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VILLAGE OF SARANAC LAKE BOARD OF TRUSTEES
REGULAR MEETING AGENDA 5:30PM
Monday February 12, 2018
Roberts Rules of Order will be in Effect for this Meeting

A. CALL TO ORDER PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. AUDITING
a. Pay Vouchers
b. Approve Minutes 1-22-2018

D. PUBLIC COMMENT PERIOD

F. CORRESPONDENCE - Police Year End Report, ISO Report Charter Communications, Army Corps of Engineers, AES, NYSDEC, Letter Vice President Pence

G. ITEMS F0R BOARD ACTION

BILL	**11**	**2018**	**Appoint Election Inspectors**
BILL	**12**	**2018**	**Environmental Planning Grant Match**
BILL	**13**	**2018**	**Authorize Environmental Facilities Grant**
BILL	**14**	**2018**	**Authorize Execution of Environmental Facilities Study Grant**
BILL	**15**	**2018**	**Appoint Lidia O'Kelly Deputy Clerk/Treasurer**
BILL	**16**	**2018**	**Hotel Saranac Preservation**
BILL	**17**	**2018**	**DRI Project Proposals**
Bill	**18**	**2018**	**LED Street Light Conversion**

H. OLD BUSINESS

I. NEW BUSINESS

J. ITEMS FOR DISCUSSION

K. MOTION TO ADJOURN

RULES FOR PUBLIC HEARING COMMENTS AND PUBLIC COMMENT PERIOD OF MEETINGS

1. **Anyone may speak to the Village Board of Trustees during the public comment period of a public hearing or the public comment period of the meeting.**
2. **As a courtesy we ask each speaker to give their name and address.**
3. **Each speaker must be recognized by the chairperson before speaking.**
4. **Individual public comment is limited to 5 minutes and may be shortened by the meeting chairperson.**
5. **When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the chair may require that the group(s) designate not more than two spokespersons and limit the total time public comment to 5 minutes for each point of view or side of an issue.**
6. **Individual time may not be assigned/given to another.**
7. **A public hearing is meant to encourage resident comment and the expression of opinion, not a direct debate, nor should a commenter be intimidated by a village board rebuttal, therefore public hearings are limited to public comment and should a village response be asked by individuals the response shall be generally given after the public hearing during the village board regular meeting, or subsequently, by telephone or letter, unless factual in nature where the facts are fully known by staff, in which case a village official may respond.**
8. **All remarks shall be addressed to the board as a body and not to any individual member thereof.**
9. **Interested parties or their representatives may address the board at any time by written or electronic communications.**
10. **Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.**

Please note- During the course of regular business, discussion and commentary is limited to board members and village staff only. We ask for this courtesy, for the board and staff to conduct their business and discussion without interruption. All village board members and staff are available after the conclusion of a meeting for one on one discussion.

REGULAR MEETING OF THE BOARD OF TRUSTEES
January 22, 2018

ROLL CALL FOR REGULAR MEETING: Present: Mayor Clyde Rabideau
Trustees: Paul Van Cott, Thomas Catillaz , Richard Shapiro and Elias Pelletieri.
Also present: Village Manager, John Sweeney, Village Treasurer, Elizabeth Benson and Village Clerk, Kareen Tyler.

Everyone stood for the pledge of allegiance.

Mayor Rabideau thanked the delegation of people who 20 years ago worked to make Saranac Lake an All-America City. Bob Brown one of the volunteers share the the groups presentation.

AUDITING:
Chair Rabideau called for a motion to approve payment for the 2018 budget $ 477,064.85 voucher number 11037948 to 11038056 complete detail of these vouchers is attached and made part of these minutes.
Motion: Van Cott Second: Pelletieri
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

Chair Mayor Rabideau called for a motion to approve minute of 1-8-2018 and 1-16-2018
Motion: Shapiro Second: Pelletieri
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

PUBLIC COMMENT PERIOD:
Phil Gallo, recognize the All-America City volunteers as a great group that have given many volunteer hours to the community and he thank the village board for acknowledging that.
Aggie Pelletieri, introduce the Guinness Book of world record challenge for the most cupids in one place, which will be done on February 10, 2018 in Riverside Park.

CORRESPONDENCE:
Letter- Letter from Jeff Reilly and a Memo from Patrick Murphy.
Chair Rabideau called for motion to accept and place on file the above referenced correspondence.
Motion: Catillaz Second: Pelletieri
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

ITEMS FOR BOARD ACTION:
Bill 8-2018 River Walk Extension
A copy of the bill is attached and made part of these minutes
Chair Mayor Rabideau called for a motion.
Motion: Van Cott Second: Catillaz
Motion to Amend a copy of the amendment is attached: Shapiro Second: Pelletieri
Roll Call to Amend: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes
Roll Call on Amended: Catillaz:no Pelletieri yes Shapiro yes Van Cott no Rabideau no
Motion to Amend a copy of the amendment is attached: : Rabideau Second: Van Cott
Roll Call to Amend: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes
Roll Call on Amended: Catillaz:yes Pelletieri yes Shapiro yes Van Cott yes

Bill 9-2018 PTAB Board Member Appointments
A copy of the bill is attached and made part of these minutes
Chair Mayor Rabideau called for a motion.
Motion: Pelletieri Second: Shapiro
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

Bill 10-2018 Travel and Training for Treasurer
A copy of the bill is attached and made part of these minutes
Chair Mayor Rabideau called for a motion.
Motion: Pelletieri Second:Catillaz
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

NEW BUSINESS:
Trustee Shapiro - snowshoe pins

OLD BUSINESS:
None

MOTION TO ADJOURN
Chair Mayor Rabideau called for a motion to adjourn
Motion: Catillaz Second: Van Cott
Roll Call: Catillaz: yes Pelletieri yes Shapiro yes Van Cott yes

Respectfully submitted,
Kareen Tyler, Village Clerk

Saranac Lake Police Department

1 Main Street
Saranac Lake, NY 12983-1795

Telephone: (518) 891-4428
Fax: (518) 891-6321

SARANAC LAKE POLICE DEPARTMENT

2017 YEAR END REPORT

2017 Year end Statistics:

Calls for Service*	3056
Arrests	248
MHL Arrests	50
Accidents	149

*Calls for service do not include walk-ins at the station, traffic stops, parking tickets, other interaction with the public which does not necessitate documentation.

Notable ARRESTS:

50 – Controlled Substance Arrests (Narcotics such as cocaine, crack, heroin, ect. "Hard Drugs")

50 – Mental Health Arrests (persons that are a danger to themselves or others)

28 – DWI Arrests

24 – Marihuana Arrests

17 – Criminal Mischief Arrests (Destruction of property)

14 – Burglary Arrests

8 – Sex Offense Arrests

3 – Weapons Arrests

RAPOF
1/31/18

1000 Bishops Gate Blvd. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

January 22, 2018

Mr. John Sweeney, Administrator
Saranac Lake FPSA
39 Main St
Saranac Lake, New York, 12983

RE: Saranac Lake Fpsa, Essex, Franklin Counties, New York Upstate
Public Protection Classification: 04/4Y
Effective Date: May 01, 2018

Dear Mr. John Sweeney,

We wish to thank you and Mr. Brendan Keough for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision- making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Brad Hathaway, Director of Public Works, Lake Placid Village Water Department
Mr. Brendan Keough, Chief, Saranac Lake Fire Dept
Mr. Jeff Dora, Water Superintendent, Saranac Lake Village Water Department
Mr. John Bashaw, 911 Coordinator, Franklin County Emergency Services

Public Protection Classification

(PPC™)

Summary Report

Saranac Lake FPSA

New York (Upstate)

Prepared by

Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554

Report Created January 2018

Effective May 1, 2018

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Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC™) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

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Data Collection and Analysis

ISO has evaluated and classified over 46,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points,** as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points,** as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points,** as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

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New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications
Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications
When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?
We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

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What's changed?
As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class
Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W — to recognize the reduced loss potential of such properties.

What's changed with Class 10W?
Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?
10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?
Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

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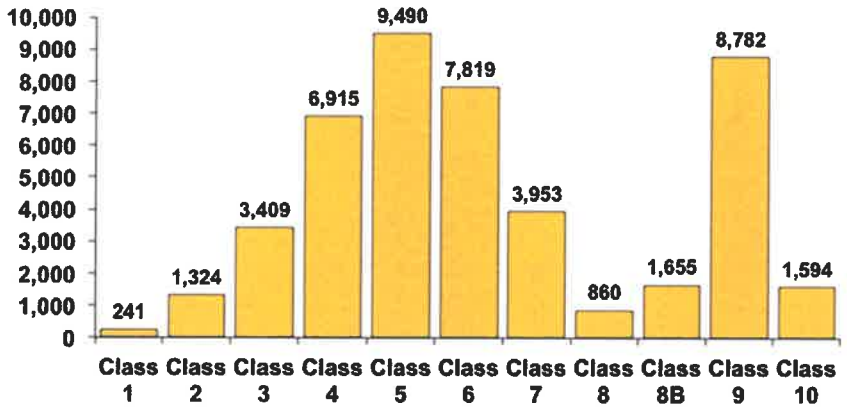
Distribution of PPC Grades

The 2017 published countrywide distribution of communities by the PPC grade is as follows:

Countrywide



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

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PPC Review

ISO concluded its review of the fire suppression features being provided for Saranac Lake FPSA. The resulting community classification is **Class 04/4Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., "6" in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., "6" in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.73	4
432. Credit for Dispatch Circuits	1.20	3
440. Credit for Emergency Communications	7.93	10
Fire Department		
513. Credit for Engine Companies	5.44	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.89	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	7.76	10
571. Credit for Company Personnel	3.63	15
581. Credit for Training	1.28	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	27.00	50
Water Supply		
616. Credit for Supply System	24.81	30
621. Credit for Hydrants	2.88	3
631. Credit for Inspection and Flow Testing	3.18	7
640. Credit for Water Supply	30.87	40
Divergence	-4.64	--
1050. Community Risk Reduction	2.68	5.50
Total Credit	63.84	105.50

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Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	**3.00**	3
422. Credit for Telecommunicators	**3.73**	4
432. Credit for Dispatch Circuits	**1.20**	3
Item 440. Credit for Emergency Communications:	**7.93**	**10**

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	**20.00**	**20**
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	**25.00**	**25**
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	**25.00**	**25**
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	**15.00**	**15**
4. Geographic Information System (GIS/AVL) The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched do not need GIS/AVL capability to obtain this credit.	**15.00**	**15**
Review of Emergency Reporting total:	**100.00**	**100**

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems,* recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	**13.17**	**20**
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	**20.00**	**20**
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	**20.00**	**20**
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, *Standard for Professional Qualifications for Public Safety Telecommunicator,* and/or the Association of Public-Safety Communications Officials - International (APCO) *Project 33.* Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	**20.00**	**20**
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	**20.00**	**20**
Review of Telecommunicators total:	**93.17**	**100**

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 "Credit for Dispatch Circuits (CDC)". This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A "Dispatch Circuit" is defined in NFPA 1221 as "A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency". All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. "Alarms" are defined in this Standard as "A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency".

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 "Credit for Dispatch Circuits (CDC)" = 1.20 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	**5.44**	6
523. Credit for Reserve Pumpers	**0.00**	0.5
532. Credit for Pumper Capacity	**3.00**	3
549. Credit for Ladder Service	**3.89**	4
553. Credit for Reserve Ladder and Service Trucks	**0.00**	0.5
561. Credit for Deployment Analysis	**7.76**	10
571. Credit for Company Personnel	**3.63**	15
581. Credit for Training	**1.28**	9
730. Credit for Operational Considerations	**2.00**	2
Item 590. Credit for Fire Department:	**27.00**	**50**

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.

b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.

c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 5.44 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 "Credit for Reserve Pumpers (CRP)". This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 "Credit for Reserve Pumpers (CRP)" = 0.00 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 "Credit for Pumper Capacity (CPC)". The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 "Credit for Pumper Capacity (CPC)" = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 "Credit for Ladder Service (CLS)". This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

Item 549 "Credit for Ladder Service (CLS)" = 3.89 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)". This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 "Credit for Reserve Ladder and Service Trucks (CRLS)" = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 "Deployment Analysis (DA)" is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.*

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 "Credit Deployment Analysis (DA)" = 7.76 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 "Credit for Company Personnel (CCP)" reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, "Kelley" days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **2.00 on-duty personnel** and an average of **11.40 on-call personnel** responding on first alarm structure fires.

Item 571 "Credit for Company Personnel (CCP)" = 3.63 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	0.00	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	3.19	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	0.00	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	3.75	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	0.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	1.04	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	1.20	12

Item 580 "Credit for Training (CT)" = 1.28 points

Item 730 – Operational Considerations (2 points)

Item 730 "Credit for Operational Considerations (COC)" evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	**50**	**50**
Incident Management Systems The department should use an established incident management system (IMS)	**50**	**50**
Operational Considerations total:	**100**	**100**

Item 730 "Credit for Operational Considerations (COC)" = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	**24.81**	30
621. Credit for Hydrants	**2.88**	3
631. Credit for Inspection and Flow Testing	**3.18**	7
Item 640. Credit for Water Supply:	**30.87**	**40**

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 "Credit for Supply System (CSS)". This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 "Credit for Supply System (CSS)" = 24.81 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 "Credit for Hydrants (CH)". This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 372 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	352
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	20
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 "Credit for Hydrants (CH)" = 2.88 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 "Credit for Inspection and Flow Testing (CIT)". This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants.*

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 3.18 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 0.00 points

Item 631 "Credit for Inspection and Fire Flow Testing (CIT)" = 3.18 points

Divergence = -4.64

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	**0.55**	2.2
1033. Credit for Public Fire Safety Education (CFSE)	**1.16**	2.2
1044. Credit for Fire Investigation Programs (CIP)	**0.97**	1.1
Item 1050. Credit for Community Risk Reduction	**2.68**	**5.50**

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	10.00	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	0.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	0.00	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	0.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	10.00	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	0.50	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	20.60	30
Review of Public Safety Education Programs (CFSE) subtotal:	21.10	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	3.60	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	17.60	20

Summary of PPC Review
for
Saranac Lake FPSA

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	3.73	4
432. Credit for Dispatch Circuits	1.20	3
440. Credit for Emergency Communications	7.93	10
Fire Department		
513. Credit for Engine Companies	5.44	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.89	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	7.76	10
571. Credit for Company Personnel	3.63	15
581. Credit for Training	1.28	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	27.00	50
Water Supply		
616. Credit for Supply System	24.81	30
621. Credit for Hydrants	2.88	3
631. Credit for Inspection and Flow Testing	3.18	7
640. Credit for Water Supply	30.87	40
Divergence	-4.64	--
1050. Community Risk Reduction	2.68	5.50
Total Credit	63.84	105.5

Final Community Classification = 04/4Y

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INSURANCE SERVICES OFFICE, INC.

HYDRANT FLOW DATA SUMMARY

City Saranac Lake Fpsa

County New York (Upstate)(Essex, Franklin), State New York (Upstate) (61) Witnessed by: Insurance Services Office Date: Oct 9, 2017

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$ INDIVIDUAL HYDRANTS			TOTAL	PRESSURE PSI STATIC	RESID.	FLOW -AT 20 PSI NEEDED **	AVAIL.	REMARKS***	MODEL TYPE
1.0		Broadway hyd opp VanBuren St	Saranac Lake Village Water Department, Main	840	0	0	840	98	90	4000	2900		
1.1		Broadway hyd opp VanBuren St	Saranac Lake Village Water Department, Main	840	0	0	840	98	90	2000	2900		
10.0		Rte 3 hyd at Algonqin Ave	Saranac Lake Village Water Department, Main	1130	0	0	1130	67	48	2500	1800		
11.0		Old Colby Lake Rd hyd behind hosp	Saranac Lake Village Water Department, Main	1330	0	0	1330	90	80	4500	3800		
11.1		Old Colby Lake Rd hyd behind hosp	Saranac Lake Village Water Department, Main	1330	0	0	1330	90	80	3500	3800		
12.0		Park Ave hyd at AMA gate	Saranac Lake Village Water Department, Main	1350	0	0	1350	75	72	4500	6500		
12.1		Park Ave hyd at AMA gate	Saranac Lake Village Water Department, Main	1350	0	0	1350	75	72	1000	6500		
13.0		Route 86 hyd opp Co Rte 32	Lake Placid Village Water Department, Ray Brook	1010	0	0	1010	70	45	5000	1500	(D)-(566 gpm)	
13.1		Route 86 hyd opp Co Rte 32	Lake Placid Village Water Department, Ray Brook	1010	0	0	1010	70	45	2500	1500	(B)-(1003 gpm)	
2.0		Main St hyd at Rte 3	Saranac Lake Village Water Department, Main	1680	0	0	1680	112	108	4500	9100		
2.1		Main St hyd at Rte 3	Saranac Lake Village Water Department, Main	1680	0	0	1680	112	108	3000	9100		
3.0		Bloomingdale Ave hyd between Broadway and Church	Saranac Lake Village Water Department, Main	1190	0	0	1190	107	103	3500	6300		
4.0		Petrove Ave hyd in Middle School lot	Saranac Lake Village Water Department, Main	980	0	0	980	100	96	3500	4900		
5.0		Lake Flower Ave 1st hyd east of Will Rogers Dr	Saranac Lake Village Water Department, Main	630	0	0	630	108	90	3500	1500		
6.0		Cansaas Ave hyd at Olive St	Saranac Lake Village Water Department, Main	1060	0	0	1060	102	96	3500	4400		
7.0		Glenwood Ave hyd at Hayes Ln	Saranac Lake Village Water Department, Main	1340	0	0	1340	75	65	2500	3400		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE *NOT* INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

*Comm = Commercial; Res = Residential.

**Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

INSURANCE SERVICES OFFICE, INC.

HYDRANT FLOW DATA SUMMARY

City Saranac Lake Fpsa

County New York (Upstate)(Essex, Franklin),

State New York (Upstate) (61)

Witnessed by: Insurance Services Office

Date: Oct 9, 2017

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM INDIVIDUAL HYDRANTS			TOTAL	PRESSURE PSI STATIC	RESID.	FLOW -AT 20 PSI NEEDED **	AVAIL.	REMARKS***	MODEL TYPE
7.1		Glenwood Ave hyd at Hayes Ln	Saranac Lake Village Water Department, Main	1340	0	0	1340	75	65	500	3400		
8.0		Winona St hyd at Dorcheser Rd	Saranac Lake Village Water Department, Main	1060	0	0	1060	80	40	3500	1300		
8.1		Winona St hyd at Dorcheser Rd	Saranac Lake Village Water Department, Main	1060	0	0	1060	80	40	500	1300		
9.0		Lake Flower Ave hyd at River	Saranac Lake Village Water Department, Main	630	0	0	630	110	94	1500	1600		

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE *NOT* INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

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*** (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.

UM & APOA
cc Board
Janelle

Charter
COMMUNICATIONS

January 25, 2018

The Honorable Clyde Rabideau
Mayor
Village of Saranac Lake
39 Main Street
Saranac Lake, NY 12983

SENT VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Re: Village of Saranac Lake Franchise Renewal
CUID NY0002

Dear Mayor Rabideau:

Time Warner Cable Northeast LLC, locally known as Charter Communications ("Charter") has appreciated the opportunity to serve the Village of Saranac Lake and its residents over the years. Therefore, as we are sure you can appreciate, Charter is taking the proper steps well in advance toward the renewal of our franchise agreement with you, which is due to expire on December 9, 2020. We are now looking forward to the renewal of our franchise.

As you may know, Section 626 of Title VI of the Communications Act of 1934, as amended (the "Cable Act") contains provisions that detail a procedure for the renewal of franchises. In order to comply with these provisions, Charter requests that the Village of Saranac Lake commence renewal proceedings in accordance with the requirements of Section 626(a) through (g) of the Cable Act.

However, Section 626(h) of the Cable Act provides for renewal of franchises without going through the extensive, formal procedure specified in Sections 626(a) through (g). We believe that this informal process may be preferable for all concerned. We would like to meet with you at your earliest convenience to discuss the renewal proceedings outlined in the Cable Act.

We look forward to meeting with you in the near future and to a continuing, mutually-beneficial relationship.

As always, please do not hesitate to contact me should you have any questions regarding the renewal or our service in general. I can be reached by phone at 518-640-8575 or via email at kevin.egan@charter.com.

Sincerely,

Kevin Egan
Director, Government Affairs
Charter Communications

20 Century Hill Drive
Latham, NY 12110

ORIGINAL

VILLAGE OF SARANAC LAKE
FRANCHISE AGREEMENT

THIS AGREEMENT is entered into this 13 day of November, 1995, by and between the Village of Saranac Lake, hereinafter referred to as "Grantor" or "Grantor Community", a municipal corporation duly organized under the laws of the State of New York, and Mountain Cable Company, d/b/a Adelphia Cable Communications, hereinafter referred to as "Grantee", a corporation duly organized under the laws of the State of New York, for the purpose of setting forth the terms under which Grantee shall construct, operate, and maintain a cable television system in the above referenced community in Franklin and Essex County, State of New York.

