

Bi-Monthly Town Board Meeting
September 24, 2024
Following Budget Workshop
Town Hall
Joseph P. Wilson Jr, Supervisor

Call to order

Approve Minutes: 2025 Budget Meeting #1 Workshop minutes
September 10 Regular Board meeting

Privilege of the Floor:

Town Operations

Thanks to Ironman for donating \$500 to support Keene Community Day

Town Clerk:

Highway Department:

Water Department:

Youth Commission Summer Program Report

Discussion of Old Business

- Revised Town-wide Capital Plan
- Facilities Building project
- Long Term Road & Culvert Resiliency Planning proposal
- Planter repairs

New Business:

- Relinquish Easement in WD#2
-

Ongoing Local Law Process:

- Water Law: Public Hearing October 1 at 5:45 in the Town Hall

Executive Session

Budget Resolutions

Resolution to transfer funds:

Resolution to amend the 2024 budget:

Audit Bills:

Resolution to pay online bills

Resolution to audit and pay monthly invoices #2024- through #2024-

**Town Wide Capital Plan
Adopted 2023**

1. Bond Schedule

- a. Highway Garage
 - i. Last payment is 2025
 - ii. Annual payment approximately \$16,000
 - iii. When this is paid off, replace the debt with bond for new Facilities building
- b. Water District #1: Hamlet of Keene
 - i. Last payment 2036
 - ii. Annual payment \$44,000
- c. Water District #2: Hamlet of Keene Valley
 - i. Last payment 2038
 - ii. Annual payment is \$61,565, and it increases about \$1000/year. Final payment is \$76,000.

2. Revenue Sources

- a. Capital Reserves
 - i. Library \$5,061.92
 - ii. Buildings \$68,615.67
 - iii. Highway Equipment \$45,044.25
 - iv. WD#2 \$30,281
 - v. Hiker Shuttle \$15,000
 - vi. Community Enhancement Fund \$128,893.97
 - vii. Bike Park \$2,403.68
- b. Fund Balance
 - i. General Fund \$1,900,000
 - ii. Highway Fund \$400,000

3. Immediate needs

a. Marcy Field Parking Lot **COMPLETED**

- i. Build parking lot between current paved entrance apron and Holt House
- ii. Ban cars from the field except for vendors during market and setup for events

b. Sidewalks

- i. Replace sidewalks in Hamlets: Adirondack Street, Market Street, Church Street, repairs near Neighborhood House.
- ii. Design and integrate traffic calming and pedestrian safety into the project.
- iii. Cost can be reduced by having Highway Dept. remove old sidewalk
- iv. Funding sources: community enhancement funds, Fund Balance, grants accessed through engineering study to be completed in 2025.

c. Town Hall **COMPLETED**

- i. Maintenance and energy efficiency upgrades
 1. Replace furnace (for mold & for efficiency)
 - a. Combo of heat pump & propane furnace
 2. Replace some windows & back door
- ii. Paint and repair trim, roof and siding
- iii. ADA accessibility upgrades;
 1. Ramp
 2. Bathrooms
- iv. Though the use of heat pumps and by doing energy efficiency components, this project was awarded a \$10,000 grant after it was completed. It also qualified the town to apply for an additional \$40,000 to \$50,000 grant.

d. Replace Facilities building at Transfer Station site for Sidewalk and Grounds equipment

- e. Highway garage
 - i. Maintenance and Energy Efficiency Upgrades
 - 1. Windows
 - 2. Overhead & entry doors
 - 3. Boiler overhaul **COMPLETED**
 - ii. Funds from Highway reserve; \$45,044.25 currently available
- f. Community Center
 - i. What is valuable about this building for the community? We should invest based on what we want the building to provide residents. The cost depends on option chosen
 - 1. Renovate
 - 2. Replace with smaller building
 - 3. Rebuild and consolidate all town operations in new building
 - ii. See engineering report for details of structural issues
 - iii. Funds can come from different sources depending on plan for the building; Fund Balance, fundraising, grants, and a bond are all possibilities
- g. Transfer Station updates
 - i. Repairs to scale platform
 - ii. Project: update and improve handling of trash and recycling; integrate with new regulations and new county system as these develop.
 - iii. Timeline: We should hold money in reserve to make changes as the county-wide solid waste program is updated.
 - iv. In the meantime, we should continue to make small improvements to make the transfer station safer and more user friendly.

