

## Memo

**To: File**  
**From: Terry Brown**  
**Subj: Initial Project Meeting**  
**Project: Central Lewis County Water Study**  
**Date: August 16, 2019**

On Wednesday, August 14, 2019 at 10:00 am, the first project meeting was held for the Central Lewis County Water Study. In attendance were:

Frank Pace, Director of Planning, Lewis County  
Casandra Buell, Senior Planner, Lewis County  
James Der, Supervisor, Town of Denmark  
Thomas Widrick, Town of Lowville  
Randy Schell, Supervisor, Town of Lowville  
Terry Thisse, Supervisor, Town of Martinsburg  
Doug Miller, Miller Engineers  
Neil Murphy, Miller Engineers  
Tim Seeler, Miller Engineers  
Terry Brown, Miller Engineers

To begin the meeting, introductions were made and attendees provided their contact information.

Frank Pace	<a href="mailto:frankpace@lewiscounty.ny.gov">frankpace@lewiscounty.ny.gov</a>	315-376-5423
Casandra Buell	<a href="mailto:casandrabuell@lewiscounty.ny.gov">casandrabuell@lewiscounty.ny.gov</a>	315-376-5919
James Der	<a href="mailto:denmarksupervisor@gmail.com">denmarksupervisor@gmail.com</a>	315-778-9417
Thomas Widrick	<a href="mailto:highway@lowville.racog.org">highway@lowville.racog.org</a>	315-317-8635
Randy Schell	<a href="mailto:rschell@centralny.twcbc.com">rschell@centralny.twcbc.com</a>	315-376-8070 x2
Terry Thisse	<a href="mailto:sales@lowvillesport.com">sales@lowvillesport.com</a>	315-376-3329
Doug Miller	<a href="mailto:dougmill@millerengineers.com">dougmill@millerengineers.com</a>	315-558-8417
Terry Brown	<a href="mailto:tbrown14@twcny.rr.com">tbrown14@twcny.rr.com</a>	315-447-4050
Neil Murphy	<a href="mailto:cbmurphy@esf.edu">cbmurphy@esf.edu</a>	315-470-6963
Tim Seeler	<a href="mailto:timseeler@seelerengineersing.com">timseeler@seelerengineersing.com</a>	585-248-9520

An agenda for the meeting (copy attached) was distributed to attendees.

The following was discussed at this initial meeting:

1. Doug Miller provided an overview of the team's background and experience and reviewed Miller Engineer's understanding of the contract. Neil Murphy noted that water will be the economic currency in the future, which highlights the importance of this project.
2. Frank Pace noted that Miller Engineers should review and evaluate each of the systems and how they can be used to support economic development.

3. Randy Schell noted that there is significant public pressure to expand the Town of Lowville's distribution system. This has been problematic due to the moratorium placed on the Town's water, which is received from the Village of Lowville.
4. Frank Pace noted that the Town of Watson uses approximately 60,000 gallons per day, but has the capacity of delivering between 750,000 to 1,000,000 gallons per day to the system. However, a new distribution line would be required to capture this water.
5. It was noted that the Town of Lowville is under administrative order to treat the water they receive from the Village of Lowville. Neil Murphy stated that treating the chlorine by-products is manageable and noted different technologies to do so.
6. Frank Pace noted the current County population is 27,466.
7. Terry Thisse noted that access to water leads to economic development opportunities.
8. Thomas Widrick stated that the Town of Lowville's highway department manages their water distribution system and every employee in the highway department has the required certifications to work on the water distribution system.
9. It was noted that there are some issues with the sewer collection system in the Town of Martinsburg. The town of Martinsburg only uses approximately 40,000 gallons of water, but sometimes has a peak of 110,000 gallons of wastewater in the system.
10. It was noted that there are no issues with copper or lead.
11. There are issues with hardness. While this can be difficult, Neil Murphy noted that it can be corrected.
12. Tim Seeler inquired if there is a county wide digital map of the water distribution systems. If one is available, the County will provide the digital copy.
13. It was noted that the documents must be security sensitive. Doug Miller stated that Miller Engineers will ensure the documents are encrypted.
14. Jim Der noted that the Denmark system has replaced their water distribution lines. Previously their loss rate was very high. It is now down to almost zero. For the Town of Denmark, their water supply is an issue. They are open to buying water. For those on wells, sulfur is a big issue.
15. Frank Pace noted that a big part of this program is community engagement.
16. The group discussed NBRC grants that might be available. Casandra Buell noted that many of the grants have a high matching requirement for participating communities and a small, 10 to 20 percent contribution from the state. The length of time to receive the grant contracts and funding makes it further difficult.
17. Neil Murphy reviewed his experience as a member of the Onondaga County Consensus Consolidation Group. One outcome was the consolidation of the Onondaga County Water Authority and the Metropolitan Water Board. This consolidation went smoothly and was completed well ahead of the anticipated schedule.

18. Frank Pace noted that there is currently a shared service agreement between the Towns and Village. The outcome of this study could lead to an authority or countywide system.
19. Doug Miller noted that a water service area could be established which could provide the momentum toward total consolidation.
20. Doug Miller inquired what industries should be targeted for economic development? How will the existing zoning play into the targeted industries? Further discussion on this issue will be required.
21. Randy Schell stated that the capacity of available water will be an issue.
22. Frank Pace indicated that the water supply issues that occurred in 2018 were related to the lack of understanding of their revised manufacturing process.
23. The Village of Lowville has a 3.0 million gallon storage tank, which they do not fill.
24. The first step in gathering data for the report should be to look at different sources of water for each of the Towns.
25. All communications should be through the supervisors. Frank Pace and Casandra Buell should be included in all communications.
26. Miller Engineers may use the County's Web Site for communicating with the public when necessary. Information on the Web Site will be coordinated through Casandra Buell.
27. The frequency of meetings was discussed. It was agreed to have them as required. All meetings should have at least one weeks advance notice.
28. Project status reports should be submitted with each monthly invoice.
29. Lewis County will verify that the WMBE requirement is 30%. Miller Engineers will submit their WMBE plan. In the event Miller Engineers cannot achieve 30% WMBE participation, they should request a waiver as soon as possible.
30. The Department of State may attend community meetings. The United States Department of Agriculture may want to be part of the study process.
31. Miller Engineers will provide a project schedule for review.
32. Casandra Buell will provide a grievance form and will post it on the County's web site.
33. Technical information that the County may have can be sent to Tim Seeler. Tim Seeler will send drop box information.

The next meeting will be held at the Town of Lowville's offices. A date and time will be agreed upon in the near future.

The meeting concluded at approximately 11:10 am.

After the meeting, the following reports where provided to Miller Engineers for their review:

- October 26<sup>th</sup> 2007 Water Source Identification/Infrastructure Development

## Proposal –O'Brien & Gere

- 1972 Comprehensive Public Water Supply Study –O'Brien & Gere Engineers
- 1974 Lewis County Comprehensive Sewerage Study WPC-CS-201
- 2009 Lewis County Comprehensive Public Water Supply and Sanitary Sewerage Study
- 2018 Sothern Lewis County Regional Water Feasibility Study