WHEREAS, Grantor is empowered to grant and renew franchises for the installation, operation and maintenance of cable television systems within its boundaries by virtue of the authority granted to it by the Cable Communications Policy Act of 1984, as amended, and the rules and regulations promulgated thereunder, by the rules and regulations of the New York State Commission on Cable Television, by its power to regulate and control the public streets, alleys, and rights-of-way, and by its general police powers; and

WHEREAS, Grantor and Grantee have a mutual desire to enter into a new non-exclusive franchise agreement setting forth the terms and conditions under which Grantee will continue to provide cable television service to Grantor;

WHEREAS, the construction, maintenance, and operation of said cable television system involves the use and occupation of Grantee of the streets, thoroughfares, and other rights-of-way belonging to Grantor; and

WHEREAS, the technical and financial ability of Grantee, and its principals, and the character and reputation of said Grantee and its principals, have been considered and approved by the Grantors; and

NOW, THEREFORE, in compliance with the franchise standards of the New York State Commission on Cable Television, Grantor hereby grants a non-exclusive franchise to Grantee to construct, operate, and maintain a cable television system within the Grantor community; provided, however, that the rights and privileges accorded by said franchise are fully subject to the following rights and conditions:

1. DEFINITIONS.

When used in this Agreement, unless the context otherwise requires, the following terms and their derivatives shall have the meaning herein given (and when not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular and words in the singular number include the plural).

a. "Agreement" or "Franchise" refers to this Franchise Agreement entered into by the

parties.

b. "Board" means the governing body of the Village of Saranac Lake.

c. "Cable Television System" means Cable Television system and Cable System as defined by Section 812 of the New York State Executive Law and Section 522 of 47 USCS.

d. "CATV" means a cable television system.

e. "CableValue Service" refers to a level of service above the Basic tier of service, now consisting of an additional selection of cable networks, also offered individually.

f. "Franchise area" means that area within the corporate limits of the Village as now or hereafter constituted.

g. "Grantee" means Mountain Cable Company, d/b/a Adelphia Cable Communications, its successors and assigns, the grantee of rights under this Agreement.

h. "Grantor" or "Grantor Community" means the Village of Saranac Lake.

i. "Gross Subscriber Receipts" means any and all compensation or receipts received from subscribers in the Grantor Community derived from service charges imposed on cable subscribers in connection with the carriage in the Grantor Community of cable television services on a regular recurring monthly basis, and including installations, disconnections and reinstallation charges received from subscribers.

j. "Person" shall mean any natural person, company, or entity of any kind.

k. "Property of Grantee" means all property owned, installed or used by the Grantee in the conduct of a cable television business in the Village.

l. "Street" means the surface of and the space above and below any public right-of-way and through easement by whatever name called, now or hereafter existing as such within the franchise area.

m. "Subscriber" means any person or entity who lawfully subscribes to any cable service whether or not a fee is paid for such service.

2. RIGHTS GRANTED

In consideration of the faithful performance and observance of the conditions and reservations hereinafter specified, the right is hereby granted to Grantee, to erect, maintain, and operate cable television transmission and distribution facilities and additions thereto in, under, over, across and upon the streets, lanes, avenues, sidewalks, alleys, bridges, and other public

places in the Grantor community, and subsequent additions thereto, for the purpose of transmission and distribution of audio and visual impulses, data and communications, and television energy and for any other lawful purpose specifically authorized under this Agreement in accordance with the laws and regulations of the Grantor for the period of ten (10) years from the date of this Agreement.

The Grantee shall not abandon service to any portion of the system during any contract period without first notifying Grantor in writing and then receiving the consent of Grantor. Such consent shall not be unreasonably withheld.

3. USE OF UTILITY POLES AND FACILITIES

There is hereby granted to Grantee the further right, privilege, and authority to lease, rent, or in any other lawful manner obtain the use of towers, poles, lines, cable and equipment and facilities from all holders of public licenses and franchises within the corporate limits of Grantor, and to use such towers, poles, lines, cables, and other equipment and facilities, subject to all existing and future local laws and regulations of Grantor. When and where practicable, Grantee's distribution system shall be erected upon poles owned and maintained by the local telephone or electric company, providing mutually satisfactory rental agreements can be entered into with said companies.

4. ERECTION AND MAINTENANCE OF POLES

Notwithstanding the above, where necessary to service subscribers and where attachments to the pole(s) of utilities is not economically feasible or otherwise, Grantee shall have the right to erect and maintain its own poles as may be necessary for the proper construction and maintenance of the television distribution system with the approval of the proper Village Authorities.

Grantee's transmission and distribution system, poles, wires, and appurtenances shall be located, erected, and maintained so as not to endanger or interfere with the lives of persons or to interfere with new improvements that the Grantor may deem proper, or unnecessarily hinder or obstruct the free use of streets, alleys, bridges, and other public property. Any removal of the distribution system, poles, wires, or appurtenances to avoid such interference shall be at the Grantee's expense, provided, however, that Grantee shall share proportionately with other users of the poles in any federal or state funds furnished to Grantor for the purpose of community development or urban renewal projects.

In those sections of the Grantor where all utilities are underground, cable TV lines will be placed underground at the Grantee's expense, provided that to the extent funding is available for utilities to place lines underground, such funding shall be made available to Grantee as well.

Grantor shall have the right, during the life of this Franchise, to install and maintain free of charge, upon the poles owned by the Grantee, any wire and pole fixtures necessary for a police

or fire alarm system, on the condition that such wire and pole fixtures do not interfere with the system operation.

5. USE OF EXISTING POLES

It is the stated intention and desire of Grantor that all other holders of public licenses and franchises within the corporate limits of the Grantor Community shall cooperate with Grantee to allow Grantee's joint usage of their poles and pole line facilities wherever possible or wherever such usage does not interfere with the normal operation of said pole and pole lines so that the number of new or additional poles constructed by the Grantee within the Grantor community may be minimized.

6. SERVICE AREA AND CONSTRUCTION

To the extent which it is not already in existence, Grantee plans to extend the cable television system to cover the franchise area of Grantor Community pursuant to the construction and line extension formulas. Grantee will make every reasonable effort to comply with the following schedule:

(a) Within one (1) year following receipt of a certificate of confirmation from the New York State Commission on Cable Television, Grantee will make service available to homes within the franchise area, according to the formula.

(b) Grantee shall apply for a certificate of confirmation from the New York State Commission on Cable Television within sixty (60) days of executing this Agreement with Grantor.

(c) Should the franchise area of Grantor ever expand, Grantee will make cable television service available to new areas of Grantor community where the average number of homes per linear mile of cable plant is fifteen (15) or greater or where the average number of homes per continuous linear mile of underground plant is twenty (20) or greater. In new areas having fewer than fifteen (15) homes per linear mile, Grantee will extend service to subscribers who are willing to contribute to the cost of construction in accordance with the following formula: C/LE-CA/P = SC. C equals the cost of construction of new plant; CA equals the average cost of construction per mile in the primary service area. P equals the minimum number of dwelling units per mile which would require the Grantee to provide service in the primary service area; LE equals the number of dwelling units requesting service in the line extension area; SC equals subscriber contribution- in-aid of construction in the line extension area.

i. Whenever a potential subscriber located in a line extension area requests service, the Grantee shall, within thirty (30) days of the request, conduct a survey to determine the number of potential subscribers located in the line extension area and shall inform each of the potential subscribers of the contribution-in-aid of construction that may be charged. The Grantee may require prepayment of the contribution-in-aid of construction. The Grantee shall apply for pole attachment agreements within thirty (30) days of its receipt of the contribution-in-aid of

construction. Cable television services must be made available to those who made a contribution-in-aid of construction within ninety (90) days from the receipt of pole attachment agreements by the Grantee.

ii. The contribution-in-aid of construction shall be in addition to the installation rate set forth in the Franchise.

iii. During a five-year period commencing at the completion of a particular line extension, a pro rata refund shall be paid to previous subscribers as new subscribers are added to the particular line extension; the amount of the refund, if any, shall be determined by application of the formula each time a new subscriber is added. The refunds shall be paid annually to subscribers, or former subscribers entitled to receive them.

Cable television service will be provided to any subscriber who requests service and who is located within 150 feet of aerial feeder cable at the regular installation charge. Subscribers located beyond 150 feet from the aerial feeder cable will be charged the regular installation fee plus the extra cost of labor and materials required to extend the drop beyond 150 feet plus fifteen (15) percent.

7. CORPORATE LIABILITY, INDEMNIFICATION

a. The Grantee, by its acceptance of this Franchise, specifically agrees that it shall indemnify and save harmless the Grantor from, and shall pay all damages, losses, costs, charges and penalties which the Grantor may legally be required to pay as a result of Grantee's operation of its cable television system in the Grantor community. These damages, losses, costs, charges and penalties shall include, but shall not be limited to, damages, installation, operation or maintenance of the CATV system authorized herein. However, nothing herein contained shall be construed to relieve Grantor from any and all liability due to its own negligence.

b. The Grantee, by its acceptance of this Franchise, specifically agrees that it shall defend Grantor and shall pay all expenses incurred by the Grantor in defending itself with regard to all damages and penalties covered by subsection (a) above. These expenses shall include all out-of-pocket expenses such as attorneys' fees and shall also include the reasonable value of any services rendered by any employee of the Grantor.

c. The Grantee, by its acceptance of this Franchise, specifically agrees that it shall maintain, throughout the term of this Franchise, liability insurance insuring the Grantor and the Grantee in regard to all damages covered by subsection "a" above in the minimum amounts of $1,000,000 combined-single limit for bodily injury or death and property damage per occurrence, with an annual aggregate of $2,000,000. The Grantee shall also carry such insurance as it deems necessary to protect it from all claims under Worker's Compensation laws in effect and that may be applicable to Grantee.

d. All insurance required by this Agreement shall be purchased from a company

licensed to do business in New York State and shall be and remain in full force and effect for the entire life of this Agreement. A current certificate of the above listed insurance shall be filed with the Clerk of the Grantor annually.

8. INTERFERENCE PROHIBITED

It shall be the duty of Grantee to erect and maintain its transmission and distribution facilities so as not to interfere with television reception of those persons who are non-users of Grantee's cable facilities.

9. THE CABLE SYSTEM

The band width of the cable television system operated by the Grantee pursuant to Section 6 shall be increased to 750 MHz within five years of the date of execution of this agreement. The Grantee shall have the right to transmit advertising of some form through the system and shall have the right to solicit for said advertising.

The cable television system shall be installed, operated and maintained in full conformance with the technical standards established by the Federal Communications Commission and the New York State Cable Commission.

10. FRANCHISE PAYMENTS

As compensation for the franchise granted herein and in consideration of the permission to use the streets and public ways of Grantor for the construction, maintenance, and reconstruction and operation of a cable television system in the Grantor community, Grantee shall pay to Grantor three percent (3%) of its annual gross subscriber receipts from cable television services provided in the Grantor Community.

Payments of the annual franchise fees shall be made by February 28 of each year, and shall be accompanied by a financial report as to gross annual receipts which shall be used for the purpose of verifying the franchise fee payments. Grantor, at Grantor's own expense and upon fifteen (15) business days written notice, may cause the books and records of the Grantee to be audited, for the purpose of determining the correctness of the annual payments to the Grantor and shall have the right to have the books and records certified by a certified public accountant for said purposes.

11. FEES AND CHARGES

The Grantee may make such charges for services provided to subscribers as are permitted by the F.C.C. and/or the Cable Communications Policy Act of 1984 as amended by the 1992 Cable Act and/or the Rules and Regulations of the New York State Commission on Cable Television as may affect rates for basic service, premium and pay-per-view programming,

installation, disconnection and reconnection, advanced or pre-paid services, promotional campaigns, converter rentals, refunds, late payment charges, billing practices and any matter dealing with rates not specifically mentioned herein. Under this paragraph, neither party surrenders any other rights or obligations due them under any other federal, state or local statute, rule or regulation.

Grantee at all times shall keep on file with the Clerk of Grantor a schedule of rates. If at any time any change is made in the schedule of rates, such change or changes shall also be filed with Clerk of Grantor so that Grantor shall always have on file a list of the current charges made by Grantee to its subscribers.

12. PERFORMANCE EVALUATION SESSIONS

The field of cable communications, being a dynamic industry, shall no doubt see many regulatory, technical, financial, marketing, and legal changes during the term of this Franchise. Therefore, in order to provide for a maximum degree of flexibility in this Franchise and to help achieve a continued advanced and modern CATV system for the Grantor community, the Grantee and the Grantor shall provide for the following reviewing sessions:

a. At the request of either the Grantor or the Grantee, franchise evaluation sessions shall be held wherein the Grantor or Grantee may discuss matters pertaining to the cable system and its operations. Such evaluation sessions may be held up to two times during the term of the franchise. Public information meetings will be held for the purpose of exchange of information among the public, the Grantor and the Grantee.

b. The following topics may be considered and discussed at each evaluation session: service rate structures, free and discounted services, application of new technologies, system performance, services provided, programming offered, customer complaints, amendments to the cable television agreement, pertinent judicial and federal rulings and franchise fees.

c. Nothing herein contained shall prevent either the Grantor or the Grantee from discussion of any of these subjects in meetings other than the above described evaluation sessions.

d. The Grantee shall fully cooperate with the Grantor in providing records and reports to be used as resource and reference items at such evaluation sessions. Grantor and Grantee confirm that the purpose of these evaluation sessions shall be to insure that the cable communications needs of the Grantee's subscribers are being met.

13. PUBLIC HEARINGS

Grantee shall participate in public hearings to be called by the Grantor for the purpose of allowing public input to both parties. These hearings may be held at the discretion of the Grantor but shall not exceed, unless an emergency arises, one (1) per calendar year.

14. SERVICE TO SCHOOLS AND OTHER BUILDINGS

Grantee shall make available, upon written request of the proper authorities, one outlet for Basic and CableValue Service by Grantee without charge for equipment, installation or maintenance thereof to the following buildings provided that the Grantee's lines pass within one hundred fifty (150) feet of such buildings:

a. Fire and police stations;
b. Municipal buildings;
c. Recreation centers, owned or operated by Grantor;
d. Public and private schools;

Grantee shall upon request, without charge and within a reasonable time after such request, install in the buildings listed in a. to d. above, receiving terminal apparatus and cable connections sufficient to enable one outlet in each such building to receive all Basic and CableValue programming transmitted and distributed over Grantee's system.

15. OTHER FRANCHISES, LICENSES, OR PERMITS

The Franchise granted under this Agreement authorizes only the rights granted pursuant to Paragraph 2 and does not take the place of any other franchise, license, or permit which might be required by law of the Grantee.

16. PREFERENTIAL PRACTICES PROHIBITED

Grantee shall not, as to rates, charges, services, service facilities, rules, regulations or in any other respect, make or grant any undue preference or advantage to any person; including its subsidiaries, parent and affiliates; nor subject any person to any prejudice or disadvantage.

17. GRANTEE NOT TO VIOLATE ZONING OR PRIVATE PROPERTY RESTRICTIONS

This contract and franchise shall not give any rights to the Grantee to violate any provision now existing or hereinafter rendered in zoning laws or other local laws of Grantor or to violate private property restrictions of record.

18. OPERATIONS AND MAINTENANCE

Grantee shall render efficient service, make repairs promptly and interrupt service only for good cause and for the shortest time possible. Grantee in accordance with Part 596.8 of the Commission's Rules will respond to service calls on the same day they are received, if possible, and in all events on the business day following receipt of the calls. Grantee at all times shall maintain a service office with competent technical staff, and during construction and throughout the term of the franchise shall adhere to all technical regulations and standards of the Federal Communications Commission, the National Electric Code of the National Board of Fire

Underwriters, the New York State Commission on Cable Television, the Grantor community and the utility companies. The Grantee shall maintain at a location of its choice an office and service department which shall be open during normal business hours and shall have a listed, toll-free, telephone number available twenty-four (24) hours a day for the reception of complaints and requests for repair and adjustments. During some of this time, the telephone may be operated by an answering service or automatic recording service.

Grantee will adhere to the Rules and Regulations of the New York State Commission on Cable Television for issuance of credits for subscriber outages, and for all other service standards.

19. NON-EXCLUSIVE FRANCHISE

This Franchise and any rights granted hereunder shall be non-exclusive, and Grantors reserve the right to grant another similar franchise or right to any person or firm. If, however, Grantor should grant an additional franchise to one or more multi-channel video providers on terms inconsistent with this franchise, Grantee at its option shall have the right to incorporate and/or substitute those terms within this agreement and have these additional or substituted terms binding on both parties for the remainder of the agreement. Further, no multi-channel video provider shall have the right to provide any service upon terms more favorable than those applicable to the provision of such service by the Grantee.

20. INSPECTION OF RECORDS, FILINGS AND COMMUNICATIONS WITH REGULATORY AGENCIES

The Grantor shall have the right to inspect, upon two weeks written notice, at any time during normal business hours at the system office all books, records, maps, plans, financial statements, service complaint logs, performance test results, record of requests for service and other like materials of Grantee which are reasonably necessary to monitor compliance with the terms of this Franchise. Grantee shall first be given two (2) weeks written notice of the inspection request, the description of and purpose for the inspection and description, to the best of the Grantor's ability, of the books, records, documents and equipment it wants to inspect.

21. REPORTS

Grantee shall file with Grantor certificates of insurance as required herein and financial information as to gross receipts for the purpose of verifying franchise fee payments. Grantee shall file rate schedules as required herein upon request.

22. CONDITIONS ON STREET OCCUPANCY

a. Any construction work which requires disturbing the surface of any street, shall be performed in a manner so as to cause minimum interference with the proper use of streets, public ways, and places; and in a manner which shall cause minimum interference with the rights and reasonable convenience of property owners adjoining any of the streets, public ways, and

places.

b. In case of disturbance of any street, sidewalk, public way, or paved area, the Grantee shall at its own cost and expense and in conformity with all the requirements of the local laws and regulations of Grantor and with the National Electric Safety Code, replace and restore each street, sidewalk, and public way in as good a condition as before the work involving such disturbance was done.

c. Grantee shall, provided it has at least forty-eight (48) hours' notice, on the request of any person holding a building moving permit, temporarily raise or lower its cable to permit the moving of buildings. The expense incurred by Grantee because of said move shall be borne by the party requesting the move. The cost shall be calculated on the basis of Grantee's time and materials.

d. Grantee shall have the authority to trim trees upon and hanging over streets, alleys, sidewalks, and public places of the Village so as to prevent the branches of such trees from coming in contact with the wires and cables of Grantee; provided, however, all trimming shall be done, at the expense of Grantee, under the supervision and direction of the Village.

23. SAFETY REQUIREMENT

Grantee shall at all times employ reasonable care and shall install and maintain in use commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage, injury, or nuisances to the public; and the Grantor's streets shall be properly protected at all times with suitable barricades and other protective devices to protect all members of the public having occasion to use the portion of any street which may be involved in Grantee's work.

24. ACCESS CHANNEL AND EMERGENCY USE

Grantee's system serving Grantor shall provide one channel for public access, educational access and government access. Grantee may use allocated channel time until such time as demand for PEG services increase. Grantee shall comply with Part 595.4 of Commission's rules and regulations.

In the case of any emergency or disaster, the Grantee shall, upon request of the Mayor, make available its facilities to the Village for emergency use during the period of such emergency or disaster.

25. RIGHT OF REVOCATION, TERMINATION, AND CANCELLATION PROCEEDINGS. RIGHTS AT EXPIRATION OF FRANCHISE

The rights, powers, and privileges granted in this Franchise may be revoked by resolution of Grantor for the following reasons, subject to the procedure hereinafter set forth:

a. Non-compliance by the Grantee with the material terms of this Franchise.

b. Non-use and abandonment of the system for a period of thirty (30) days or more.

c. Failure to pay to Grantor proper franchise fee payments as required by this Franchise Agreement.

d. Knowingly submitting false reports or records to Grantor.

In the event of any of the above occurrences, Grantee shall be given written notice and have sixty (60) days from such notice to remedy the material deficiency. If after such sixty (60) day period, no corrective action has been taken, a hearing shall be held by the Grantor to determine whether the period of cure should be extended or whether the license and franchise should be terminated and canceled. Grantee shall receive ten (10) days written notice of such hearing. No revocation, termination, or cancellation shall occur for causes beyond Grantee's control or so long as Grantee is diligently and continuously proceeding with corrective action.

26. GRIEVANCE PROBLEMS

Grantee shall provide written notice to all present and initial subscribers, and thereafter on a yearly basis to all subscribers, explaining procedures for reporting and resolving complaints and the Grantee's billing procedures.

27. COMPLIANCE WITH APPLICABLE STANDARDS

The cable television system to be constructed by Grantee, pursuant to this Franchise shall be designed to meet the technical standards set by the New York State Commission on Cable Television. All materials used in this system will be of good and acceptable quality.

28. NONDISCRIMINATION

Grantee shall not refuse to hire or employ, nor bar or discharge from employment, nor discriminate against any person in compensation or in terms, conditions, or privileges because of age, race, creed, national origin, or sex.

