

**Jefferson County Industrial Development Agency
Building and Grounds Ad hoc Committee Meeting Minutes
September 18, 2024**

Present: John Condino, David Converse, Rob Aiken, Lisa L’Huillier

Absent: Greg Gardner

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Robin Stephenson, Peggy Sampson, Paul Warneck, Gregor Smith and Mike Mitchell from BCA Architects & Engineers

I. Call to Order: Chair Condino called the meeting to order at 8:02 a.m.

II. Discuss:

1. Business Complex Infrastructure Project –

Executive Session

At 8:03 a.m., a motion was made by Mr. Aiken to enter into executive session to discuss the potential disposition of real property, seconded by Ms. L’Huillier. All in favor. Committee Members, Board Members, and Staff remained.

At 8:10 a.m., Mr. Converse motioned to leave executive session, seconded by Mr. Aiken. All in favor. No action was taken.

Gregor Smith brought a set of bid drawings for review. He said that the project that went out to bid includes water utilities (a new water main) to serve the business park. He said that it has gone through a few iterations working with Convalt Energy and the IDA. He said that they originally looked at having a complete loop of the park and was mainly set up so we could serve multiple parcels within the park, then Convalt showed interest in the park, and they changed the approach to serve just the facility at two different points and make the connections. Since then, they worked with the Town of Hounsfield and the IDA on going back to the original plan again which is to loop the system which is good for water turnover and eliminates the dead ends. He said that at this point, it is not known when the Convalt building will be constructed, so it's good to have the loop for water turnover and if something changes we go back to the original plan of having multiple parcels within the park and have the water service ready for them. He said that the other thing that is being installed is a force main and that was mainly focused on serving Convalt. There is a 3-inch force main that is proposed for part of this project that will allow sewer service to the Town’s system, but he does not have any updates on where the Town’s system stands. He said that essentially it is going to extend from the proposed building to the new Town municipal system along Route 12. He reported that the County has constructed one entrance (the eastern most entrance to the park) which was extended in far enough to meet the DOT requirements. He said the western entrance has not been started and he does not have the schedule yet. He noted that both entrances were approved by the DOT. The intent is at a minimum to construct those. If the Convalt project doesn’t happen, there may be discussions on that entire roadway completing the loop.

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Mr. Condino asked if the plan was to have the county build the road. Mr. Weir said yes. Mr. Smith said they looked at budgeting for a contractor to do it but working with the County was more cost effective.

Mr. Warneck asked if the location and position of the force main is adequate to handle multiple parcels. Mr. Smith said it was based on the flows of Convalt but indicated that the assumption is yes that it could pick up two or three parcels depending on what the businesses are. He said another line may be required if they are heavy water uses or have more significant waste than Convalt.

Mr. Matteson asked if Mr. Smith recalls what the project flow is for Convalt. Mr. Smith said it might be around 15,000-20,000 gallons daily.

Mr. Warneck asked if it is adequate for a sprinkled building too. Mr. Smith said the system in the Town in general may not be able to provide that alone. He said that the system is limited by the Town's system not by the looped waterline. He said it is a HDPE that is being proposed.

Mr. Warneck said it is being installed and inspected and then going to the Town after completion. Mr. Smith said yes. He said there would be full-time inspection. They will have to sign off on the buried utilities upon completion and testing as built. Mr. Condino asked who would be doing the inspection. Mr. Smith said he believes it will be Sam Kennedy out at the site. Mr. Condino asked about the duration of the project. Mr. Smith said it is a relatively small project and the deadline is the end of this year. Mr. Smith said the biggest hurdle on the site is rock. He said it's unique because in some areas it's deep and in others, it's right at the surface. The longest lead time is getting the rock removed.

Mr. Condino asked how the bid items are structured. Mr. Smith said the bid items are unit prices so if there are more or less of certain items it can be adjusted accordingly. He said there are bid items for the water line which includes pipe bedding, rock removal, restoration, and hydrants. He said the crossings are a unique item. He said the wastewater has its own bid items which they will track separately. DOT is requiring a pre-bore survey to make sure there is no damage to the highway. Mr. Mitchell will check the elevation pre-construction and post-construction to make sure there is no damage or humping of the highway.

Mr. Smith said that North Country Contractors was the low bidder. He said that they are putting everything together for submission to DOT for permits.

Mr. Smith said that everything is specific to Convalt serving the project. There are two sections that are specific to Convalt (for what they requested). He said if there are thoughts of that potentially not occurring or if the interest is trying to keep it more generic so it can be built out in the future, we could look at it a little differently.

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Mr. Matteson asked what the volume capacity of the water system coming in and what the flow would be. Mr. Smith said that a hydrant flow test was completed. Mr. Condino said that his firm works with the Town of Hounsfield and has done all of the engineering calculations for that site for it being installed, etc. He didn't know the exact numbers, but indicated that it is very high and is more than adequate.

Mr. Condino said that he hopes to have the committee meet on a regular basis moving forward.

Mr. Smith and Mr. Mitchell left the meeting at 8:30 a.m.

Mr. Matteson asked what we have for electrical infrastructure. Mr. Weir said that we are working with National Grid on that piece.

2. Other/Unfinished Business: None.

3. Adjournment: With no further business before the committee, Ms. L'Huillier made a motion to adjourn the meeting, seconded by Mr. Converse. The meeting was adjourned at 8:31 a.m.

Respectfully submitted,
Peggy Sampson