4. Hiker Management

- a. Replace shuttle vehicle:
 - i. Van; \$60,000
 - ii. Capital Reserve \$15,000

iii. Transfer current vehicle to Highway Department

5. Community Projects

- a. Christmas Tree; Semi-annual Budget of \$5,000 from CEF
- b. Skating Rink Liner
 - i. Replace every year. It saves water and labor costs, and allows us to recover from warm spells quicker.
 - ii. \$2,000 annually from CEF.
- c. Stone Planter at 73 & 9N Intersection
 - i. Cost of stone repairs \$
 - ii. Fund with Fund Balance
- d. Town trails at Marcy Field
 - i. Complete descent portion of trail with CEF funds in 2024
- e. Bike Park
 - i. Phase 2 construction matching funds from CEF for 2024
 - ii. **Fall 2024 RECEIVED** Smart Growth grant for \$100,000
- f. Health Center Building: Support AMC in renovating the building so we can keep medical services in Keene

6. Policy Updates

- a. Site Plan Review Law revision
 - i. Consultant \$
 - ii. Timeline: start in 2024
- b. Water Law Revision
 - i. **Public Hearing Scheduled and adoption vote pending.**

Revision September 2024

General Fund Priorities: Use of Fund Balance

All of these priorities can be met with our current fund balance and we can stay well above the threshold set by our fund balance policy for emergency reserves.

Styles Brook Bridge Replacement:

Designate \$250,000 to start bridge replacement. These funds will allow us to get the project under way while we apply for FEMA aid.

Long Term Road and Culvert Resiliency Plan:

Designate \$100,000 to have AES survey the at risk roads and culverts we have identified. We should authorize the higher amount in the estimate. This will make sure we have money to conduct more detailed engineering plans for the complex projects we want to get grants to carry out. To be competitive with our grants we need to have shovel ready projects that include engineering and in some cases permits. The plan will provide basic engineering solutions so we can categorize the projects in to 3 categories.

1. Long term capital projects that we will seek grant funding to carry out.
2. Capital projects we can budget for annually and carry out ourselves.
3. Emergency repairs conducted to a higher standard to allow for the intensity of storms we are now experiencing on a regular basis.

Below is the list of sites to address on Town of Keene roads that are vulnerable to the intense storms that regularly damage our infrastructure. **The order of the list does not reflect priorities.**

1. Morrison Road Bridge in the Glen. Old bridge with scouring under footings. This has been destroyed since this list was developed in July and this bridge is now a FEMA project.
2. Cemetery Road bank stabilization (approximately 200 feet).
3. Irish Hill Road; intermittent ditch and culvert problems along the length of the hill.
4. Schaefer Road; bank stabilization, ditching and culverts along approximately 1 mile of the road.
5. O'Toole Road; bank stabilization, ditching and culverts along approximately .5 mile of the road.
6. Jackson Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
7. Johns Brook Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
8. Adrian's Acres Road: bank stabilization, ditching and culverts along approximately 1 mile of the road.
9. Lacy Road; bank stabilization, ditching and culverts along approximately 1 mile of the road.

10. Au Sable Road: Culvert under retaining wall and ditching near bottom of hill. This culvert drains two streams, it's old, and involves retaining walls at both the top & bottom. This is a large capital project beyond the capability of the town to fund.

Sidewalk Improvements:

Designate \$300,000 for sidewalk and traffic control project in 2026. We have an engineering study in progress thanks to a grant Molly Lawrence secured through Essex County Public Health. This is an opportunity to upgrade our sidewalks, protect pedestrians, and make the Hamlets better environment for businesses and residents. The engineering study and the town match will help to access multiple state grant programs. \$20,000 of the new Smartgrowth Grant is dedicated to signage and wayfinding in the Hamlets.

Replacement Facilities building:

Designate \$183,400 to replace the current building which has failed completely. This amount includes demolition, site work, and new construction. Town personnel will conduct cleanup and disposal of building, old sheds, and junk that has accumulated over the past 30 years. Anything with value will be sold as surplus.

Community Center planning and engineering study:

Designate \$50,000 to evaluate the community center building and give a restore versus replace cost analysis.

Highway Fund Priorities: Use of Fund Balance

All of these priorities can be met with our current fund balance and we can stay well above the threshold set by our fund balance policy for emergency reserves.

There is \$270,000 on hand in 2024 for equipment purchases. This includes fund balance and budgeted funds. Next year there will be an additional \$115,000 in budgeted funds and some surplus equipment sales will help contribute additional funds.

Currently on order is one tandem axle plow truck at \$280,000.

We still need to replace a one-ton truck (approximately \$110,000) and another tandem (approximately \$300,000).

We need to replace the grader (approximately \$350,000 to \$400,000).

The smaller truck can be purchased outright; the tandems can be paid for with a down payment and financing for the balance; the grader can be paid for with a combination of CHIPS funds, a down payment, and financing. It has a much longer service life, so we can also lengthen the

finance term to lower our payment. As we replace equipment, we will benefit from trade-in or sale value of our used equipment.