29. SEVERABILITY

If any section or portion of this contract is for any reason held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions hereof. However, in the event that the FCC and/or the State Commission declares any paragraph, subparagraph, sentence, clause, or phrase invalid, then such paragraph, subparagraph, sentence, clause, or phrase will be re-negotiated by the Grantee and the Grantor.

30. PRE-EMPTION OF LOCAL REGULATORY AUTHORITY

The Grantor and Grantee specifically acknowledge that State and Federal Laws have been enacted which may restrict, limit or foreclose the Grantor's rights to regulate various aspects of

Grantee's conduct during the course of construction, operation and maintenance of a cable television system or to impose various conditions in granting such franchise.

31. SAVINGS CLAUSE

Except as otherwise provided for herein, the Rules and Regulations of the New York State Cable Commission shall be binding upon the parties.

32. SUCCESSORS AND ASSIGNS

This Agreement constitutes the understanding between the parties and shall be binding upon the parties hereto, their respective assigns, transferees, and successors.

33. COMMISSION APPROVAL

The terms of this franchise are subject to the approval of the New York State Cable Commission.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have affixed their signatures and seals this 14th day of November, 1995.

VILLAGE OF SARANAC LAKE

By: [signature]
Title: Mayor

Witness:

[signature]

MOUNTAIN CABLE COMPANY
d/b/a Adelphia Cable Communications

By: Michael J. Rigas
Title: Vice President of Mountain Cable Communications, Inc., its General Partner

Witness:

[signature]

d:aj\fran\sar-lk.411

RAPOF.

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers, ATTN: CENAN-OP-RU
Upstate Regulatory Field Office
1 Buffington St., Building 10, 3rd Fl. North
Watervliet, New York 12189-4000

JAN 25 2018

Upstate New York Section

SUBJECT: Permit Application No. NAN-2017-00440-UDE
by New York State Department of Environmental Conservation
Village of Saranac Lake, Essex County, New York

Michael Mason
New York State Department of Environmental Conservation
625 Broadway, 12th Floor
Albany, New York 12233

Dear Mr. Mason:

On August 31, 2017, the New York District of the U.S. Army Corps of Engineers received a request for Department of the Army authorization to conduct dredging and discharge fill material into waters of the United States to facilitate the removal of hazardous waste in and adjacent to Pontiac Bay of Lake Flower and Brandy Brook. The site is located in the Lake Champlain watershed, off of State Route 86 and Payeville Lane, in the Village of Saranac Lake, Essex County, New York.

The above submittal, and subsequent submittals received on October 11, November 2 and December 6 and 15, 2017, including the drawings prepared by MACTEC Engineering and Consulting, P.C., entitled "Remedial Action, Saranac Lake Gas Co., Inc., Saranac Lake, New York, NYSDEC Site Number 516008", with Sheets 7, 10 – 15, 17 – 20, 23, 25, 26, 28 and 29 of 29, dated February 2017 and last revised on August 22, 2017, Sheets 9, 16 and 27 of 29 dated July 2017 and last revised on August 22, 2017, a second Sheet 26 of 29 dated July 2017 and last revised on September 22, 2017, Sheet 8 of 29 dated August 2017 and last revised on August 22, 2017, and Sheets 21 and 22 of 29 dated February 2017 and last revised on October 6, 2017, indicate that the total impacts to waters of the United States would involve the discharge of fill material into 1,360 linear feet of Brandy Brook and 0.58 acre of adjacent wetlands, and dredging and the discharge of fill material into approximately 71,650 square feet of Pontiac Bay to facilitate the removal of the hazardous waste. Three culverts conveying driveways across Brandy Brook that total 72 feet would be replaced with 6 foot wide by 4 foot high 3-sided pre-cast concrete culverts. Temporary cofferdams, check dams and turbidity curtains would be used to facilitate the accomplishment of the work. As depicted on the above referenced drawings and described in the report entitled "Restoration Plan, Brandy Brook (OU02) and Pontiac Bay on Lake Flower (OU03), Saranac Lake Gas Company, Inc, NYSDEC Site No. 516008", prepared by MACTEC Engineering and Consulting, P.C., dated August 2017, and revised by letter to this office dated November 2, 2017, 1,360 linear feet of Brandy Brook, 0.58 acre of adjacent wetlands, 0.09 acre of upland riparian area and stream bank, along with 71,650 square

feet of Pontiac Bay and 175 linear feet of associated shoreline would be restored upon completion of the remedial work.

Based on the information submitted to this office, and accomplishment of notification in accordance with the applicable federal requirements, our review of the project indicates that an individual permit is not required. It appears that the activities within the jurisdiction of this office could be accomplished under Department of the Army Nationwide General Permit Number 38. The nationwide permits are prescribed as a Reissuance of Nationwide Permits in the Federal Register dated January 6, 2017 (82 FR 1860). The work may be performed without further authorization from this office provided the activity complies with the permit conditions listed in Section B, No. 38, Section C, any applicable New York District regional conditions, the special conditions below, and any applicable regional conditions added by the State of New York. The 2017 Nationwide Permits, including their final regional conditions, water quality certifications, and coastal zone concurrence statements are available at:

http://www.nan.usace.army.mil/Missions/Regulatory/Nationwide-Permits/

Please review and familiarize yourself with all relevant terms and conditions of the nationwide permit prior to proceeding with your project and subsequently ensure you adhere to all conditions through the duration of the project. If you do not have internet access and require a specific paper copy of the referenced materials, please contact the phone number below to request they be mailed to you. Please be sure to have your permit application number readily available when you call.

Special Conditions

(A) The permittee understands and agrees that, if future operations by the United States require the removal, relocation, or other alteration, of the structure or work herein authorized, or if, in the opinion of the Secretary of the Army or his authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the permittee will be required, upon due notice form the Corps of Engineers, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the United States. No claim shall be made against the United States on account of any such removal or alteration.

(B) The permittee shall successfully restore 1,360 linear feet of Brandy Brook, 0.58 acre of adjacent scrub-shrub and emergent wetlands, 0.09 acre of upland riparian area and stream bank, along with 71,650 square feet of Pontiac Bay and 175 linear feet of associated shoreline as described and depicted on Sheets 17 through 23 and 25 through 29 of the above referenced drawings and the report prepared by MACTEC Engineering and Consulting, P.C., entitled "Restoration Plan, Brandy Brook (OU02) and Pontiac Bay on Lake Flower (OU03), Saranac Lake Gas Company, Inc, NYSDEC Site No. 516008", dated August 2017, and revised by letter to this office dated November 2, 2017. The permittee shall ensure that the restored wetlands meet the federal wetland technical guidance and indicators outlined in the following documents (or current

versions): U.S. Army Corps of Engineers. 2011. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (Version 2.0)*, ed. J.S. Wakeley, R.W. Lichvar, C.V. Noble, and J.F. Berkowitz. ERDC/EL TR-12-1. Vicksburg, MS: U.S. Army Engineer Research and Development Center; and Environmental Laboratory. 1987. *Corps of Engineers Wetlands Delineation Manual*, Technical Report Y-87-1, US Army Engineer Waterways Experiment Station, Vicksburg, MS.

(C) The permittee shall ensure that all proposed restoration plantings have an eighty-five (85) percent survival rate and all restored wetland areas in conjunction with the restoration plan shall have an eighty-five (85) percent coverage of hydrophytic plants (those with a regional indicator status of FAC, FACW, or OBL as outlined in the document, Lichvar, R.W. 2012. *The National Wetland Plant List*. ERDC/CRREL TR-12-11. Hanover, NH: U.S. Army Corps of Engineers, Cold Regions Research and Engineering Laboratory). The permittee shall also ensure that the vegetation in the restoration areas do not consist of more than a total of 5% areal coverage of common reed (Phragmites australis), purple loosestrife (Lythrum salicaria), reed canary grass (Phalaris arundinacea), Japanese knotweed (Polygonum cuspidatum), Tartarian honeysuckle (Lonicera tatarica), Eurasian water-milfoil (Myriophyllum spicata), and/or other invasive species.

(D) The permittee shall provide to this office annual reports (2 copies) on the status of the stream, bay, shoreline, riparian area and wetland restoration activities, with the wetland and riparian area data prepared during the growing season, no later than October 31 in each of the following five (5) years, after initiation of the activities authorized by this permit. If this office determines that the success criteria outlined in Special Conditions (B) and (C) above has not been met for at least three consecutive years, this period will be extended and the permittee shall continue to submit monitoring reports every year until this office determines that the success criteria has been met for three consecutive years. Your responsibility to complete the required restoration as set forth in Special Conditions (B) and (C) will not be considered fulfilled until you have demonstrated restoration project success and have received written verification of that success from this office. These reports shall include the following at a minimum:

1. A list of dominant plant species, along with their estimated relative frequency and percent areal cover, shall be identified by using plots measuring 10 feet by 10 feet with at least one representative plot located in each of the habitat types within the wetland and riparian area restoration areas. The location of each plot shall be identified on the plan view engineering drawing;

2. Vegetation cover maps, at a scale of one inch equals 100 feet, or larger scale, shall be prepared for each growing season in the above listed reporting years;

3. Photographs showing all representative areas of all of the restoration areas shall be taken each reporting year, with the photos of the wetland and riparian area restoration areas taken during the period between June 1 and August 15;

4. A Corps of Engineers approved wetland delineation data sheet for all representative areas of the wetland restoration sites;

5. Surface water and groundwater elevations in representative areas of the wetland restoration sites shall be recorded twice a month during April through September of each year. The location of the monitoring wells shall be shown on the plan view engineering drawing; and

6. As-built drawings of the bay and the stream reach, in plan view, that also locate all in-stream structures in relation to the bankfull elevation of the stream and the bathymetry of Pontiac Bay, shall be provided in reporting years one and five.

7. A written description of existing conditions within each restoration area, including the condition of the restored section of stream channel and the in-stream structures, conditions upstream and downstream from the stream restoration area, the condition of the restored shoreline along the bay, how each restored resource is functioning, and any observed usage by fish and wildlife.

8. A remedial plan, if necessary, outlining all practicable steps taken or proposed to be taken to ensure the success criteria outlined in Special Conditions (B) and (C) above, the stability of the stream reach, and the restoration of the functions of the existing resources, are met by the specified due date of the next monitoring report. The permittee shall not undertake these remedial actions until they are approved by the New York District, U.S. Army Corps of Engineers.

(E) All backfilling, grading, planting and seeding in conjunction with the restoration of the bay, stream, wetlands, and associated shorelines and riparian areas shall be completed by June 30, 2019. Also, within 30 days of the completion of the grading associated with the restoration of the wetlands, the permittee shall install at least two groundwater monitoring wells within the wetland restoration area and submit to the New York District Corps of Engineers, Regulatory Branch, Upstate New York Section an as-built drawing and photographs of the site. This as-built shall consist of a field-surveyed drawing, at 1" = 50' scale, with one-foot contours and appropriate spot elevations, in addition to showing the submitted photograph locations, and installed monitoring wells.

(F) The permittee shall ensure that no mowing of the wetland and riparian buffer areas occur outside of the areas that are being restored to lawn.

(G) The permittee shall undertake the authorized filling activities in a manner aimed at reducing impacts upon the general environment. In addition, the permittee shall not stockpile fill or other materials in a manner conducive to erosion, or in areas likely to cause high turbidity runoff during storm events. All exposed soils shall be re-vegetated in a timely manner to further reduce potential effects. The permittee shall also fence off all wetlands and other sensitive ecological areas, including forested lands to remain, during construction periods to prevent equipment and personnel from entering these areas.

(H) The permittee shall ensure that all synthetic erosion control features (e.g., silt fencing, netting, mats), which are intended for temporary use during construction, are completely removed and properly disposed of after their initial purpose has been served. Only natural fiber materials, which will degrade after time, may be used as permanent measures, or if used temporarily, may be abandoned in place.

(I) The permittee shall assume all liability for accomplishing the corrective work should the New York District determine that the stream, wetland, riparian area, bay and shoreline restoration work has not been fully satisfactory. If the New York District does not find the restoration satisfactory, an extension of monitoring time may be required to cover any necessary remedial work.

(J) The permittee shall assure that all tree removal necessary to accomplish the authorized work shall only occur during the period from November 1 through March 31 in any year this verification is in effect.

This determination covers only the work described in the submitted material. Any major changes in the project may require additional authorizations from the New York District.

Care should be taken so that construction materials, including debris, do not enter any waterway to become drift or pollution hazards. You are to contact the appropriate state and local government officials to ensure that the subject work is performed in compliance with their requirements.

This verification is valid until March 18, 2022, unless the nationwide permit is modified, reissued, or revoked. This verification will remain valid until March 18, 2022, if the activity complies with the terms of any subsequent modifications of the nationwide permit authorization. If the nationwide permits are suspended, revoked, or modified in such a way that the activity would no longer comply with the terms and conditions of a nationwide permit, and the proposed activity has commenced, or is under contract to commence, the permittee shall have 12 months from the date of such action to complete the activity.

This authorization is conditional on the applicant's receipt of the required water quality certificate or waiver from the New York State Department of Environmental Conservation (NYSDEC). No work may be accomplished until the required approval from NYSDEC has been obtained.

Within 30 days of the completion of the activity authorized by this permit and any mitigation required by this permit, you are to sign and submit the attached compliance certification form to this office.

In order for us to better serve you, please complete our Customer Service Survey located at:

http://www.nan.usace.army.mil/Missions/Regulatory/CustomerSurvey.aspx

If any questions should arise concerning this matter, and/or if you require a specific paper copy of the above referenced nationwide general permit program, please contact Christine Delorier, of my staff, at (518) 266-6354.

Sincerely,

Amy L. Gitchell
Chief, Upstate New York Section

Enclosures

cf: E. Burns - NYSDEC Region 5, Ray Brook (DEC #5-1540-00440/00001)
Village of Saranac Lake
M. Stelmack – Environment & Infrastructure Solutions
C. Cloud
J. Sweeney
S. Tyrell, NCCC
M. Bimson Maggi – AmeriGas Propane, L.P.
K. Cameron
S. Reynolds
G. Tolhurst
M. Nason
S. Stiles
B. Kent

RAP of

Village of Saranac Lake

2017 Annual Sewer System Rehabilitation Report Summary

NYS DEC SPDES Permit # NY0021733

Prepared by
Gregory Swart, P.E.
AES Northeast, PLLC
January 23, 2018

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Compliance Summary

Sewer Main & Siphon Cleaning,
Collection System Inspections &
Spot Repairs

Investigations

Rehabilitation &
Replacement Projects

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1) COMPLIANCE SUMMARY

The purpose of this report is to fulfill the requirements of New York State Department of Environmental Conservation (NYS DEC) State Pollution Discharge Elimination System (SPDES) Permit # NY0021733. A summary of the status of compliance is provided in Table 1.1: *Compliance Summary*.

2) SEWER MAIN & SIPHON CLEANING, COLLECTION SYSTEM INVESTIGATIONS, & SPOT REPAIRS

2.1 Sewer Main Cleaning

Sewer main cleaning is a Best Management Practice (BPM) to maximize the carrying capacity of the sanitary sewer collection system and avoid potential sanitary sewer overflows. The Village cleans many sewer mains on an annual basis. Additional sewer mains are cleaned based on observed conditions or in conjunction with sewer main investigations.

Refer to Appendix A: *2017 Sewer Cleaning Records*.

2.1.1 Annual Cleaning Schedule

The annual list of sanitary sewers to be cleaned is based on historical records of lines where routine maintenance is required to avoid surcharged conditions. The list of sewers that require cleaning is included in Table 2.1: *Cleaning Schedule*.

A few sewer mains on the annual list were not cleaned in 2017. The Village will work to clean these in 2018.

2.1.2 Siphon Cleaning

There are two siphons in the Village's collection system. One conveys the wastewater under the Saranac River into the wastewater treatment plant (WWTP), and the second siphon conveys wastewater from the east side of the Saranac River to the west side (the Woodruff siphon). Routine cleaning of the siphons is a critical item for maintaining maximum system capacity as the siphons are a location for grit and grease accumulation.

The following items are of noted for 2017:

- According to the Village the main siphon was cleaned once in 2017.
- The Woodruff Street siphon cannot be fully cleaned until a second barrel has been installed. The Village cleans the line as well as can be accomplished with a high speed flushing nozzle and did so in 2017.

Refer to Appendix B: *Siphon Cleaning Report*.

2.1.3 Additional Sewer Main Cleaning

In addition to the sewer mains that were cleaned as part of the annual cleaning list, several other sewer mains were cleaned in 2017.

Refer to Table 2.2: *Additional Cleaning Performed by Village* for a complete list of the additional sewers that were cleaned.

2.2 Collection System Inspections

The Village performs/inspections on various components of the collection system that are critical to the optimal performance of the system. These checks include pump station inspection and maintenance, manhole backflow preventer inspection, and manhole auto-dialer testing. Refer to Table 2.3: *Additional Collection System Inspections*. This list is not intended to be complete, as the documentation is not required for this report, but is provided to highlight the work performed by the Village's staff.

2.3 Collection System Repairs

The Village completes one-time repairs when a system component fails (e.g. pump station, sewer main, manhole, etc.) The Village also completes small repair work to system components to fix historical issues.

No work items were highlighted specifically for the report by the Village.

2.3.1 Ongoing Repair Work

Spot Repairs: Manhole:

The Village continues to analyze those manholes in need of cementitious lining and/or raising.

2.3.2 Spot Repairs

Refer to Appendix C: *Noncompliance Reports* for Village work associated with one time deficiencies in the system.

There were no noncompliance events in the Village in 2017.

2.4 Bloomingdale Lift Station 5 Year Inspection

Next Inspection required in 2021

3) INVESTIGATIONS

The Village, in conjunction with consulting engineers, performs collection system and wastewater treatment plant investigations and reporting to document the condition of the system and to outline a plan to address those issues found. This section is broken down into completed investigations (in 2017), ongoing investigations that are in progress, and needed future investigations that will likely be completed in 2018 or beyond. Documentation of investigations that were completed in prior years have been removed from the body of this report, but a listing is maintained in Table 1.1.

3.1 Completed Investigations

The Village recently separated the Wastewater Treatment Plant comprehensive performance evaluation and the UV Disinfection Investigations into two reports. In 2017, the Disinfection Report included an investigation of Clarifier #3, the effluent chamber, the effluent line and the type of disinfection to be used. It was determined that Clarifier #3, the effluent chamber and the effluent line are need to be replaced. The investigation also concluded that UV disinfection would be the most practical method of decontaminating effluent. The remaining plant will be evaluated with the CPE in 2018.

3.2 Ongoing Investigations

3.2.1 WWTP Comprehensive Performance Evaluation

The WWTP last received major upgrades in 1993. With the exception of the recently completed project to complete installation of a new 80' diameter clarifier, no major work has been completed on the treatment plant. An exceptional treatment plant staff keeps the plant running, but after 25 years, the plant is in need of a complete inspection and potential upgrades. Investigative reporting for the following items is expected to be conducted in 2018 per the recommendation of NYSDEC.

Refer to Appendix D: DEC Inspection Report.

Key items of note include:

Aeration tanks:

The concrete of the aeration tanks is literally falling off. The concrete used to construct the tanks was of very poor quality and is quickly deteriorating. Large chucks have fallen off the side of the tank. As rebar has been exposed, more concrete has deteriorated. It is only a matter of time until the tanks fail.

Solids handling

The sludge holding tanks, digester, and methane gas recovery system are all aged and in need of investigation and repairs.

3.2.2 Comprehensive I&I Study

The Village was awarded an EPG for a comprehensive I&I study. The work will begin in 2018 and be completed in 2019.

The following key areas are identified for study for I&I investigations (A final scope has not yet been completed and this list may change):

Trunk Main: Coin Wash Parking Lot

The Trunk main, downstream of the Coin Wash Parking lot will be studied during the Comprehensive I&I study.

Lake Street

In light of the overflow event that occurred on 6/22/15 on the West Trunk Sewer main (on Dorsey Street) the Village performed some preliminary investigations in the Lake Street area upstream of this trunk main. The Village noted that there appears to be areas of high I&I as the sewer main runs through swampy areas. As a preliminary opinion, it seems likely that the replacement of the west trunks sewer main (comprised of the LaPan Highway sewer main and Upper Dorsey Street sewer main) may have brought the I&I issue to light. It is likely that the condition and installation of the old trunk sewer main held water back in the system reducing the downstream impact of I&I from Lake Street. However, with the installation of new pipe (with better slope, interior pipe conditions, etc.) it is likely that the trunk sewer no longer holds back the Lake Street flows allowing more I&I to reach the downstream area faster and may have led to the overflow during a high rainfall event. It is likely that this is not a new problem, just a shifted problem.

Trunk Sewer Main

Over the years, the Village has repaired or replaced the majority of the trunk sewer main on the west side of the Saranac River, including major portions below the Woodruff Street siphon (which combines the east side and west side trunk sewer mains into one trunk sewer main). One major section from the Woodruff Street siphon to the Bloomingdale Lift Station has not been replaced. It has not be inspected in many years. It is likely that this line has I&I influence (portions are within the banks of the Saranac River). Old report (early 1990's) indicated poor slope and other problems. These problems have not corrected themselves over the years and this section is due for a full inspection and report.

