this process may take 3-4 months to receive the money, but we should do it now and get it done.
- i. Frank Heald said we need to do a cost benefit analysis on the telemetry with Okemo and South Face vs. fixing the pipe and to do a hydraulic study of the line.
- j. John Kiernan said the next step will be to identify the peak flows.
- k. Frank Heald said an analysis of the flows would be helpful from South Face vs. Okemo Base and Jackson Gore because they are all different.
- l. David Rose asked if there was any equipment that could be put in place in the line to monitor and measure the flow.
- m. John Kiernan said it could cost between \$4,000 and \$5,000 per installation per manhole with a telemetry element to signal start/stop for flows.
- n. John Kiernan suggested renting the equipment.
- o. David Rose recommended doing this sooner than later as the busy holiday period is coming up.
- p. Frank Heald said we are only interested in the time of day and how much flow.
- q. David Rose said Okemo pump station have pumping logs.
- r. John Kiernan was not sure in the pumping logs are time/date stamped.
- s. David Rose suggested putting flow meters in the manholes during the peak weeks.
- t. Chuck Craig suggested measuring the flows are Jackson Gore, Trailside and the Access Road.
- u. David Rose asked if the problem lies in the trunk line coming down.
- v. John Kiernan suggested capturing when both pumps are running and at their peak.
- w. David Rose said we should do this over President's vacation week.
- x. John Kiernan said there is still \$15,000 left in the grant and he will ask if they can use this for flow monitoring and if there is enough time they can add the information into the final report.
- y. David Rose asked about the High Street project.
- z. John Kiernan said this was identified as a potential problem, but this project is not in the cards at this time.

4. Consider & Approve Contract with Aldrich & Elliot for Preliminary Engineering/WWTF

- a. David Rose next on the agenda is to consider and approve the contract for engineering with Aldrich & Elliot.
- b. Frank Heald said a copy of the proposal is in the packets.
- c. David Rose asked if this would get us to the cost of the project, not the construction.
- d. Frank Heald said it will also let us verify our position on the revolving loan fund. He said there are two pieces that include the Preliminary Report and services for the bond vote.
- e. David Rose asked if we can apply for a grant after-the-fact.
- f. Frank Heald we can submit and get on the priority list for \$2 million.
- g. **MOTION by Earl Washburn and seconded by Robert Gilmore for the Village Board of Trustees to authorize the Municipal Manager to sign and execute the agreement for the Preliminary Engineering and Special Services of the Wastewater Treatment Facility. All in favor and the motion passed.**
- h. Frank Heald said they can schedule a special meeting for a bond vote sometime early in the summer.
- i. **MOTION by Earl Washburn and seconded by Robert Gilmore on behalf of the Village Trustees to submit a Priority List Application for the Wastewater**

Treatment Facility Improvements with a \$2 million placeholder. All in favor and the motion passed.

- j. Frank Heald said a motion was not needed from the Water Commissioners.
5. **Adjourn:**
- a. MOTION to adjourn by Earl Washburn and seconded by Robert Gilmore on behalf of the Village Board of Trustees. All in favor and the motion passed.
 - b. Motion to adjourn by Ron Bixby and seconded by Robert Gilmore on behalf of the Water Commission. All in favor and the motion passed.
 - c. Meeting adjourned at 5:49 pm.

Respectfully submitted,

Pam Cruickshank
Recording Secretary

VILLAGE BOARD OF TRUSTEES

Robert Gilmore, Chairman

David Rose

Earl Washburn

VILLAGE WATER COMMISSION

David Rose, Chairman

Robert Gilmore

Ronald Bixby