Tri-County Contracting Services

Bradley Hebert
Business Number 3156030952
3991 State Route 11B
Dickinson Center, NY 12930
3156030952
tricountycontracting1@gmail.com

INVOICE
Invoice525

DATE
08/19/2024

BALANCE DUE
USD \$183,400.00

BILL TO

Town of Keene

10892 St Hwy 9N, Keene, NY 12942
☎ 5187083396
supervisor1@townofkeeneny.gov

DESCRIPTION	RATE	QTY	AMOUNT
Labor/Material Summary	\$183,400.00	1	\$183,400.00
<p>Upon review of the prints provided of detailed specifications for the Town of Keene Storage Barn, TCCS would like to submit a bid.</p> <p>In accordance to 2020 Building Code of New York State, we agree to follow the standards.</p> <p>As discussed, the new build will be 32'x46' 1472 sq ft. 14' wall height. Post frame built, meaning 6x6 posts, 8' in distance with strapping in between. Once posts are set, we will pour a dimensional pad with #5 rebar and mesh to specs per code. 26 GA steel siding(any color) as well 26 GA metal roofing(any color). Truss spacing is 48" also with strapping in between to tie in for structural means.</p> <p>Walls and roof will receive a vapor poly 15mil prior to steel. Dividing wall framed inside the building creating a 30x32 insulated area. Ceiling will receive R38 faced fiberglass insulation and the walls will be sprayed foamed with a 2-Part Application. Section where it's insulated with have metal panels as finished to enclose the wall on the inside. (Easier to clean over gypsum board)</p> <p>A ceiling mounted modine unit installed, that's 125,000 btu power vented - propane powered for heating. Controlled by</p>			

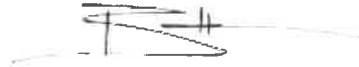
DESCRIPTION	RATE	QTY	AMOUNT
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thermostat. 30x32 is the insulated area it will serve.
New build will have a series of outlets installed per code with appropriate spacing and height. Overhead work lights.
Outside fixtures above the man doors. Drawing power from neighboring building with main supply.
Oversized door centered in front of the building for larger vehicles and equipment access as well as another centered on the rear of the building.
Building will bare soffit and fascia around the perimeter. 5/12 Roof Pitch. (Can install ice/snow guards if necessary)
Dividing wall will have an entry door, 36x80 to divide sections.

This quote DOES include the demolition of existing building, site work and preparation/excavation.
The Town of Keene will be responsible for ALL project related debris. (Demo debris and new construction debris)

TOTAL	\$183,400.00
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BALANCE DUE	USD \$183,400.00
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DATE SIGNED
09/14/2024

Tri County Contracting Services is a fully insured construction company specializing in all phases commercial and residential.

Due to the size of this project, TCCS requires 2/3 of total costs due prior to start date. OCT 14, 2024.

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The following is a general scope of work and fees from AES for our Long Term Road and Culvert Resiliency Planning project.

General scope of work

- Task #1: Perform site visit (s) to review/evaluate each project site
- Task #2: Based upon site evaluations, produce a report that will include an initial assessment of each site. The assessment to include a summary of existing conditions, recommendations for repairs and or upgrade, probable cost for design and construction. Report will also include a ranking score for prioritizing repairs and or upgrades. As part of the evaluations, we will consider current standards for risk management, historic flooding issues as well any other pertinent standard that may be applicable.
- Task #3: Meet with the Town as required to coordinate all work and review findings
- Task #4: Assist the Town with project planning

Assumptions

- Any design work will be limited to planning level efforts. We will use generally accepted guidelines such as NYSDEC Stream Crossings Guidelines and Best Management Practices to aid in our analysis

Exclusions

- All site survey work
- All detailed designed efforts
- All grant applications

Estimated Fees: \$50,000 to \$100,000 (fees are for budgeting purposes only. Actual fees may vary depending on the agreed final scope of work)

Our estimate is based upon our limited knowledge and understanding of each of the 10 priority sites. In order to refine the fees, we would need to meet with the Town to gain a more intimate understanding of your needs and the particulars of each site.

Please let us know if you have any questions and how you would like to proceed.

ESTIMATE

THOMAS BALDRAK AND SONS MASONRY LLC
PO BOX 3001
PLATTSBURGH NY 12901

ESTIMATE TO
Adirondack Building and Contracting
397 Hulls Falls Road
Keene NY 12942

ESTIMATE DATE 9/12/2024
ESTIMATED 121E-22

DESCRIPTION	AMOUNT
Keene planter repair	
Labor and material	
-Labor	\$21,000.00
-Granite veneer	\$2,525.00
-Granite caps	\$6,000.00
-Mortar and block	\$700.00
-Tear down and removal	
-Rebuild stone planter	
-No foundation rebuild included	

TOTAL \$30,225.00

RESOLUTION No.

The following resolution was offered by _____ who moved to its adoption. Be it resolved, the Town of Keene WHEREAS, the Town of Keene intends to terminate by abandonment any and all easements, implied, expressed or otherwise, located at Interbrook Lane, Keene Valley, New York 12943, tax id number 62.15-1-5.100 and deed filed with the Essex County Clerk, deed book 1779 and deed page 105.

NOW, THEREFORE, BE IT RESOLVED, the Town of Keene terminates by abandonment any and all easements, implied, expressed or otherwise, located at 10 Interbrook Lane, Keene Valley, New York 12943, tax d number 62.15-1-5.100 and deed filed with the Essex County Clerk, deed book 1779 and deed page 105; the Town Supervisor is authorized to execute and file whatever documents including notices that are required, if any, to effectuate this resolution; authorizes the expenditure in the amount \$60 for filing fees with the Essex County Clerk. This was seconded by _____.