North Broadway Sewer

This section extends from Manhole W5, paralleling Broadway from the bridge on the Saranac River, proceeding north under many buildings to the intersection of NYS Route 3; then proceeding behind structures further north until Coming Street side, near the intersection of Broadway and Cedar Street. This section then continues parallel to Ampersand Avenue, collecting Mills Avenue, St. Lawrence Street, and Adirondack Street.

The newly reconstructed 10" sewer main from Old Lake Colby Road discharges into the existing 8" North Broadway sewer main. Ideally, the Village would have begun upsizing of sewer mains from downstream locations and work upstream; however, due to the seriousness of the needed repairs to the NIMO pump station and Old Lake Colby sewer, the upgrades to these components proceeded in reverse order. Therefore, it is imperative that the Village work to investigate the condition and capacity of the North Broadway sewer in the near future so as not to allow any problems to develop as a result of the replacement of the Old Lake Colby Sewer.

As portions of this sewer main are known locally as the "swamp line" it is likely that this main has I&I issues that need to be investigated.

Dupree Street

Dupree Street is an area known to have I&I issues. The Dupree Street sewer main empties into Lake Flower Lift.

3.3 Proposed Investigations

3.3.1 Woodruff Street Sewer Main: MH W10-31 to MH W10-33

Purported rooted joints in this section of sewer have caused flow issues in the past. Complete video inspection is required to determine the proper course of action for remediation.

3.3.2 Lake Flower Lift

Future upgrades of the force main will depend on operations of the recently upgraded pump station.

3.3.3 Woodruff Street Manhole 24-2

Awaiting Investigation

4) REHABILITATION & REPLACEMENT PROJECTS

Investigation and reporting are performed on portions of the collection/treatment system that have problems identified by Village staff. The recommendation of the reporting is often a rehabilitation project or a replacement project to correct the issue. Either type of project can be performed by Village staff, when time and knowhow allow, or can be bid out to a contractor. Most projects take time from reporting, through design and bid, to completion, because of the cost often associated with each project. This section has been divided into those projects that were completed in 2017, those that are currently in progress, and those that are awaiting funding and will be completed in 2018 or beyond. Documentation of projects that were completed in prior years have been removed from the body of this report, but a listing is maintained in Table 1.1

It should be noted that in recent years, the Village staff has taken on the responsibility to learn the art of sewer main installation and tackles projects as time allows. This has saved the Village a considerable amount of money compared with the cost to bid the construction project.

4.1 Completed Projects

4.1.1 Lake Flower Lift

The Lake Flower Lift Station generator and control building replacement was completed in March 2017.

4.2 Force Account Work

Village staff completes sewer main replacements when time and funding allows. Utilizing force account work provides a significant cost savings for the Village.

4.2.1 Glenwood Drive: 1548' of replacement sewer main, including 17 manholes.

4.2.2 Elm Street: 270' of replacement sewer main, including 1 manhole.

4.2.3 Keene Street: 300' of replacement sewer main, including 3 manholes.

4.2.4 Kiwassa Road: 289' of replacement sewer main, including 2 manholes.

4.3 Projects in Progress

The Village is currently approximately half way through a 7-part sewer line infrastructure project. The project is funded primarily through Environmental Facilities Corporation (EFC), with $1,051,034 in grant (added in 2016) and $3,153,103 in 0% loan. An additional $190,000 grant was provided for the LaPan Highway sewer project from Empire State Development. The overall project consists of 4 base project components (Broadway Sewer, LaPan Highway Sewer, Dorsey Street Sewer, and Woodruff Street Sewer) and 3 additional projects (Lake Flower Lift Station, Lake Flower Ave Laterals, and Brand Brook Sewer). The 3 additional projects were added as EFC allowed a project expansion when the 25% NYS Waters Grant was awarded (this is not typical and was a real bonus for the Village) as it saved all of the application costs of starting a new project.

4.3.1 Woodruff Street Siphon (Second Barrel)

The Woodruff Street Siphon second barrel and rehabilitation of the existing barrel have been incorporated into the current construction project. The project was bid in summer of 2017 and was not awarded, due to cost. It is to be rebid in 2018.

4.3.2 Payeville Sewer (Brandy Brook Sewer Main)

The Payeville sewer replacement has been incorporated into the current construction project. The Payeville Sewer Report included an investigation of the Brandy Brook sewer main (covered in prior reporting). The report proposed a replacement sewer main within the Railroad (NYSDOT) right-of-way from Payeville Lane to Brandy Brook Ave. The proposed project requires NYSDOT, APA, and ACOE/DEC approvals. In addition, NYSDEC is planning to remediate Brandy Brook within the next few years. The DEC project will disturb the sewer main and therefore the Village is planning to try to coordinate the sewer replacement project with NYSDEC's project. NYSDOT is planning to eliminate the railroad tracks and replace them with a walking trail. The design requirements may change depending on the final design of this proposed change. The Village's portion of the project is currently funded and is expected to be designed in 2018 and constructed in 2019, depending on the schedule of the NYSDEC and NYSDOT and results of litigation surrounding the track removal.

4.3.3 Lake Flower Ave Laterals

The Lake Flower Ave Laterals project has been incorporated into the current construction project and is planned to be constructed along with the Brandy Brook sewer. This project will allow for the abandonment of an existing and leaking sewer main and will be in conjunction with the Lake Flower Resort's construction.

4.4 Proposed Projects

4.4.1 Woodruff Street Manhole 24-2

Awaiting inspection/recommendations.

4.4.2 North Broadway Sewer

Awaiting Inspection/Recommendations.

4.4.3 Woodruff Street Sewer Main: MH W10-31 to MH W10-33

Awaiting Inspection/Recommendations.

4.4.4 WWTP Influent Line

The WWTP influent line was found to have roots growing in at least one section. The main should be repaired to eliminate these roots. Barring any other issues with the main, a cast-in-place-pipe is the most likely repair method to be utilized.

4.4.5 WWTP UV Disinfection

The Village has been awarded $2.5 million for the proposed UV installation. The proposed project includes replacement of Clarifier #3, installation of UV disinfection, replacement of the effluent box and effluent line. The Village is currently working to secure full project funding.

4.4.6 WWTP Upgrades

It is anticipated that work will be required for the primary process, aerations tanks, and solids handling portions of the treatment plant. The final project will be determined based on the investigation and reporting.

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Table 1.1: *Compliance Summary*

Table 2.1: *Cleaning Schedule*

Table 2.2: *Additional Cleaning Performed by Village*

Table 2.3: *Additional Collection System Inspections*

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Appendix B: *Siphon Cleaning Report*

Appendix C: *Noncompliance Reports*

Appendix D: DEC Inspection Report

Table 1.1
Revised January 23, 2017

Village of Saranac Lake, Order on Consent, Trunk Sewer Report - 2017
Compliance Summary

		Cost	Status
2. Sewer Main Cleaning, Collection System Investigations, & Repair Work			
2.1 Sewer Main Cleaning			
	The purchase of a small lateral camera	$ 12,000	Completed
	Annual Cleaning of sewer lines and video inspection by Village forces	*NA*	*Ongoing*
	Cleaning of siphons by Village forces	*NA*	*Ongoing*
	Additional Cleaning of Sewer Mains - Cleaning of sewer mains with reported problems and/or for investigations	*NA*	*Ongoing*
2.2 Collection System Inspections			
	Additional Collection System Investigations- Inspections of pump stations, manhole backflow preventers, & manhole auto dialers	*NA*	*Ongoing*
	Brandy Brook Sewer Manhole Monitoring		*Ongoing: Until Completion of Sewer Main*
2.3 Collection System Repairs			
	Ongoing Repair Work		
	Manhole Repairs: Cementitious Lining and/or Grade Ring Adjustment	*$ 4,500*	*Ongoing & As-Needed*
	Spot Repairs	*NA*	*Ongoing & As-Needed*
	Spot pipe repairs (inspection) E11 to E12		Completed
2.4 Bloomingdale Lift Station			
	Wet well Pump Down, Clean and Repair	*NA*	*Ongoing (5 Year Rotation)*
3. Investigations			
3.1: Completed Investigations			
	W5 to W4 - This section was cleaned, some additional cleaning needed for final inspection		Completed 6/5/2007
	Purchase of flow meters for monitoring flow at Bloomingdale lift station and other locations	$ 7,500	Completed 2002
	LaPan Highway		
	Investigation of Sewage Overflow		Completed 2009
	Old Lake Colby Road		
	Investigation of condition of sewer main		Completed 2011
	Upper Broadway Sewer		
	Investigation of condition and recommendation of repair/replacement		Completed 2013
	Lower Dorsey Street Sewer		Completed 2011
	Final Clarifier's #1&#2		
	Inspect damage from spring 2011 flooding and adequacy design		Completed 2011
	Basis of Design - New Clarifier		Completed 2013
	Clarifier #3 Inspection Report		Completed 2014
	Report of conditions and recommendations		
	Lake Flower Ave Clay Tile Sewer main		Completed 2014
	Inspection letter report document conditions and recommendation of		
	WWTP influent line		Completed 2014
	Inspection by Village documented root intrusion		
	Broadway Olive Connector		
	Inspection letter report document conditions and recommendation of replacement		Completed 2014
	Bayeville		
	Report of conditions and recommendation of repair/rehabilitation/replacement		Completed in 2015
	Lake Flow Pump Station		
	Investigation of adequacy of capacity and controls		**Completed 2017**
3.2 Ongoing Investigations			
	WWTP CPE and UV Disinfection Evaluation		
	UV Disinfection Report		**Completed 2017**
	CPE		**Ongoing**
	EPG for I&I Study Awarded: Final Scope TBD		**Ongoing**
3.3 Proposed Investigations			
	Woodruff Street Existing Siphon		
	Investigation of condition and recommendation of repair/replacement.		Awaiting Second Siphon Barrel Installation
	North Broadway Sewer		
	Investigation for capacity and condition		Awaiting investigation
	Woodruff Street Sewer Main: MH W10-31 to MH W10-33		
	Investigation of condition and recommendation of repair/replacement.		Awaiting Investigation
	Woodruff Street Manhole 24-2		
	Investigation of condition and recommendation of repair/replacement.		Awaiting Second Siphon Barrel Installation
	Trunk Sewer Main (Coin wash to Bloomingdale Lift)		
	I&I Study and Sewer Main Inspection		Awaiting Final Scoping of EPG I&I Study
	Lake Street		
	I&I Study		Awaiting Final Scoping of EPG I&I Study
4. Rehabilitation & Replacement Projects			
4.1 Completed Projects			
	Installation of (2) sluice gates on siphon	$ 20,000	Completed
	Flow monitoring for both Main and Woodruff street siphon by Village forces	NA	
		NA	
		$ 1,040	

Glenwood Drive (1548' and 17 Manholes) **Replacement in-kind (Village Force Account Staff)**	**Completed 2017**
Elm (270' and 1 Manhole) **Replacement in-kind (Village Force Account Staff)**	**Completed 2017**
Keene Street (300' and 3 Manholes) **Replacement in-kind (Village Force Account Staff)**	**Completed 2017**
Kiwassa Road (289' and 2 Manholes) **Replacement in-kind (Village Force Account Staff)**	**Completed 2017**
Lake Flower Lift **Controls and Pump Upgrades**	**Completed 2017**

4.2 Ongoing Projects

Woodruff Street Siphon: 2nd Barrel **Installation of directionally drilled second barrel**	**Project bid in 2017, over budget, to be rebid in 2018**
Brandy Brook Sewer **Sewer re-alignment (E26-5 to E26-6)**	**Funding in place: Design in Progress** Completed
Lake Flower Laterals and Abandon Existing Main	**Funding in place: Design in Progress**

4.3 Proposed Projects.

UV Disinfection at WWTP, Including Clarifier #3, Outfall, and Effluent Box Replacement	**Securing Funding**
Woodruff Siphon: Existing Siphon Barrel CIPP slip lining of existing siphon barrel	Pending funding remaining after second barrel installation.
Woodruff Street Manhole 24-2 Repair/Replacement as required	Awaiting Inspection
North Broadway Sewer Repair/Replacement as required	Awaiting Inspection
Woodruff Street Sewer Main: MH W10-31 to MH W10-33 Repair/Replacement as required	Awaiting Inspection
WWTP Influent Line Root Intrusion Requires Repair (Likely CIPP)	Awaiting Funding

Items Completed in Prior Years are Noted in Gray
Items In Bold and Boxed where Completed In 2017 or are Currently In-Progress/Ongoing
Items in Normal Text are Proposed/Future Work
Items in Italics are Routine

Table 2.1

Revised January 23, 2018

Village of Saranac Lake, Order on Consent, Trunk Sewer Report - 2017

Cleaning Schedule

	Location			Status		Date
1	Lake Flower from Ames to Lift Station			Not Completed		-
2	Lake Flower from Lift Station to River Street			Completed		9/29/2017
3	Lake Flower (old line) from Ice cream stand to River Street			Completed		4/11/2017
4	Ampersand Ave. from Dead End to ADK			Completed		4/15/2017
5	Trunk line from ADK to Cedar Street			Not Completed		-
6	Main Street from Hotel Saranac to Church Street			Not Completed		-
7	Church Street from Main Street to Woodruff Street			Not Completed		-
8	Woodruff Street from Alleyway to River Crossing			Completed		12/20/2017
9	Dorsey Street to Broadway			Not Completed		-
10	Trunk line from Broadway to Woodruff Street			Completed		12/21/2017
11	River Crossing on Woodruff to Coin Wash			Completed		12/20/2017
12	Kiwassa from Corporation Line to Birch Street			Completed		5/8/2017
13	Trunk line from Kiwassa to Birch Street			Completed		5/8/2017& 12/22/2017
14	Park Ave. from AMA to Dead End			Completed		4/5/2017
15	Old Military from Park Ave. to Grove Street			Completed		4/7/2017
16	Fawn Street from corner through grave yard to Brandy Brook Ave.			Completed		4/11/2017
17	Brandy Brook from Payeville to Pine (Listed as E26-13 up and Downstream & E26-5 Upstream)			Completed		4/11/2017
18	Old Lake Colby (Upper Broadway) (sewer replacement completed)			Not Completed*		-

*As sewer main was replaced, any cleaning on this line is reported in Table 2.2

Table 2.2

Revised January 23, 2018

Village of Saranac Lake, Order on Consent, Trunk Sewer Report - 2017

Additional Cleaning Performed by Village

	Location			Status		Date
1	River Crossing to WWTP & Influent Line			Completed		Unknown
2	Old Lake Colby from Grace to Grandview Terrace			Completed		3/30/2017
3	Edwards Street from Beginning to Lake Flower			Not Completed*		-
4	Merrill From Santanoni to Lake Flower			Completed		4/11/2017
5	Santanoni from Merrill to end			Completed		4/11/2017
6	Bloomingdale Ave from Woodruff to Pine Street			Not Completed*		-
7	Canaras from Olive to LaPan Highway			Completed		12/21/2017
8	Fairview from Charles to Prospect			Completed		4/7/2017
9	Lake Street			Completed		3/29/2017

*Work may have been completed but was not reported.

Table 2.3

Revised January 23, 2018

Village of Saranac Lake, Order on Consent, Trunk Sewer Report - 2017

Additional Collection System Inspections

	Location					Status
1	Edwards St Manhole Alarm (Checked and Cleaned) - E52-4					Not Completed*
2	Main Street Manhole AutoDialer - Checked - Working Properly					Not Completed*
3	Brandy Brook Manhole AutoDialer - Checked - Working Properly					Not Completed*
4	Lake Flower Lift Station					Completed
5	Bloomingdale Ave from Woodruff to Pine Street					Completed
6	NIMO Lift Station-Check Valve					Not Completed*

*Work may have been completed but was not reported.

APPENDIX A

Sewer Cleaning Records

VILLAGE of SARANAC LAKE

SANITARY SEWER MAINTENANCE

WORK ORDER

DATE OF DOCUMENTATION: _____

DATE OF REPORT:_____ **TIME:**_____

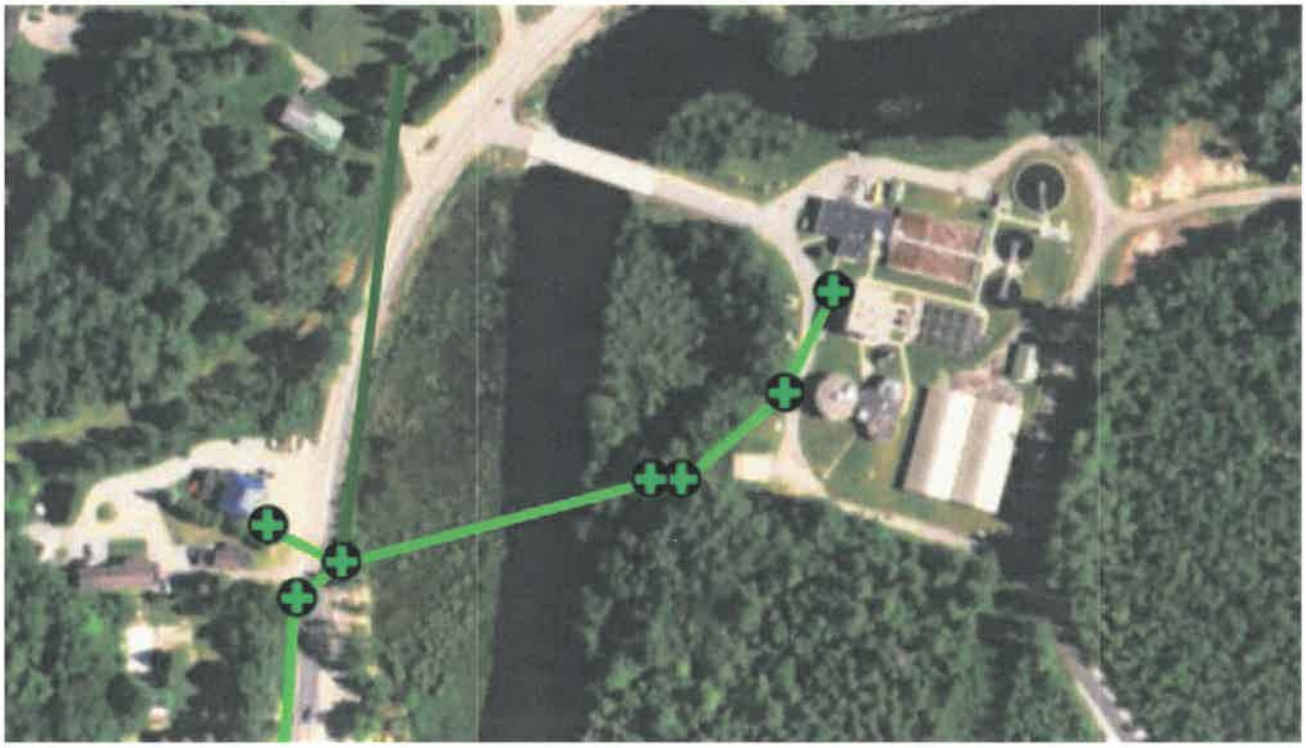
NOTIFICATION MADE TO: _____

RESPONDANT NAME:_____

RESPONDANT SIGNITURE: _____

Cleaning Of syphon & line into Plant 2017

10/10/2017 Pulled wash ball through each 20" siphon line. Started ball at 18" and finished at 19" resistance at 10' in south line at 19", sum grease from north line. 10/12/ & 10/13/2017 used vacon to flush 30" line from manhole #4 on Plant side of river to the influent building removed Approximately 120 cubic feet of grit from line & channel, the majority of grit was located from manhole #2 past vacon dump site & influent building.



There were no Noncompliance Events in 2017.

APPENDIX D

DEC Inspection Report

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Office of Environmental Quality, Region 5
1115 State Route 86, PO Box 296, Ray Brook, NY 12977
P (518) 897-1241 | F (518) 897-1245

Via Email Only

July 28, 2017

Mr. John Sweeney, Village Manager
Village of Saranac Lake
3 Main Street
Saranac Lake, NY 12983
Email: manager@saranaclakeny.gov

RE: Comprehensive Inspection Report
Saranac Lake (V) Water Pollution Control Plant (WPCP)
SPDES No. NY 0021733
St. Armand (T), Essex Co.

Dear Mr. Sweeney:

Enclosed for your records is a copy of the report for a site visit conducted Tuesday, June 6, 2017 at the WPCP to provide an informational tour for a college intern and assess compliance with the SPDES permit.

Environmental compliance at the plant was found to be generally satisfactory. However the Department has the following concerns and comments:

- In the past year, there have been four instances of Sanitary Sewer Overflows (SSOs) in the Village at manholes W16-9 to W16-8, W28-6 to W28-7, W-9, and junction of Edward St/Lake Flower Ave. Three of these events were the result of pipe blockages while the fourth was excessive Infiltration and Inflow (I/I) during a rainstorm. While the Chief Operator made the appropriate notifications, the Village should investigate the cause of these issues and perform any necessary remediation or repair to ensure there are no future overflows. The Village has indicated that video inspection of these areas will be performed.

- As discussed in previous reports, the physical condition of some of the concrete tanks (aeration tanks, thickener, etc.) are severely deteriorated. Concrete is eroded down to rebar, foundations are undermined, and what appears to be leaks on the west side of the aeration tanks are evident. It is understood that the Village intends to perform a Comprehensive Performance Evaluation of the facility as soon as possible. The Department looks forward to the receipt of the resulting engineering report. The Village may want to apply for Engineering Planning Grant funds available through Environmental Facilities Corporation.

- During the site visit, the 2016-constructed secondary clarifier was out of service for inspection. It is understood that the Village has identified some problems and intend to pursue a warranty repair. When this is completed, the facility's Operations & Maintenance manual should be updated to reflect the addition of the new treatment unit.

The Department appreciates the time taken by Chief Operator, Mr. Pratt to provide a tour for the Department's Environmental Quality Intern and for his continuous dedication to protecting the Saranac River. If you have any questions or comments, please contact me.

Sincerely,

Tamara Venne

Tamara J. Venne
Environmental Program Specialist 1

DC:TV:pm

ec w/encls: J. Zalewski, Regional Engineer
D. Cowan, NYSDEC Environmental Quality Intern
J. Dora, Superintendent of Public Works
K. Pratt, Chief Operator

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER

MUNICIPAL WASTEWATER FACILITY INSPECTION REPORT – Reconnaissance (Part I)

Purpose of Inspection: compliance with permit and regulations		DEC Region: 5	Date of Inspection: 6/06/17
SPDES Number: NY- 0021733	Facility Name: Saranac Lake (V) WPCP		Location (C, T, V): Town of St. Armand
County: Essex	Name of Inspector: Devin Cowan, Tamara Venne		Part II Attached: [X] Yes [ ] No
Summary Rating: Satisfactory operations; facility needs Comprehensive Performance Evaluation			
Weather Conditions: mid-50's oF, raining			0900-1115 hrs

Rating Codes: S = Satisfactory U = Unsatisfactory M = Marginal NI = Not Inspected NA = Not Applicable

Items	Rating	Comments (Note units out of operation/outstanding operation/etc.
A. General 1. Buildings/Grounds/Housekeeping	M	concrete deterioration in several tanks
2. Flow Metering	S	1.6 MGD avg
3. Stand-by Power	S	
4. Alarm Systems	NR	changing back to autodialers from SCADA
5. Odors/Odor Control	S	
6. Influent Impact on Operations	S	
7. Preventive Maintenance	NR	grit tanks are dewatered & cleaned weekly
8. Septage Receiving	NI	Tankers report to main plant for unloading
B. Preliminary/Primary 1. Influent Pumps	S	Bloomingdale Pump Station (PS)
2. Bar Screen/Comminutor	S	ample screening at two locations (PS & WPCP)
3. Disposal of Grit/Screenings	S	470 cu ft screenings to L.Clear Trnsfr Station 2016
4. Grit Removal	S	2024 cu ft grit to L.Clear Transfer Station 2016
5. Settling Tanks	S	3 tanks are well-operated by staff & have preaeration
6. Scum/Sludge Removal	S	manual diversion to gravity thickener
7. Effluent	S	
C. Secondary/Tertiary 1. anoxic zone for nitrification	S	
2. 2 activated sludge tanks	U	condition of tanks continues to deteriorate
3. " " "	S	good color & mixing pattern, plug flow today
4. 2 secondary clarifiers	S	old #3 (now #2) 1990's unit is online
5. " "	M	new unit needs improvements under warrantee
6. phosphorus removal	S	
D. Effluent 1. Disinfection	NA	
2. Effluent Condition	S	excellent clarity
3. Receiving Water Condition	NI	
4. Discharge Notification Requirements	NI	
E. Sludge Handling/Disposal 1. Digesters	NR	25yr old boiler will be replaced this year
2. Sludge Pumps	S	
3. Sludge Dewatering	S	1 Thickener, 1 BFP in operation, 6 drying beds
4. Sludge Disposal	S	279,000 lbs to Frankling Co landfill 2016

Signature of Inspector: Devin Cowan Tamara Venne	Title: EQ Intern, EPS1	Date: 6/08/17
Name of Facility Representative: Kevin Pratt	Title: Chief Operator	

MUNICIPAL WASTEWATER FACILITY INSPECTION REPORT - COMPREHENSIVE (part II)

Facility Name	SPDES Number	Comments
Saranac Lake (V) WPCP	NY0021733	

A. Collection System

(1) 100 % Separate 0 % Combined

(2) Did sewer overflows occur upstream of the plant in the past year? [✓]Yes [ ]No [ ]N/A

(3) Reason for overflow(s). three line blockages and one rain event

(4) Was overflow sewage chlorinated? [ ]Yes [✓]No [ ]N/A

(5) Were there any unpermitted overflows/bypasses? [✓]Yes [ ]No [ ]N/A

(6) Were appropriate agencies notified promptly, when required, of each overflow? [✓]Yes [ ]No [ ]N/A

(7) Is the capability for bypass designed into the plant? [✓]Yes [ ]No [ ]N/A
If so, list units which can be bypassed: individual channels/tanks, not whole plant

(8) Does sewage by-pass the plant? [✓]Yes [ ]No [ ]N/A
Bypass frequency (times per year): not routinely; 4 unpermitted SSOs 2016
Average duration of bypass (hours): less than an hour

(9) Infiltration/Inflow problems, e.g., is sewage ordinance enforced with respect to illegal stormwater connections? [ ]Yes [ ]No [✓]N/A
Village conducts annual monitoring & maintenance of its collection system

Explain as needed (include reference to corrective action or lack thereof).

(10) Is there a BMP/Wet Weather Operations Plan? [✓]Yes [ ]No [ ]N/A

(11) Number of pump stations in system: 5
Number inspected this inspection: 1 - Bloomingdale trunk lift station

Comments (consider access, ventilation, lighting, emergency power, safety, etc):

B. Industrial Waste

(1) Are industrial waste loadings causing problems at this facility? [ ]Yes [ ]No [✓]N/A
Explain as needed (describe nature of problem an extent and adequacy of measures to address the problem):

(2) Is there a sewer use ordinance? [ ]Yes [ ]No [✓]N/A

Date:

Based on Model:

Is it being enforced to control Industrial Waste? [ ]Yes [ ]No [✓]N/A

(3) Does this facility accept septage? [✓]Yes [ ]No [ ]N/A

How much? 350,000 gal Jan. 2016 thru April 2017

How is it introduced? locked manhole at main WPCP

C. Laboratory Information

(1) Is the permittee using an ELAP certified laboratory? [✓]Yes [ ]No [ ]N/A
Details: temp, pH, SS and process control done onsite

(2) Is a commercial laboratory used? [✓]Yes [ ]No [ ]N/A
Lab Name: Life Science Labs Inc
Lab Address: Waddington NY

(3) Pertaining to SPDES Self-Monitoring:
(a) Does the permittee have a written sampling plan? [✓]Yes [ ]No [ ]N/A
If yes, are they following their plan? [✓]Yes [ ]No [ ]N/A
(b) Is testing done for all parameters at required frequency and punctually reported? [✓]Yes [ ]No [ ]N/A
(c) Do sampling techniques meet requirements and intent of permit? [✓]Yes [ ]No [ ]N/A
(d) Are EPA-approved procedures used? [✓]Yes [ ]No [ ]N/A
(e) Is calibration and maintenance of instrumentation and equipment satisfactory? [✓]Yes [ ]No [ ]N/A
(f) Is quality control used? (Spiked/duplicate samples) [ ]Yes [ ]No [✓]N/A
(g) Should sampling frequencies/types be modified? [ ]Yes [✓]No [ ]N/A
If yes, please explain:

(h) Are lab records satisfactory? [✓]Yes [ ]No [ ]N/A
(i) Is a minimum of 3 years data kept? [✓]Yes [ ]No [ ]N/A

(4) Pertaining to Process Control:
(a) Is testing performed for all necessary parameters? [✓]Yes [ ]No [ ]N/A
(b) Is testing performed at necessary frequencies? [✓]Yes [ ]No [ ]N/A
(c) Are procedures technically sound? [✓]Yes [ ]No [ ]N/A
(d) Is sampling adequate? [✓]Yes [ ]No [ ]N/A

Activated Sludge Facility:
(e) Does the facility operator test for the following:
MLSS? [✓]Yes [ ]No [ ]N/A
Dissolved Oxygen? [✓]Yes [ ]No [ ]N/A
Settleability? [✓]Yes [ ]No [ ]N/A
Microscopic Analysis of Sludge? [✓]Yes [ ]No [ ]N/A
Final Clarifier Sludge Blanket Depth? [✓]Yes [ ]No [ ]N/A
Process Control "Target Values"? [✓]Yes [ ]No [ ]N/A

(f) Does the facility operator calculate the following process control parameters:
MCRT? [✓]Yes [ ]No [ ]N/A
Sludge Age? [ ]Yes [ ]No [✓]N/A

(g) Is the testing applied towards process control adjustments? [✓]Yes [ ]No [ ]N/A

(h) What approach (if any) is used to determine changes in:
Sludge Age?
Waste Sludge Flow? MLSS

(i) Was laboratory information used to prepare the DMR and Monthly Operating Report properly? [✓]Yes [ ]No [ ]N/A

(5) Explanation as needed for any of the above:

D. Personnel Information

(1) Is staffing and training adequate? (Consider all aspects, including management/supervision, operations, laboratory, maintenance, safety, availability of training, development of staff, etc). [✓]Yes [ ]No [ ]N/A

(2) Certified Operators:
Chief Operator - Name, Certificate Number, Grade, Renewal Date:
Kevin Pratt, #12243, Grade 4A, exp. 4/01/20

Assistant Operator - Name, Certificate Number, Grade, Renewal Date:
David Lewis, #13650, Gr. 4A, exp. 7/01/17

(3) Is operational staff certified at the appropriate level(s)? [✓]Yes [ ]No [ ]N/A
Explain if needed:
Preston Darrah and Craig Catalano are working on progressing from 2As to 3As

(4) Do facility operators have renewal certification and/or training records? [✓]Yes [ ]No [ ]N/A

(5) Plant Classification: Grade 4A

(6) Plant Score: 77 points

(7) Explain as needed for any of the above:

E. Additional Information

(1) Is treatment facility properly operated and maintained? [✓]Yes [✓]No [ ]N/A
Yes structural improvements needed
Details: aeration tanks are alternated ea. year for PM, #1 was done 2016

(2) Check Adequate/Inadequate as appropriate:
(a) Preventive maintenance schedules exist and are followed? [ ]Adequate [ ]Inadequate
(b) Records are kept for maintenance, repairs, and replacement? [ ]Adequate [ ]Inadequate
(c) Spare parts inventory is maintained? [ ]Adequate [ ]Inadequate
(d) O&M Manual exists and is available? [✓]Adequate [ ]Inadequate
(e) O&M Manual kept up-to-date? [ ]Adequate [✓]Inadequate
(f) As-built plans and specifications exists and are available? [ ]Adequate [✓]Inadequate
(g) Manufacturers' O&M specifications exists and are available? [✓]Adequate [ ]Inadequate
(h) Other records kept as needed (e.g. flow recorder charts)? [✓]Adequate [ ]Inadequate
(i) Alarm system for power or equipment failures is properly maintained and tested? [✓]Adequate [ ]Inadequate
(j) Standby power system exists and is routinely tested? [✓]Adequate [ ]Inadequate

(Not Inspected) NI

updates are needed for addition of new secondary clarifier

(3) Current copy of Part I and Part II of SPDES permit on premises? [✓]Yes [ ]No [ ]N/A

(4) Has the facility been subject of complaints (odors, others)? [ ]Yes [✓]No [ ]N/A
If yes, describe:

(5) Is sludge disposal satisfactory and are required permits in force? [✓]Yes [ ]No [ ]N/A
(a) Name and location of sludge disposal site (and/or name and permit number of scavenger):

(b) Is there an alternative sludge disposal plan? [✓]Yes [ ]No [ ]N/A
If yes, please describe:

(6) Does facility have effective administration structure and adequate financial systems (e.g. Repair Reserve Fund, Uniform Accounting System)? [ ]Yes [ ]No [✓]N/A

(7) Is progress on compliance schedule(s) (e.g. Upgrading, CSO, Pretreatment) satisfactory? [✓]Yes [ ]No [ ]N/A

(8) Explanation as needed for any of the above:
ventilation has not worked in influent bldg for yrs

F. Inspector Comments:

Village was awarded $30K 2016 Engineering Planning Grant to develop disinfection engineering report/specs/plans and was awarded $2.5 M WQIP grant to implement disinfection in 2017.

The Village is switching to Casella Organics ("Grasslands Inc.") in Chateaugay NY for biosolids disposal in 2017.

Concrete deterioration is evident in several tanks; A Comprehensive Performance Evaluation is long overdue.

Chief Operator would like to conduct a pilot study with Cerium as a TP-removal agent.

Signature of Inspector:	Title:	Date:
Tamara Young	Environmental Quality Intern, EPS1	6/08/17
Name of Facility Representative:	Title:	
Kevin Pratt	Chief Operator	

Saranac Lake (V) WPCP
Operation & Maintenance Tasks
(NOT an all-inclusive list)

Task	required frequency	Done 2016?
Inspect pumps in service for unusual noises, vibrations, leaks, loose connections, high temperatures & pressures	**daily**	
Inspect aerators/blowers in service for unusual noises, overheating, vibrations	"	
Inspect chemical feed systems in service for unusual noises, vibrations, damaged piping, obstructions, leaks, loose connections	"	
Inspection aeration patterns	"	
Inspect degritting system	"	
Check BFP operating components visually	"	
Clean scum removal equipment	**Weekly**	
Exercise all slide gates and valves	"	
Hose off weirs	"	
O&G bar screen roller chain, sprocket/bearings, pillow blocks	"	
grease primary clarifier drive sprockets	"	
lube BFP	"	
grease primary clarifier drive sprockets	"	
O&G on primary clarifier drive chain	**Monthly**	
grease bar screen wiper pivot shaft	**Quarterly**	
Check flow metering systems for proper operation	**Semi-annually**	
grease pump bearings	"	
O&G bar screen gear reducer & rake rod end	"	
Grease grit removal motor	"	
primary clarifier speed reducer oil	"	
grease polymer feed motor	"	
Oil grit removal, secondary clarifier & gravity thickener gear housings & bearings	**annually**	
O&G bar screen bearings & adjustment block	"	
Dewater equipment and tanks for inspection & cleaning during low flows	"	
Grease blower motors	"	
Digester gear reducer oil	"	
Change oil on grit collector & secondary clarifier gear reducers	**Biannually**	
Grease grit removal drive	**Every 4 yrs**	
Remove concrete channels and tanks from service and clean accumulated deposits; inspect for deterioration and any needed rehab	**Every 5 yrs**	
Remove steel structures (bar racks, etc.) from service and inspect for deterioration and any needed rehab	"	

RAPOF

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Office of Environmental Quality, Region 5
1115 State Route 86, PO Box 296, Ray Brook, NY 12977
P: (518) 897-1241 | F: (518) 897-1245
www.dec.ny.gov

January 31, 2018

Mr. John Sweeney
Village Manager, Saranac Lake
3 Main Street
Saranac Lake, NY 12983

RE: Inspection Report
Saranac Lake (V) Water Pollution Control Plant (WPCP)
SPDES No. NY 0021733
St. Armand (T), Essex County

Dear Mr. Sweeney:

Enclosed for your records is a copy of the report for a reconnaissance inspection conducted Wednesday, January 3, 2018 at the WPCP in the presence of the Chief Operator and Essex County Environmental Manager. Effluent clarity was excellent and environmental compliance at the plant was rated as satisfactory for the inspection.

It was recommended during the 2016 inspection that the anaerobic digesters be taken out of service for maintenance within two years; this has not been done since they were installed (primary in 1993 and secondary in 1930's). Operations staff made the necessary improvements to the belt filter press control panel in 2017 in preparation for the removal of the digesters from service for critically needed preventive maintenance. The village's 8/15/16 letter to this office stated that the village would plan to inspect the digester as part of a Comprehensive Performance Evaluation (CPE). The Village is strongly encouraged to budget for this preventive maintenance, which is often less costly than crisis repairs.

As discussed in previous reports, the department remains very concerned with the physical condition of some of the concrete tanks (aeration tanks, thickener, etc.) due to severe deterioration. Concrete is eroded down to rebar, foundations are undermined, and what appears to be leaks on the west side of the aeration tanks were evident during the June 2017 inspection. Please provide to this office, by December 31, 2018, a certification from a N.Y.S. licensed, professional engineer that the tanks are not in danger of structural failure.

If you have any questions or comments, please contact me by phone at the number above, or via e-mail at tamara.venne@dec.ny.gov .

Sincerely,

Tamara Venne

Tamara J. Venne
Environmental Program Specialist 1

TV:bk

enclosure: Inspection Sheet

ec: R. Streeter, NYSDEC, Regional Water Manager
J. Dora, Superintendant of Public Works, dpw1@saranaclakeny.gov
K. Pratt, Chief Operator, wwtp@saranaclakeny.gov

BWC
(Revised – 11/2017)

NEW YORK DEPARTMENT OF ENVIRONMENTAL CONSERVATION
DIVISION OF WATER
MUNICIPAL WASTEWATER TREATMENT FACILITY INSPECTION

NEW YORK STATE | Department of Environmental Conservation

Violations of 6 NYCRR Part 750 are subject to applicable civil, administrative, and criminal sanctions set forth in ECL Article 17 and as appropriate, the Clean Water Act.
This form is a record of conditions which are observed in the field at the time of inspection and documentation of compliance with Part 750.

Facility Name, Address, Phone Number(s): Saranac Lake (V) WPCP; 680 NYS Rte 3, Saranac Lake, NY 12983; (518)891-3037

Permittee Name, Address, Phone Number(s): Village Mayor; 2 Main Street, Saranac Lake, NY 12983; (518)891-4150

Municipality (C/T/V): Village of Saranac Lake | **County:** Essex/Franklin | **SPDES Number:** NY 0021733 | **DEC Region:** 5

Inspector's Name and Title: Tamara J Venne, EPS1 | **Date:** 01/03/18

Facility Representative(s) and Company(ies): Kevin Pratt, Chief Operator; Todd Hodgson, PE, Essex Co. Environmental Manager | **Time:** 0930-1030 hrs

Name & Class of Receiving Water: Saranac River , Class C | **Weather:**

Inspection Type: ☐ Site Visit ☐ Announced ☐ Reconnaissance ☐ Unannounced ☐ Comprehensive ☐ Sampling ☐ Complaint

Overall Inspection Rating: ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory

Operations Maintenance

CODES: S = Satisfactory U = Unsatisfactory F = Follow up NR: Not Rated NA: Not Applicable NI = Not Inspected

A. Facility Description / General: ☒ NI ☐ NA

	S	U	NR/NA	Item:	Comments	Citation/ Reference	F
1.	○	○	⊙	A copy of SPDES permit available on-site?	not inspected this date	Part 750-2.1	
	○	○	⊙	(a) Permit valid or expired (Date if expired)?	exp. 6/01/19	Part 750-2.1	
2.	○	○	⊙	Are all outfall discharge points permitted?		Part 750-1.12	
3.	○	○	⊙	Notified DEC of new/modified discharges?		Part 750-1.12	
4.	⊙	○	○	Housekeeping (Office/grounds/lab)?	access to all treatment units is cleared of snow	Part 750-2.8	
5.	○	○	⊙	Flow metering (Types/location/calibration)?	effluent USN/v-notch, calib. not insp. this date	Part 750-2.5	
6.	⊙	○	○	Odor complaints/issue? (If any odor issues, dates/corrective actions)	none received	Part 750-2.8	
7.	⊙	○	○	Noise complaints/issue? (If any noise issues, dates/corrective actions)	none received	Part 750-2.8	
8.	⊙	○	○	WTC's used/records properly maintained?	annual report received for 2016	Part 750-2.5	
9	○	○	⊙	Nearby water supply(concerns)?		Part 750-2.8	
10	○	○	○	Other (Specify)?			

Click Left Button to Clear Radio Button

B. Collection System / Pump Station: ■ NI ☐ NA

100 % Separate. 0 % Combined. Population of collection system: ____ Miles of Pipe: ____

Number of pump stations in system: ____ Number pump stations inspected: 0

	S	U	NR/NA	Item:		F
1.	⊙	○	○	Sewer overflows upstream of the plant? If any CSO/SSO (List reason/location)	No reports of noncompliance were received in 2017	Part 750-2.8
2	○	○	⊙	Unpermitted overflows/bypasses inside the plant since last inspection? (If any, list date/corrective action)		Part 750-2.8
3.	○	○	⊙	Date when overflow/bypass channel used?		Part 750-2.8
4.	⊙	○	○	Any other in plant bypass designed for WWTP?	individual units may be bypassed for maintenance	Part 750-2.8
				(a) List bypass frequency (Times per year).		Part 750-2.8
				(b) List average duration of bypass (Hours).		Part 750-2.8
5.	○	○	⊙	CSO/SSO reported via NY-Alert/corrective action?		Part 750-2.7
6.	○	○	⊙	CSO/SSO routinely inspected?		Part750-2.8
7.	⊙	○	○	Infiltration/Inflow (I/I) (Present)?	I/I is present but mo. avg. permit flow limits were met in 2017	Part 750-2.9
8.	⊙	○	○	I/I corrective actions? (TV/lining/sealing/replacement/inspections)	Village was awarded 2017 $100K Engineering Planning Grant	Part 750-2.9
9.	⊙	○	○	Collection system inspection program?	Permit requires annual reporting of inspection & maintenance program	Part 750-2.8
	○	○	○	(a) Pump station inspection program?		Part 750-2.8
10.	○	○	⊙	BMP/Wet Weather Plan (Date/reviewed)?	not inspected this date	Part 750-2.9
11.	○	○	⊙	Sewer Use Ordinance (SUO) (Date/copy)?	not inspected this date	Part 750-2.9
12.	○	○	⊙	Are all pump stations operational? (Backup/SCADA/telemetry/monitoring)	not inspected this date	Part 750-2.8 ✓
				(a) No. pumps operational (Dry/wet weather)?		Part 750-2.8
13.	○	○	⊙	Backup/spare pumps/parts available?	not inspected this date	Part 750-2.8
14.	○	○	○	Other (Specify)?		

$20K MA

■ Click Left Button to Clear Radio Button

C. Industrial Waste/Pretreatment:

■ NI ☐ NA

	S	U	NR/NA	Item:			F
1.	○	○	⊙	Mini program required by SPDES permit?		Part 750-2.9	
2.	○	○	⊙	Industrial waste discharge permits issued?		Part 750-2.9	
3.	○	○	⊙	Industrial waste accepted (Problems)?		Part 750-2.8	
4.	○	○	○	Outside septage accepted (Problems)?	Septage is accepted, SOPs not inspected this date	Part 750-2.8	
5.	○	○	○	Monitoring reqd. available for hauled waste?		Part 750-2.5	
6.	○	○	○	Other (Specify)?			

D. Preliminary/Primary Treatment:

☐ NI ☐ NA

	S	U	NR/NA	Item:			F
1.	○	○	⊙	Influent pumps/wet wells/SCADA?		Part 750-2.8	
	○	○	○	(a) Corrosion observed?		Part 750-2.8	
2.	○	○	⊙	Screens/Comminutor?	not inspected this date	Part 750-2.8	
				(a) No. type/cleaning method(Auto/manual)?		Part 750-2.8	
3.	○	○	⊙	Screenings/Grit removal (records)?	not inspected this date	Part 750-2.5	✓
4.	○	○	⊙	Flow equalization present/needed?		Part 750-2.8	
5.	⊙	○	○	Settling/Septic tanks?	all primary clarifiers appeared to be in operation	Part 750-2.8	
6.	○	○	⊙	Sludge depth in primary clarifiers?	not inspected this date	Part 750-2.8	
7.	○	○	⊙	Condition of primary clarifier effluent?	not inspected this date	Part 750-2.8	
8.	○	○	○	Other (Specify):			

E. Secondary Biological Treatment:

■ NI ☐ NA

	S	U	NR/NA	Item:			F
1.	○	○	○	Fixed film Suspended growth (Specify recycle rate)		Part 750-2.8	
2.	○	○	○	Rotating Biological Contactors (Specify shaft weight/flow)		Part 750-2.8	
3.	○	○	⊙	Activated sludge/MBR/SBRs	Not Inspected this date	Part 750-2.8	✓

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4.	○	○	⊙	Foaming filamentous issues?		Part 750-2.8
5.	○	○	○	Stabilization Ponds/Lagoons		Part 750-2.8
6.	○	○	○	Sand filter (recycle rate)		Part 750-2.8
7.	○	○	⊙	Process control values	values are reported on monthly operation reports	Part 750-2.8
8.	○	○	○	Other (Specify)		

F. Secondary Clarifier: ☐ NI ☐ NA

	S	U	NR/NA	Item:		F
1.	⊙	○	○	Foam/solids grease present on surface?	Clarifiers #3 & #4 both online	Part 750-2.8
2.	○	○	⊙	Tank/weir cleaning date & weir level?	weirs appear level	Part 750-2.8
3.	⊙	○	○	Denitrification/gas bubbles on surface?	none observed	Part 750-2.8
4.	○	○	⊙	Sludge blanket depth & RAS/WAS rates?	RAS/WAS is recorded daily on mo. operation rpts.	Part 750-2.8
5.	⊙	○	○	Scum arm condition?		Part 750-2.8
6.	⊙	○	○	Secondary effluent quality?	excellent clarity	Part 750-2.8
7.	○	○	⊙	Unplanned loss of solids reported/observed?	not applicable	Part 750-2.8
8.	○	○	○	Other (Specify)		

G. Tertiary Treatment: ☐ NI ☐ NA

	S	U	NR/NA	Item:		F
1.	○	○	⊙	Filtration (Ultra/RO)		Part 750-2.8
2.	○	○	⊙	Microfiltration		Part 750-2.8
3.	○	○	⊙	Activated carbon adsorption		Part 750-2.8
4.	⊙	○	○	Nitrification	facility met seasonal ammonia concentration limits (May- Oct) in 2017	Part 750-2.8
5.	○	○	⊙	Denitrification		Part 750-2.8
6.	○	○	⊙	Ammonia stripping		Part 750-2.8
7.	⊙	○	○	Phosphorus removal?	facility uses liquid sodium aluminate to meet 12-month rolling average load limit	Part 750-2.8
8.	○	○	○	Other (i.e. Mercury removal, Bag filters, etc.) (Specify):		Part 750-2.8

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H. Disinfection:

☐ NI ■ NA

	S	U	NR/NA	Item:		F
1.	○	○	○	Chlorination type (Gas/Liquid) (Dosage/feed pump settings)	Part 750-2.8	
2.	○	○	○	Chlorine monitoring (level)?	Part 750-2.8	
3.	○	○	○	Ultraviolet (UV) light (Setting)?	Part 750-2.8	
4.	○	○	○	Other (Specify): current permit requires implementation of disinfection by 5/01/20 - Requested Extension		

I. Final Effluent:

☐ NI ☐ NA

	S	U	NR/NA	Item:		F
1.	○	○	⊙	Polishing pond (Odor/foam/solids/algae)	Part 750-2.8	
2.	⊙	○	○	Effluent quality (Odor/turbidity/color) excellent clarity	Part 750-2.8	
3.	○	○	⊙	Receiving water condition(Up/downstream) not inspected this date	Part 750-2.8	✓
4.	○	○	○	Outfall sign at each discharge point? not inspected	Part 750-1.12	✓
5.	○	○	○	Other (Specify):		

J. Sludge Handling:

☐ NI ☐ NA

	S	U	NR/NA	Item:		F
1.	○	○	○	Sludge disposal? (List name and loc. of disposal sites/hauler)	Part 750-2.8	
2.	○	○	⊙	Digestion functioning properly? 1993 primary digester has never been out of service	Part 750-2.8	✓
3.	○	○	⊙	Sludge pumps	Part 750-2.8	
4.	⊙	○	○	Sludge Dewatering Control panel for BFP was replaced/rewired 2017	Part 750-2.8	
5.	○	○	⊙	Maintenance of sludge pumps	Part 750-2.8	
6.	○	○	○	Records available for disposal practices?	Part 750-2.5	
7.	○	○	⊙	Other (Specify): it is unknown when 1930's-era secondary digester was last removed from service		✓

K. Sampling Evaluation and Lab Information:

☒ NI ☐ NA

	S	U	NR/NA	Item:		F
1.	○	○	○	Written sampling plan? (If yes, are they following their plan)?	Part 750-2.5	

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2.	○	○	⊙	Need to modify sampling frequency/types? (Explain)	not necessary	Part 750-2.5	
3.	○	○	⊙	Samples collected at specified locations?	not inspected this date	Part 750-2.5	
4.	○	○	⊙	Adequate for representative sample?		Part 750-2.5	
5.	○	○	⊙	Automatic sampler used? (Condition)	not inspected this date	Part 750-2.5	✓
6.	○	○	○	Type of samples collected (Grab composite)?	composite for CBOD, TSS, NH3, TP; grabs for SS, pH, temp	Part 750-2.5	
7.	○	○	○	If composite, minimum of 8 grab samples?		Part 750-2.5	
8.	○	○	⊙	Permittee ELAP certified? (If yes, provide ELAP certificate #)		Part 750-2.5	
9.	⊙	○	○	Is the commercial laboratory ELAP certified? (List lab name, address and ELAP cert. #)	Life Science Laboratories Inc.	Part 750-2.5	
10.	⊙	○	○	EPA-approved testing procedures followed?		Part 750-2.5	
	⊙	○	○	Testing done for all parameters as required?		Part 750-2.5	
11.	○	○	⊙	WET (Whole Effluent Toxicity) testing?		Part 750-2.5	
12.	○	○	⊙	Instrumentation calibrated & maintained?	not inspected this date	Part 750-2.5	✓
13.	○	○	⊙	Daily calibration, log books maintained?		Part 750-2.5	
14.	○	○	⊙	Lab supplies are not expired? (Date if expired)		Part 750-2.5	
15.	○	○	⊙	Are lab records retained at facility?		Part 750-2.5	
16.	○	○	⊙	Is process control testing performed? (Discuss target values)	not inspected this date	Part 750-2.5	✓
17.	⊙	○	○	MLSS for day/week/month?	monitoring is done daily per monthly operation reports	Part 750-2.8	
18.	○	○	⊙	SVI for day/week/month?		Part 750-2.5	
19.	○	○	⊙	Microscopic analysis of MLSS?		Part 750-2.5	
20.	⊙	○	○	5/30 minutes settleometer (Day/week/month)?	monitoring is done daily per monthly operation reports	Part 750-2.5	
21.	○	○	○	Monitoring records kept minimum 5 years?	not inspected this date	Part750-2.5	
22.	⊙	○	○	Flow records maintained (Influent/effluent)?		Part750-2.5	
23.	○	○	○	Other (Specify)			

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L. Operation and Maintenance (Additional Info.):

■ NI ☐ NA

	S	U	NR/NA	Item:			F
1.	○	○	○	Preventive maintenance plan (Method)?		Part750-2 5	✓
2.	○	○	○	Records of maintenance/repair cost maintained (Method)?		Part750-2 5	✓
3.	○	○	○	Spare parts inventory?		Part750-2 8	
4.	○	○	○	Current O&M manual?		Part750-2 8	
5.	○	○	○	O & M manual maintained?		Part750-2 5	
6.	○	○	○	Organizational chart for O &M staff?		Part750-2 5	
7.	○	○	○	Alarm systems (List)?		Part750-2 8	
8.	○	○	○	Back-up power (Exercised)?		Part750-2 8	
9.	○	○	○	Unapproved bypass during power failure (If any, date/corrective action)		Part750-2 8	
10.	○	○	○	Written back-up power emergency plan?		Part750-2 8	
11.	○	○	○	All required treatment units in service during back-up power use?		Part750-2 8	
12.	○	○	○	Hydraulic/organic overloads?		Part750-2 8	
13.	○	○	○	Schedule for removing critical equipment from service for routine maintenance?		Part750-2 8	✓
14.	○	○	○	Safety railings/gratings in place/good condition?		Part 750-2 8	
15.	○	○	○	Lights, ventilation operational (Wet wells)?		Part 750-2 8	
16.	○	○	○	As-built plans for collection sysm. WWTP?		Part750-2 5	
17.	○	○	○	Other (Specify)			

M. Staffing / Personnel Information:

■ NI ☐ NA

	S	U	NR/NA				F
1	⊙	○	○	Staffing adequate?		Part 650	
2.	⊙	○	○	Certification/grade adequate?		Part 750-2 8 & Part 650	
3.	⊙	○	○	Plant score and grade?	77 points = 4A	Part 750-2 8 & Part 650	

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4.	⊙	○	○	Chief operator name, Grade, Cert. #, Exp	Kevin Pratt, Gr. 4A, Cert #12243, Exp. 4/01/20	Part 750-2.8 & Part 650	
5.	⊙	○	○	Asst. operator Name, Grade, Cert. #, Exp.	Dave Lewis, Gr 4A, Cert #13650, Exp. ?	Part 750-2.8 & Part 650	✓
6	○	○	⊙	WWTP responsible for collection system?		Part 650	
7.	○	○	⊙	Operators responsible for water supply?		Part 650	
8.	⊙	○	○	Is Chief Operator present at the WWTP as per required guideline?	both Chief & Assistant together averaged 350 hrs/mo in 2017	Part 650	
9.	⊙	○	○	Is certified WWTP operator present at the plant as per required guideline?		Part 650	✓

N. Fiscal: ■ NI ☐ NA

How sewer rates are assessed (Flat vs metering)? not inspected

How is the plant budget developed? Operations staff provide input to process

Asset Management Plan (AMP)? not inspected

AMP Prepared/Date?

Compliance Status (Orders, Schedules, etc.): facility has requested an extension to 5/01/22 to implement disinfection

Comments:

Given the concrete deterioration of several tanks and length of time between removing components from service for inspection and maintenance, previous inspections (letters 7/28/17, 7/07/16, 7/08/15, 10/06/14) have encouraged that a Comprehensive Performance Evaluation of the 80+ yr old POTW be undertaken to support future planning and budgeting.

☐ **Photographs attached:**
☐ **Attachments (graphs, diagrams, etc.):**
☐ **DMR Issues:**
☐ **SPRTK Issues:**
☐ **Net-DMR Issues:**

Tamara Venne 1/08/18
Inspector's Signature / Date

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THE VICE PRESIDENT

WASHINGTON

February 2, 2018

The Honorable Clyde Rabideau
Mayor of Saranac Lake
39 Main Street, Suite 9
Saranac Lake, New York 12983

Dear Mayor Rabideau:

As leader of the United States delegation to the 2018 Olympic Winter Games, I am proud to join the people of Saranac Lake in honoring your community's own Chris Mazdzer as a member of the U.S. Olympic Team in PyeongChang, South Korea.

Together, the members of our Olympic Team represent the strength of our Nation and the destiny of American greatness at home and around the world. I join Americans everywhere in applauding these athletes and cheering them on as they reach for their dreams.

On behalf of the American people, I want you to know how proud we are of your community for representing America on the world stage. Please know that I will be rooting for Chris and rallying behind Team U.S.A. as they compete in the XXIII Olympic Winter Games in PyeongChang.

May God bless the people of Saranac Lake, may God bless our 2018 Olympic Team, and may God bless the United States of America.

Sincerely,

Michael R. Pence
Vice President of the United States

Business of the Village Board
Village of Saranac Lake

SUBJECT: Election Inspectors

Date: 2-12-2018

DEPT OF ORIGIN: Village Manager

BILL: 11 2018

DATE SUBMITTED:

EXHIBITS: _____

APPROVED AS TO FORM:

_____ Village Attorney

_____ Village Administration

EXPENDITURE REQUIRED: $

AMOUNT BUDGETED

APPROPRIATION REQUIRED:

Appoint Election Inspectors

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU _____

TRUSTEE CATILLAZ _____

TRUSTEE PELLETIERI _____

TRUSTEE SHAPIRO _____

TRUSTEE VAN COTT _____

WHEREAS: State of New York Election Law § 15-116 states that the Board of Trustees shall, by resolution appoint inspectors of election for each village election district, designate a chairman for each district, designate alternates, and shall fix the compensation of the inspectors.

BE IT RESOLVED: That the following list designates the inspectors, chairman, and alternates.

BE IT FURTHER RESOLVED: That the inspectors shall be compensated $150.00 for each day worked serving as election inspector on election day and/or on the day the rolls are prepared.

VILLAGE ELECTION INSPECTORS - 2016

ONE District

CHAIRMAN:	Beryl Szwed	(D)	157 Kiwassa Road
	Allen Wright(R)	277 George LaPan Highway	
	Susan Dwyer	(D)	323 Lake Street
	Dennis Dwyer	(D)	323 Lake Street
	Diane Thoma	(R)	35 James Street

Business of the Village Board
Village of Saranac Lake

SUBJECT: Authorization and Appropriation of Local Match (20% Local Match EPG I&I Study
FOR AGENDA OF 2-12-18

DEPT OF ORIGIN: Manager BILL # 12-2018

DATE SUBMITTED: 2-5-18 EXHIBITS: ___

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE REQUIRED: $20,000.00	AMOUNT BUDGETED: 2018/2019 Budget	APPROPRIATION REQUIRED: $20,000.00

SUMMARY STATEMENT

Whereas the Village of Saranac Lake has requested and been granted an Environmental Planning Grant for Inflow and Infiltration in the amount of $100,000.00. Whereas the Village is required to provide local match in the amount of 20% ($20,000.00) Whereas the Village Board of Trustees will provide all necessary authorizations to include the amount of $20,000.00 for EPG Inflow and Infiltration study in the 2018/2019 Village of Saranac Lake Waste Water fund

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY:_____ SECONDED BY:_____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE CATILLAZ _____

TRUSTEE PELLETIERI _____

TRUSTEE SHAPIRO _____

TRUSTEE VANCOTT _____

Authorization and appropriation of Local Match 20% ($20,000.00)
NYS Environmental Facilities Corporation
Engineering Planning Grant Agreement

WHEREAS, The Village of Saranac Lake along with AES Northeast LLC had submitted grant application for Inflow and Infiltration to NYS Environmental Facilities Corporation

WHEREAS, The Village of Saranac Lake was awarded Planning Grant #75106 Inflow and Infiltration Engineering Study Report in the amount of $100,000.00 to review selected portions of the waste water collection system.

WHEREAS, The Village of Saranac Lake will be required to document and authorize the local match funding requirements of 20%. $20,000.00 in the 2018/2019 budget for waste water

NOW, THEREFORE BE IT: Resolved that the Village of Saranac Lake Board of Trustees authorizes and appropriates a minimum of 20% as required by the Engineering Planning Grant Program for the Planning Grant # 75106 Inflow and Infiltration Engineering Study Report project Under the Engineering Planning Grant Program. This local match must be at least 20% of the grant award of $100,000.00. The Maximum local share appropriated in the 2018/2019 budget will be subject to any changes agreed to by the Village Manager shall not exceed $20,000.00. The total estimated maximum project cos is $120,000.00. The Village Manager may increase this local match through the use of in-kind services without further approval from the Village of Saranac Lake.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

625 Broadway
Albany, New York 12233-1010
www.dec.ny.gov

NEW YORK STATE ENVIRONMENTAL FACILITIES CORPORATION

625 Broadway
Albany, New York 12207-2997
www.efc.ny.gov

DEC 13 2017

RAPOF
cc vo Jamie Bell

Mr. John Sweeney
Village Manager
Village of Saranac Lake
39 Main Street
Saranac Lake NY, 12983

Re: Planning Grant: #75106
Inflow and Infiltration Engineering Study Report

Dear Mr. Sweeney:

In 2011, Governor Cuomo launched the Regional Economic Development Councils and the Consolidated Funding Application (CFA) to provide each region with the tools to create and implement their own roadmap for economic prosperity and job creation. This community-based model uses local assets to drive local economic growth and has resulted in unprecedented partnerships and collaboration that are building a reinvigorated economy.

After six successful rounds, the 2017 CFA made over $800 million in economic development resources available from over thirty programs across twelve State agencies. The Agency's programs provide resources for projects focused on community development and job creation, tourism, waterfront revitalization, energy and environmental improvements, as well as sustainability and low-cost financing. The Department of Environmental Conservation (DEC) and Environmental Facilities Corporation (EFC) are proud to have contributed $3,200,000 to this year's CFA.

We are pleased to inform you that the Village of Saranac Lake project has been selected to receive up to $100,000 for the Engineering Planning Grant through the New York Clean Water State Revolving Fund program. The actual amount of funding you will receive will be reflected in your grant agreement. On behalf of our partners at the federal, State, and local levels of government, please accept our gratitude for taking the initiative to participate in this program. If you applied for funding from other programs or other State agencies, you will receive information from those programs/agencies separately.

We are ready to begin working on this project, but before proceeding we would like to confirm that you are interested in using this funding for your project. Within two weeks of the date on this letter, please send your confirmation (or declination) and the name and contact information of the municipality's authorized project representative to

EFC at epg@efc.ny.gov. If we do not hear from you within this timeframe, we may withdraw the funding.

For your information, the *Project Checklist of Supporting Documents Needed for Grant Agreement with EFC* is attached. It is important to review this information carefully in order for you to remain on schedule and enter into a grant agreement with EFC to access these funds. There are several steps that must be completed by your municipality and we suggest that you begin working immediately on the procurement of engineering services for the preparation of the Engineering Report. If you have already procured engineering services, please forward the contract documents to EFC and begin working on the supporting documentation.

Please be aware that the grant requires that you make good faith efforts to obtain 30 percent participation by New York State certified Minority and/or Women Owned Business Enterprises and 6 percent participation from Service-Disabled Veteran-Owned Business Enterprises for contracted work that exceeds $25,000. Additionally, this award requires that you provide a 20 percent minimum local match of the requested grant amount. For more information, visit www.efc.ny.gov/epg.

Your project coordinator, Jason Denno, will be reaching out to you shortly to assist with completing all the required submittals necessary to execute a grant agreement with EFC.

We look forward to working with you on this important water quality project. If you should have any questions, please contact EFC at epg@efc.ny.gov or call (518)-402-7396.

Sincerely,

Basil Seggos
Commissioner

Sabrina M. Ty
President and CEO

Enclosure

NEW YORK STATE OF OPPORTUNITY. | Environmental Facilities Corporation

CWSRF Engineering Planning Grants

Checklist of Supporting Documents Needed for Grant Agreement

☑ **Supporting Documentation Submitted to NYSEFC** — **Date of Document**

- Board Resolutions
  Board resolutions designating the Authorized Representative, Local Match, and SEQR Determination. See the Model Resolution Language at www.efc.ny.gov/epg.

  ☐ Authorized Representative Resolution
  Board resolution designating an Authorized Representative for the project. _____

  ☐ Local Match Resolution
  Board resolution authorizing and obligating local match funds. _____

  ☐ State Environmental Quality Review (SEQR) Act Resolution
  Completion of Environmental Quality Review (SEQR) Act requirements and Board resolution declaring SEQR findings or determinations. _____

☐ Executed Engineering Agreement _____

  ☐ Required Contract Language from State Financial Assistance Programs – Non-Construction Bid Packet
  Inclusion of the "State Financial Assistance Programs – Non-Construction Bid Packet" Required Contract Language for professional service contracts over $25,000. The Bid Packet can be found at www.efc.ny.gov/bid-packets.

☐ Compliance with the New York State's Minority/Women-owned Business Enterprises (MWBE) Requirements _____
All professional service contracts with a value greater than $25,000 must submit an MWBE Workplan and approvable Utilization Plan/Waiver Request. The combined MWBE goal will be 30%.

☐ Compliance with the New York State's Service-Disabled Veteran-Owned Business (SDVOB) Requirements _____
All professional service contracts with a value greater than $25,000 must submit an SDVOB Workplan and approvable Utilization Plan/Waiver Request. The SDVOB goal will be 6%.

☐ Budget & Plan of Finance _____
Detailed final budget and plan of finance including all third party funding agreements, and satisfaction of the minimum 20% local match requirement. Use the Budget and Plan of Finance Form at www.efc.ny.gov/epg.

Business of the Village Board
Village of Saranac Lake

SUBJECT: Authorization for Representative to Execute Grant Agreement
FOR AGENDA OF 2-12-18

DEPT OF ORIGIN: Manager

BILL # 13-2018

DATE SUBMITTED: 2-5-18

EXHIBITS: yes

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE REQUIRED: $

AMOUNT BUDGETED: $0.00

APPROPRIATION REQUIRED: $

SUMMARY STATEMENT

Authorize Village Manager to execute agreement with NYS Environmental Facilities for Inflow and Infiltration Study Grant

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE CATILLAZ _____

TRUSTEE PELLETIERI _____

TRUSTEE SHAPIRO _____

TRUSTEE VANCOTT _____

Authorization for Representative to Execute Grant Agreement
NYS Environmental Facilities Corporation
Engineering Planning Grant Agreement

WHEREAS, The Village of Saranac Lake along with AES Northeast LLC had submitted grant application for Inflow and Infiltration to NYS Environmental Facilities Corporation

WHEREAS, The Village of Saranac Lake was awarded Planning Grant #75106 Inflow and Infiltration Engineering Study Report in the amount of $100,000.00 to review selected portions of the waste water collection system.

WHEREAS, The Village of Saranac Lake will be required to document and authorize the local match funding requirements of 20%

NOW, THEREFORE BE IT: Resolved that the Village of Saranac Lake Board of Trustees designate the Village Manager is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documentation and instruments necessary to bring about the Project and to fulfill the Village of Saranac Lake obligations under the Engineering Planning Grant Agreement.

Business of the Village Board
Village of Saranac Lake

SUBJECT: SEQR Type II Determination EPG I&I Study #75106
FOR AGENDA OF 2-12-18

DEPT OF ORIGIN: Manager

BILL # 14-2018

DATE SUBMITTED: 2-5-18

EXHIBITS: ___

APPROVED AS TO FORM:

Village Attorney

Village Administration

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:

SUMMARY STATEMENT

Whereas the Village of Saranac Lake has requested and been granted an Environmental Planning Grant for Inflow and Infiltration in the amount of $100,000.00. Whereas the Village has determined that the SEQR determination for the EPG Planning Grant is a Type II Action: Information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action AND Conduction concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such actions

RECOMMENDED ACTION

APPROVAL OF RESOLUTION

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE CATILLAZ _____

TRUSTEE PELLETIERI _____

TRUSTEE SHAPIRO _____

TRUSTEE VANCOTT _____

SEQR Type II Determination
NYS Environmental Facilities Corporation
Engineering Planning Grant Agreement #75106

WHEREAS, The Village of Saranac Lake along with AES Northeast LLC had submitted grant application for Inflow and Infiltration to NYS Environmental Facilities Corporation

WHEREAS, The Village of Saranac Lake was awarded Planning Grant #75106 Inflow and Infiltration Engineering Study Report in the amount of $100,000.00 to review selected portions of the waste water collection system.

WHEREAS, 6NYCRR Section 617.5 (title 6 of the New York Codes of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

NOW, THEREFORE BE IT: Resolved that the Village of Saranac Lake Board of Trustees hereby determines that the proposed engineering report the Inflow and Infiltration Engineering Study Report Planning Grant #75106 project is a Type II action in accordance with 6 NYCRR Section 617.5(c) Information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action AND Conduction concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such actions

Business of the Village Board
Village of Saranac Lake

SUBJECT: Appoint Deputy Clerk/Treasurer Date: 2-12-2018

DEPT OF ORIGIN: Mayor Rabideau Bill # 15-2018

DATE SUBMITTED: _ EXHIBITS: _____

APPROVED AS TO FORM:

_____ _____
Village Attorney Village Administration

EXPENDITURE REQUIRED$	AMOUNT BUDGETED:	APPROPRIATION

Appointment of Lidia O'Kelly to position of Deputy Clerk/Treasurer.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE SHAPIRO _____

TRUSTEE CATILLAZ _____

TRUSTEE VAN COTT _____

TRUSTEE PELLETIERI _____

RESOLUTION FOR THE APPOINMENT OF LIDIA O'KELLY TO THE POSITION OF DEPUTY CLERK/TREASURER FOR THE VILLAGE OF SARANAC LAKE

Whereas, The Village Deputy Clerk/Treasurer is a Mayoral appointment, subject to Board of Trustees approval, and,

Whereas, The open position for Deputy Clerk/Treasurer was posted regionally and,

Whereas, Lidia O'Kelly, has been chosen and is hereby appointed as the Deputy Village Clerk/ Treasurer effective February 13, 2018, at 8:00am, and,

Be it Further Resolved, the terms of Lidia O'Kelly's employment and compensation are set forth in the attached document.

Offer of Employment
Summary of Benefits for the Village of Saranac Lake
FLSA Exempt Employee
Lidia O'Kelly – Deputy Clerk/Treasurer

Annual Salary

- $44,000

Vacation

- Eighty (80) hours annually accrual basis

Sick

- Credited eight (8) hours per month accrual basis

Personal

- Twenty four (24) personal time hours credited on June 1 of each year

Holidays

- Ten and a half (10.5) days per year (pre-determined)

Insurance

- The Village offers health insurance coverage beginning on the first day of the third month following 60 days of service. The employee contribution for health insurance is 20% of the premium for individual, 2- person or family coverage.
- Dental coverage is paid fully by the village for the employee. Family coverage is available but must be paid for by the employee.
- Life
- Disability

Other Benefits

- Membership in the NYS Retirement System
- Deferred Compensation Plan
- AFLAC Plans
- Direct Deposit
- Flexible Spending Plan for Medical and daycare
- Worker's Compensation Insurance
- As described within the Village of Saranac Lake Employee Handbook

Conditions of Employment

- All new employees work on a probationary period for six (6) months. The probationary period may be extended due to a significant absence and/or if the designated probationary period does not provide sufficient time to thoroughly evaluate the employee's performance.
- All other terms and conditions of the Franklin County Civil Service job description.
- As described within the Village of Saranac Lake Employee Handbook.

This offer has been approved by:

Saranac Lake Village Board Date Village Manager Date

- I, Lidia O'Kelly, Date 1/25/2018 Hereby accept this offer of employment with all conditions.

Business of the Village Board
Village of Saranac Lake

SUBJECT: Hotel Saranac Preservation Award Date: 2-12-2018

DEPT OF ORIGIN: Trustee Van Cott BILL: 16 2018

DATE SUBMITTED: EXHIBITS: _____

APPROVED AS TO FORM:

_____ _____
Village Attorney Village Administration

EXPENDITURE REQUIRED: $ AMOUNT BUDGETED APPROPRIATION REQUIRED:

Endorses the Hotel Saranac project for a 2018 Excellence in Preservation Award from New York State Preservation League

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL :

MAYOR RABIDEAU _____

TRUSTEE CATILLAZ _____

TRUSTEE PELLETIERI _____

TRUSTEE SHAPIRO _____

TRUSTEE VAN COTT _____

Whereas, the Village of Saranac Lake has preserved and nurtured its historic architectural and cultural setting over the last several decades, and

Whereas, over 170 sites and 6 historic districts are included on the State and National Register of Historic Places, and

Whereas, this collection of sites and districts are integrated into the Village Comprehensive Plan, providing design and economic revitalization guidance for adaptive reuse of both small and large projects, and

Whereas, the Hotel Saranac is located at the core of the Village's multi-use downtown, and

Whereas, the Hotel Saranac provides a critical magnet for further sensitive and vibrant development of the Village,

Now, therefore, be it resolved, that the Village Board of Saranac Lake hereby heartily endorses the selection of the Hotel Saranac project for a 2018 Excellence in Preservation Award from the New York State Preservation League.

Business of the Village Board
Village of Saranac Lake

SUBJECT: DRI Project Proposals Date: 02/12/18

DEPT OF ORIGIN: Mayor Rabideau, Trustee Shapiro, Trustee Van Cott

Bill # 17-2018

DATE SUBMITTED: 02/09/18 EXHIBITS: _____

APPROVED AS TO FORM:

_____ _____
Village Attorney Village Administration

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:

SUMMARY STATEMENT:

A resolution authorizing the Community Development Director to release a request for proposals for projects that can be considered for inclusion in the 2018 DRI application.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE SHAPIRO _____

TRUSTEE CATILLAZ _____

TRUSTEE VAN COTT _____

TRUSTEE PELLETIERI _____

RESOLUTION TO AUTHORIZE THE SOLICITATION OF PROJECT PROPOSALS FOR THE VILLAGE'S DRI APPLICATION

WHEREAS, the Village of Saranac Lake intends to submit an application to Governor Cuomo's Downtown Revitalization Initiative (DRI) if it is made available in 2018; and

WHEREAS, the Village of Saranac Lake is the most populous municipality in the Adirondack Park and embodies the New York State legislative goal of a sustainable Adirondack community; and

WHEREAS, the DRI has the potential to substantially advance those State interests in the Adirondack Park through investment in the Village of Saranac Lake; and

WHEREAS, the DRI application should describe potential transformative capital projects that will be shovel-ready in 2019 and that can be completed within three to five years; and

WHEREAS, there is no guarantee that any of the potential projects described in the DRI application will receive funding if the Village is nominated for a DRI award; and

WHEREAS, the fundamental goals of the DRI include creation of an active downtown with a strong sense of place; attraction of new businesses, including recreational/sports venues, that create a robust mix of shopping, dining, entertainment and service options for residents and visitors and that provide job opportunities; enhancement of public spaces for arts and cultural events; attraction of a diverse population with residents and workers supported by diverse housing and employment opportunities; and growing the local tax base; and

WHEREAS, the Village of Saranac Lake seeks to include in the DRI application a variety of catalytic projects that advance the community's vision for revitalization and regional needs while meeting goals of the DRI; and

WHEREAS, the Village of Saranac Lake wants to provide the opportunity for all interested parties to propose potential projects that meet the goals of the DRI and advance the community's vision for revitalization; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees authorizes the Community Development Director to issue a request for proposals for projects that can be considered for inclusion in the Village's DRI application.

Business of the Village Board
Village of Saranac Lake

SUBJECT: LED Street Light Conversion

Date: 02/12/18

DEPT OF ORIGIN: Village Manager

Bill # 18-2018

DATE SUBMITTED: 02/09/18

EXHIBITS: _____

APPROVED AS TO FORM:

_____
Village Attorney

_____
Village Administration

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:

SUMMARY STATEMENT:

A resolution approving LED streetlight conversion as the project which to apply the Village's $50,000 Clean Energy Communities grant.

MOVED BY: _____ SECONDED BY: _____

VOTE ON ROLL CALL:

MAYOR RABIDEAU _____

TRUSTEE SHAPIRO _____

TRUSTEE CATILLAZ _____

TRUSTEE VAN COTT _____

TRUSTEE PELLETIERI _____

RESOLUTION TO PROPOSE LED STREETLIGHT CONVERSION AS THE PROJECT FOR THE CLEAN ENERGY COMMUNITIES GRANT

WHEREAS, the Village of Saranac Lake is eligible to receive a Clean Energy Communities Grant in the amount of $50,000; and

WHEREAS, the Village of Saranac Lake must propose one or more projects by March 20, 2018 in order to receive the grant funding; and

WHEREAS, an LED streetlight conversion project could both reduce energy use and has potential financial reduction; and

WHEREAS, there are two potential options for LED conversion, which include a utility-owned conversion where Village pays for the LED's to replace the HPS's or a municipal buyback from National Grid; and

WHEREAS, Village staff will continue to gather information from National Grid, SmartWatt and other sources about the benefits and risks of each option before making a final recommendation on which option is most appropriate for Saranac Lake; and

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees authorizes the Community Development Director to submit LED streetlight conversion, with the mechanism to be determine, as the proposed project for the $50,000 Clean Energy Communities grant.

Village of Saranac Lake
Community Development Department
39 Main Street
Saranac Lake, NY 12983
Phone (518) 891-4150
Fax (518) 891-1324
www.saranaclakeny.gov

Clean Energy Communities Program

Funding Available: $50,000
Proposal Deadline: March 20, 2018
Potential Project: LED Streetlight Conversion

Municipal Buyback Option:
The Village of Saranac Lake has the opportunity to purchase existing streetlights from National Grid and convert them to LED lights. SmartWatt has prepared a Preliminary Feasibility Assessment based on current utility bills. The Assessment outlines the expected cost and savings for the capital project. As presented by SmartWatt, the improvements would be financed by the annual energy and maintenance savings, which would be guaranteed by SmartWatt. This would be a turnkey approach where SmartWatt would conduct an investment grade audit, design the project, and build.

Table 1: Recommended Facility Improvement Measures (FIMs)

FIM #	Measure	Annual Energy Savings ($/yr)	Annual O&M Savings ($/yr)	Estimated "Buyback" Cost[1]	FIM Implementation Cost	Total Project Costs Including Buyback
1	Village of Saranac Lake – Utility Owned Street Lighting	$19,672	$63,014	$455,000	$306,233	$761,233

Utility-Owned Conversion:
The Village of Saranac Lake can request that all streetlights be converted to LED as the expense of the Village. National Grid would install the new lights at the expense of the Village. National Grid converts a percentage of streetlights each year on a first come first serve basis.

Next Step:
The Village needs to request the buyback cost from National Grid. The request should be made between April and June after the current rate case is resolved. Buyback costs can only be requested once per year and the rate case could influence the buyback amount.

January 5, 2018

Village of Saranac Lake, New York

Street Lighting Preliminary Feasibility Assessment

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1.0 Introduction

SmartWatt is a leading nationwide provider of turnkey energy-efficiency solutions. We are dedicated to lowering customers' operational costs through demand-side energy reduction strategies. SmartWatt provides whole building energy assessments and implements lighting upgrades, control system enhancements, variable frequency drive (VFD) upgrades, HVAC enhancements, and municipal street lighting measures to help commercial, industrial, institutional, and government customers and utilities meet their sustainability goals.

1.1 The Complete Turnkey Approach

- SmartWatt will conduct an Investment Grade Audit to determine energy and cost savings potential.
- SmartWatt will oversee the development of all project scope of work documents and designs.
- The SmartWatt Project Manager will be your single point of contact at all times during the installation of your project.
- Weekly or as-needed meetings will be held with SmartWatt Project Management during the installation of the project. These meetings will address project progress, scheduling, and the anticipated project completion date.
- SmartWatt will file all warranty registrations associated with each item installed.
- SmartWatt will provide as-built documentation upon completion, providing warranty materials, product specifications, ordering codes, and warranty contact information for all installed products.

1.2 Preliminary Feasibility Assessment

The results presented in this report are based upon the current street lighting inventory from National Grid utility bills in a preliminary manner, for budgetary purposes. Prior to proceeding with any work, SmartWatt will perform the required detailed engineering, lighting inventory verification, analysis, and measurement to verify each of the measures and associated costs, savings, and incentives if applicable.

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2.0 Executive Summary

2.1 Project Overview

SmartWatt is pleased to provide this Preliminary Feasibility Assessment for the Village of Saranac Lake, NY. We developed the following report to identify, document, and present the potential for a Street Lighting Upgrade project for the Village.

Our preliminary analysis has identified Street Lighting opportunities which SmartWatt proposes be fully developed during an Investment Grade Audit (IGA) to further define the conceptual design and energy cost savings analysis for an energy performance project. The core of this project is an upgrade of street lighting that will save energy and reduce National Grid fees associated with the maintenance of the street lighting system including fixtures and poles.

The scope of work for this project represents street lighting upgrades with an installed cost of **$761,233**, including estimated utility buyback. This results in a total annual energy savings of **$19,672** and an annual maintenance savings of **$63,014**. This project will result in a 10 year minimum financing term.

2.2 Summary of Proposed Facility Improvement Measures

The Street Lighting upgrade opportunities identified in this report will result in a total annual cost savings of about **$82,686/year.** The savings is a result of the purchase of the Utility-owned street lights and conversion to LED.

Table 1 provides savings and implementation pricing for the street lighting upgrades.

Table 1: Recommended Facility Improvement Measures (FIMs)

FIM #	Measure	Annual Energy Savings ($/yr)	Annual O&M Savings ($/yr)	Estimated "Buyback" Cost[1]	FIM Implementation Cost	Total Project Costs Including Buyback
1	Village of Saranac Lake – Utility Owned Street Lighting	$19,672	$63,014	$455,000	$306,233	$761,233

We look forward to partnering with you during the IGA and developing a project that will reduce your energy costs and will be fully funded by the resulting savings.

[1] This is an estimated cost to purchase the existing street lighting inventory from National Grid. The actual cost will be determined during the IGA process when a formal buyback request is made.

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2.3 Project Guidelines and Goals

SmartWatt has worked with the following objectives in mind for the Village:

- Reduce annual energy and maintenance costs associated with street lighting.
- Improve the quality of the street lighting.
- Adherence to guidelines for performance contracting in New York State Public Municipalities.

Additional benefits to the Village will include:

- No requirement for a referendum and voter approval for an Energy Performance Contract.
- This project will not affect the Village's debt limit, or ability to bond future capital projects if a Performance Contract is used for procurement.
- Procurement not subject to low bid process for goods and services - provides best value in lieu of lowest cost.
- Guarantees quality engineering, construction and long-term performance under a turnkey approach.

2.4 Utility Incentives Summary

There are currently no utility incentives available through National Grid for the buyback and upgrade of utility street lighting systems. This will be re-evaluated during the IGA.

2.5 Environmental Benefits

In addition to reducing energy consumption, these turnkey improvements give the Village the opportunity to reduce its carbon footprint, reducing harmful environmental impacts. The positive impact this project will have on the environment is quantifiable. Most of the energy generated by power plants in the United States comes from burning fossil fuels. By reducing energy consumption, fewer fossil fuels are consumed which means less pollution. For the Village, the project will reduce greenhouse gases by about 113 metric tons CO_{2e} each year. ***Figure 1*** illustrates the reduction in greenhouse gases each year in terms of equivalencies of familiar items.

Figure 1 - Green House Reduction Annual Equivalencies

24 Vehicles off the Road

262 Barrels of Oil Consumed

Power for 12 Homes

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3.0 Street Lighting Summary and Utility Usage Overview

3.1 Village Location and Street Lighting Summary

The Village of Saranac Lake, New York, is in the Adirondack Park in both Franklin and Essex Counties with the county line located within two blocks of the center of the village. SmartWatt assessed the street lighting inventory based on the provided utility bills. There are 455 fixtures associated with the Village that were evaluated for replacement with LEDs.

3.2 Annual Energy Usage and Cost Summary

During the preliminary energy audit, the Village of Saranac Lake provided SmartWatt engineers with one month of utility data for the 2017 calendar year. The total annual cost for the street lighting is approximately $102,743. As shown in ***Figure 2***, National Grid maintenance fees account for 74 % of the total street lighting costs. ***Table 2*** represents the 2017 utility billing breakdown for the Utility owned street lighting in the Village. The "Annual Street Lighting Maintenance Costs" column reflects the most recent utility bill electricity and maintenance costs projected over the next year.

Table 2: 2017 Utility Billing Breakdown

Municipality	Electric Usage (kWh/Year)	Electric Cost[2] ($/Year)	Electric Unit Cost[2] ($/kWh)	Annual Street Lighting Maintenance Costs[2] ($/Year)	Total Annual Costs ($/Year)
Village of Saranac Lake	226,281	$26,341	$0.1164	$76,402	$102,743

[2] Costs reflect the most recent month of electricity costs and maintenance fees projected over the next calendar year.

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Figure 2 - Utility Cost Breakdown

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4.0 Facility Improvement Measures

FIM #1 – Purchase of National Grid Owned Street Lighting

Total Energy Cost Savings	Total Maintenance Cost Savings[3]	Estimated Buyback Cost	Total Cost (Including Buyback)
$19,672	$63,014	$455,000	$761,233

Observation

The Village has 455 existing street lighting fixtures that range from 70 to 400 watts. A summary of the Utility-Owned street lighting is as follows:

Table 3: Street Lighting Fixture Summary

Luminaire Type	Lamp Technology	Nominal Wattage	Billable Wattage	Number of Fixtures
Roadway	HPS	250	304	20
Roadway	HPS	150	173	74
Roadway	HPS	100	118	48
Roadway	HPS	70	86	269
Williamsville	HPS	150	173	2
Williamsville	HPS	100	118	35
Traditional	HPS	100	118	1
Floodlight	HPS	400	470	1
Floodlight	HPS	250	304	5
			Total	455

National Grid bills the Village for the energy consumption and maintenance of the lighting through Rate Schedule SC2 - Street Lighting – Unmetered, Company Owned/Company Maintained. Under this agreement National Grid owns and maintains the street lighting and charges a maintenance fee for maintaining the lighting system infrastructure which is comprised of the following components:

- Lamp
- Pole
- Luminaire
- Pole Foundation
- Circuiting
- Convenience outlet

Under this agreement National Grid is responsible for both the maintenance and replacement of the entire street lighting system. The following table describes the current annual costs for the electricity and maintenance fees at the Village.

[3] This is the full amount of the facilities charges paid to National Grid, minus the Pole Attachment Fee that is collected once the Village owns the fixtures. A value of $10,775 has been set aside for ongoing maintenance of the system. This amount can be adjusted as part of the Investment Grade Audit

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Table 4: Current Annual Street Lighting Cost Summary

Fee Type	Units	Annual Cost ($/yr)	Unit Cost
Energy Usage (kWh)	226,281	$26,341	$0.1164
Lamp Maintenance	455	$3,640	$8.00
Luminaire Maintenance	455	$26,437	$58.10
Pole Maintenance	88	$23,334	$265.16
Circuit Maintenance	76	$8,897	$117.06
Foundation Maintenance	84	$14,094	$167.79
Total		$102,743	

Recommendation

In an effort to reduce electricity consumption and maintenance costs, SmartWatt proposes purchasing and replacing all 455 HPS fixtures with new LED fixtures. New LED fixtures will exhibit the following characteristics:

- Lasts 100,000-150,000 hours (22 to 34 years)
- 10 Year warranty
- Highest efficiency compared to other technologies
- Exceptional reliability when compared to other lighting technologies
- Lowest maintenance cost of any lighting technology
- Lowest Total Cost of Ownership/Lifecycle Cost
- Ranges in color temperature from 2200K to 5000K

The following table summarizes the proposed changes as well as the wattage reduction per fixture.

Table 5: Street Lighting Replacement Summary

Luminaire Type	Existing Lamp Technology	Quantity	Existing Wattage (Lamp and Ballast)	Proposed Technology	Utility Billed Wattage	Wattage Reduction per Fixture
Williamsville	HPS	35	118	LED	25	93
Traditional	HPS	1	118	LED	25	93
Williamsville	HPS	2	173	LED	75	98
Roadway	HPS	20	304	LED	125	179
Roadway	HPS	74	173	LED	75	98
Roadway	HPS	48	118	LED	25	93
Roadway	HPS	269	86	LED	25	61
Flood Light	HPS	1	470	LED	175	295
Flood Light	HPS	5	304	LED	125	179
	Total	455				

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Savings Summary

Savings are available through three mechanisms:

- Reduction in energy consumption
- Reduction in maintenance and replacement costs
- Reduction in Delivery Charges as stipulated by Utility tariff

Energy consumption savings are associated with the reduction in wattage from the existing lighting technologies to LED lighting. Maintenance savings were calculated by comparing the current National Grid maintenance fees with an estimated maintenance allowance of $10,775 for the lamps, luminaires, circuits, foundations and poles. The table below provides a summary of the existing and proposed annual costs. The total cost savings are estimated to be just over 80 %.

Table 6: Annual Street Lighting Savings Summary

Fee Type	Current Cost ($/yr)	Proposed Cost ($/yr)	Annual Savings ($/yr)
Energy Usage (kWh)	$26,341	$6,669	$19,672
Lamp Maintenance	$3,640	$0	$3,640
Luminaire Maintenance	$26,437	$0	$26,437
Pole & Foundation Maintenance	$37,428	$0	$37,428
Circuit Maintenance	$8,897	$0	$8,897
Pole Attachment Fee	$0	$2,614	($2,614)
Lighting Maintenance Set-Aside	$0	$10,775	($10,775)
Total	**$102,743**	**$20,057**	**$82,686**

Energy Savings (kWh)		
Current Usage (kWh)	Proposed Usage (kWh)	Annual Savings (kWh)
226,281	74,330	151,951

Utility Rate Class

The Village is currently billed according to the National Grid SC-2 street lighting tariff that encompasses all utility owned and maintained street lighting. Through the buyback of the current lighting fixtures and poles, the Village would be placed in the SC-3 street lighting tariff which has a lower delivery rate compared to the SC-2 tariff. All of the current maintenance charges that are included in the SC-2 utility bill will be eliminated in the SC-3 bill. An additional charge to the SC-3 rate would be a pole connection rental fee of $0.60 per pole per month for the poles shared with the utility.

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System Maintenance

The lighting system SmartWatt has proposed is rated for an effective life well beyond the 10 year warranty period. The proposed system is designed to be essentially maintenance free for the life of the contract term. However there are instances where fixtures may have to be replaced due to vandalism, weather, acts of God, pole failures, etc. SmartWatt will discuss ongoing street lighting fixture maintenance plans with the Village during the IGA. The repair of the other street lighting components (poles, circuits, and foundations) can be managed by the Village or SmartWatt. Note that these repairs are infrequent and can be budgeted at a level significantly below the costs charged by National Grid.

System Warranty

The LED fixtures proposed will be warranted for 10 years. The warranty will cover manufacturer defects and workmanship. All fixtures recommended within this proposal are tested and rated for life well above the 10 year period.

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5.0 Cash Flow Analysis

The cash flow presented below includes the total capital cost of the project including the buyback cost for the Village. The project cash flow summary in ***Table 7*** and ***Table 8*** demonstrates that an energy savings project can be accomplished through a self-funding program requiring no capital investment. Our preliminary analysis demonstrates that the Village of Saranac Lake can complete improvements valued at **$761,233**. ***Table 7*** provides an overview of the cash flow assumptions. ***Table 8*** illustrates the projected project cash flow including a cumulative cash flow of **$1,399,386** after 20 years.

Table 7: Cash Flow Summary

Project Investment	$306,233
Estimated Street Lighting "Buyback"	$455,000
Total Installed Cost (After Buyback)	$761,233
Year 1 Utility Energy Savings	$19,672
Existing Annual Maintenance Cost	$76,402
Proposed Annual Maintenance Cost	($10,775)
Pole Attachment Fee	($2,613)
Annual Maintenance Cost Savings	$63,014
Total Annual Cost Savings	$82,686
Interest Rate	3.3 %
Term (Years)	10

Figure 3 - Cumulative Cash Flow

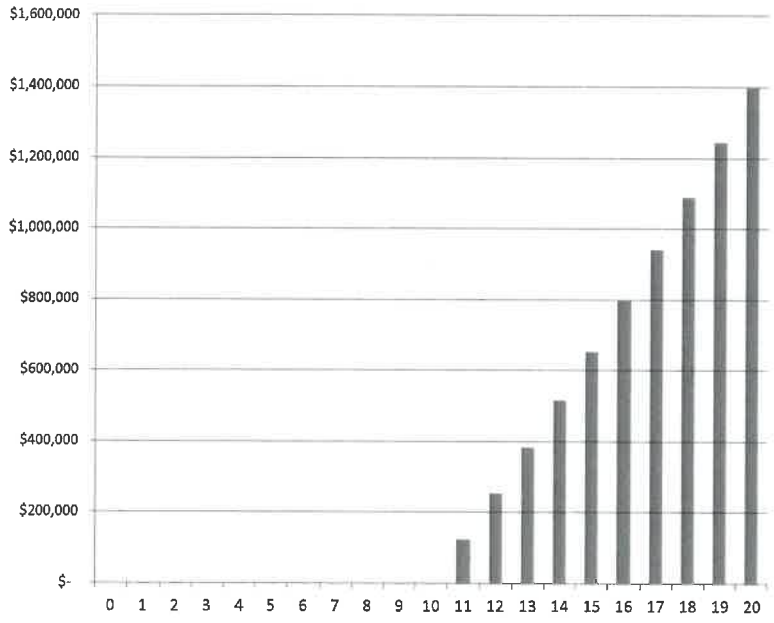

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Table 8: Project Cash Flow

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Total Utility Savings	$ -	$ 19,672	$ 20,262	$ 20,870	$ 21,496	$ 22,141	$ 22,805	$ 23,489	$ 24,194	$ 24,920	$ 25,667
Maintenance Savings	$ -	$ 76,402	$ 78,312	$ 80,270	$ 82,277	$ 84,334	$ 86,442	$ 88,603	$ 90,818	$ 93,088	$ 95,416
Total Project savings	$ -	$ 96,074	$ 98,574	$ 101,140	$ 103,773	$ 106,475	$ 109,247	$ 112,092	$ 115,012	$ 118,008	$ 121,083
Outstanding Balance	$ 761,233	$ 761,233	$ 705,324	$ 645,445	$ 581,411	$ 513,026	$ 440,087	$ 362,384	$ 279,697	$ 191,798	$ 98,449
Principal Payment	$ -	$ 55,909	$ 59,878	$ 64,034	$ 68,385	$ 72,939	$ 77,703	$ 82,687	$ 87,899	$ 93,349	$ 98,449
Interest Payment		$ 25,121	$ 23,276	$ 21,300	$ 19,187	$ 16,930	$ 14,523	$ 11,959	$ 9,230	$ 6,329	$ 3,249
Measurement and Verification		$ 1,655	$ 1,697	$ 1,739	$ 1,783	$ 1,827	$ 1,873	$ 1,920	$ 1,968	$ 2,017	$ 2,067
Service Contract		$ 13,388	$ 13,723	$ 14,066	$ 14,417	$ 14,778	$ 15,147	$ 15,526	$ 15,914	$ 16,312	$ 16,720
Total Project Payments	$ -	$ 96,073	$ 98,573	$ 101,139	$ 103,772	$ 106,474	$ 109,246	$ 112,091	$ 115,011	$ 118,007	$ 120,484
Net annual benefits from Total Project	$ -	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 1	$ 599
Cummulative Payment for Project		$ 96,073	$ 194,646	$ 295,785	$ 399,557	$ 506,030	$ 615,276	$ 727,368	$ 842,379	$ 960,386	$ 1,080,870
Cummulative Project Savings	$ -	$ 96,074	$ 194,648	$ 295,788	$ 399,561	$ 506,035	$ 615,282	$ 727,375	$ 842,387	$ 960,395	$ 1,081,478
Cumulative Cash Flow	$ -	$ 1	$ 2	$ 3	$ 4	$ 5	$ 6	$ 7	$ 8	$ 9	$ 608

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Total
Total Utility Savings	$ 26,438	$ 27,231	$ 28,048	$ 28,889	$ 29,756	$ 30,648	$ 31,568	$ 32,515	$ 33,490	$ 34,495	$ 528,594
Maintenance Savings	$ 97,801	$ 100,246	$ 102,752	$ 105,321	$ 107,954	$ 110,653	$ 113,419	$ 116,255	$ 119,161	$ 122,140	$ 1,951,663
Total Project savings	$ 124,239	$ 127,477	$ 130,800	$ 134,210	$ 137,710	$ 141,301	$ 144,987	$ 148,769	$ 152,651	$ 156,635	$ 2,480,257
Outstanding Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Principal Payment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 761,233
Interest Payment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 151,102
Measurement and Verification	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,545
Total Project Payments	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,080,870
Net annual benefits from Total Project	$ 124,239	$ 127,477	$ 130,800	$ 134,210	$ 137,710	$ 141,301	$ 144,987	$ 148,769	$ 152,651	$ 156,635	$ 1,399,386
Cummulative Payment for Project	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	$ 1,080,870	
Cummulative Project Savings	$ 1,205,717	$ 1,333,193	$ 1,463,993	$ 1,598,203	$ 1,735,913	$ 1,877,214	$ 2,022,201	$ 2,170,971	$ 2,323,622	$ 2,480,257	
Cumulative Cash Flow	$ 124,846	$ 252,323	$ 383,123	$ 517,333	$ 655,042	$ 796,344	$ 941,331	$ 1,090,100	$ 1,242,751	$ 1,399,386	

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6.0 Next Steps

SmartWatt is excited about this opportunity and we hope that the Village agrees with this approach to completing these energy cost saving measures and infrastructure improvements.

SmartWatt recommends the Village proceed with the Energy Savings Performance Contract (ESPC) process, in which the Village would issue a Request for Qualifications (RFQ) and obtain qualifications from multiple Energy Service Contractors (ESCOs). The energy legislation does not require low bid, but rather the best project with the ESCO the Village has the most confidence with.

The ESPC process is represented in ***Figure 4***. Note that the scope of work development is completed in a parallel path to the buyback process to reduce the total project time. Based on recent conversations with National Grid, the buyback approval process requires approximately 6 months. As the enabling legislation for street lighting buyback is very recent the buyback timeline may decrease. The construction period is dependent on the number of fixtures to be installed and the scope of work selected.

After execution of the project agreements between the Village and SmartWatt, we will then start the IGA portion of the project as described below.

Investment Grade Audit

In order to move forward, a due diligence phase will be required to finalize the technical and financial parameters of this project. This phase requires the completion of an Investment Grade Audit. The overall IGA process is summarized in ***Figure 5***. The costs for the IGA development can be rolled up in the total project costs.

SmartWatt believes strongly that to develop a performance contract the customer should be involved throughout the process, and we look forward to working with the Village of Saranac Lake on this project.

Figure 4 - Project Schedule

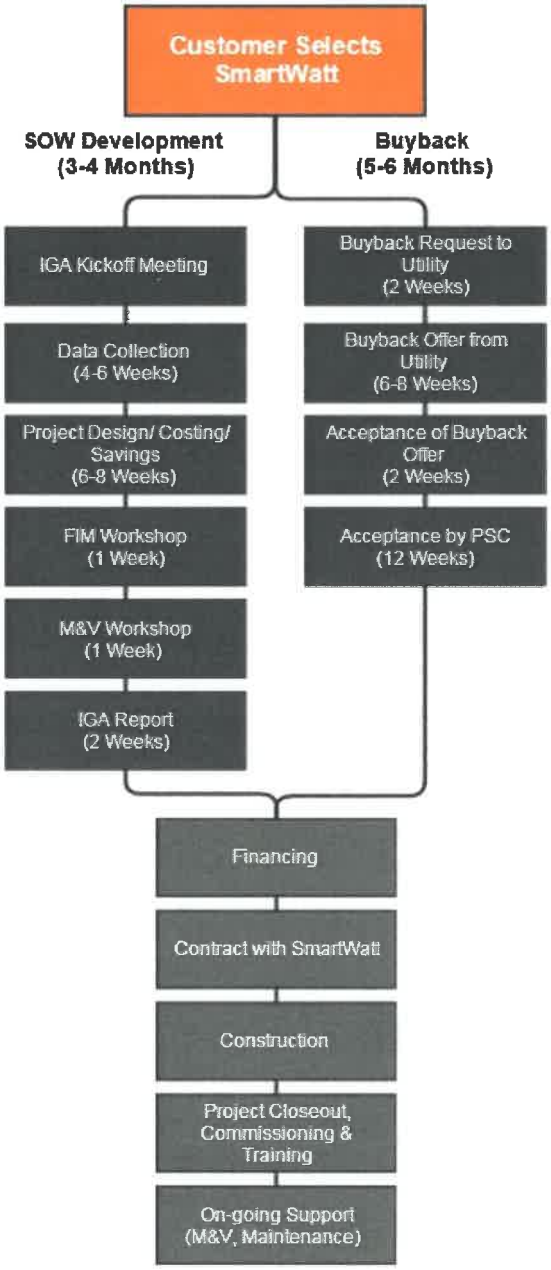

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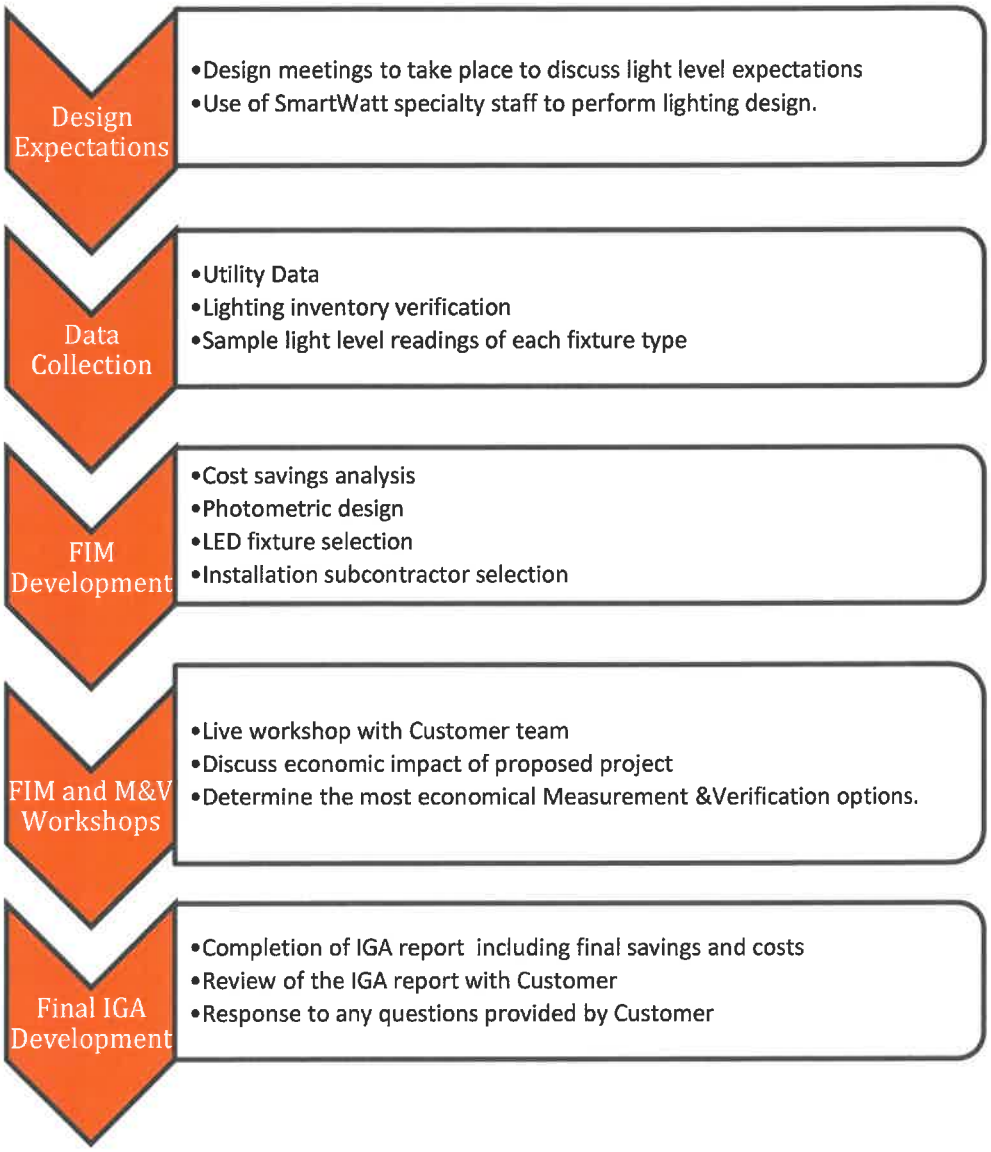
Figure 5 - IGA Process



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