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April 8, 2026

Ms. Tistrya Houghtling, Supervisor

Town of New Lebanon Town Hall

14755 Route 22, PO Box 328

New Lebanon, NY 12125

sent via email to: supervisor@townofnewlebanon.com

Subject: Proposal for Professional Services
On-site Water System Filtration and Disinfection
New Lebanon Community Center

Dear Supervisor Houghtling:

Per your request, this letter is my proposal to the Town of New Lebanon to perform the design of a water treatment system for the Town of New Lebanon Community Center (NLCC). The reason for this is to utilize the NLCC as a “secondary” location for the Summer Camp Program held at Shatford Memorial Park. Through your communications with the Columbia County Department of Health (CCDOH), you have obtained, and forwarded to me, the actions that must be accomplished to have a suitable treated water system for that use. My proposal is based upon the information received from the CCDOH and is detailed below.

Project Goal:

Provide the requested/needed information to the Town, and hence the CCDOH, for water treatment of the on-site water system at the NLCC for same to be considered as a secondary site for the Children's Summer Camp. The treatment needed will be at least disinfection, via ultraviolet light, and likely filtration.

Project Deliverables:

1. A complete water treatment submittal to the CCDOH, including:
 - a. A tested water sample report (from a certified laboratory) - Already done in 2024,
 - b. Raw and filtered water quality data (full water spectrum report)
 - c. All criteria detailed in the “Design Criteria for Ultraviolet Disinfection Units” as issued by the CCDOH.
 - d. A sketch of the water system showing all plumbing and treatment (meters, storage

- tanks, raw and finished water sampling taps, filters, softeners, disinfection, etc.).
 - e. Manufacturer information sheets for the system components.
 - f. A plot plan showing the location of the well, sewage disposal system, buildings, etc.
 - g. A well log showing gallons per minute, depth of casing, soil conditions, capacity and type of pump.
 - h. A signed and dated formal request. (as supplied by the CCDOH)
2. Modification of #1 above resulting from comments and/or corrections from the CCDOH and concurrence by the Town

Professional Services:

1. Review of the CCDOH requirements
2. Design of a UV disinfection Unit
 - a. Gather existing data/information, including
 - Confirm the existence of a boundary survey to “replicate” for use in the application,
 - Discussions with the previous property owner, LVPA, to determine/confirm well location, their having well installation information, and/or the well installer name/organization to contact to obtain the needed well information,
 - visit the site and building to sketch out and obtain relevant dimension for the well/water supply system, the existing water supply treatment and schematic of the system, and the existing on-site wastewater treatment system (OWTS).
 - b. Review the already performed water test results
 - c. Preparation of the specifications for the treatment items, filtration and disinfection by UV
 - d. Review the base design with the manufacturer (same system/manufacturer as was installed at the Shatford Memorial Park Pavilion) and adjust as needed
3. Preparation of a Plot Plan showing the approximate locations of all visible site features, the water system, the OWTS, parking, adjacent lands and features, etc.
4. Prepare a diagram of the new UV disinfection system showing all existing features, what is required to be removed, replaced and added
5. Obtain the UV treatment unit manufacturer specifications and provide a comparison of the proposed system/unit to the requirements supplied by the CCDOH
6. Provide a well log for the existing well.

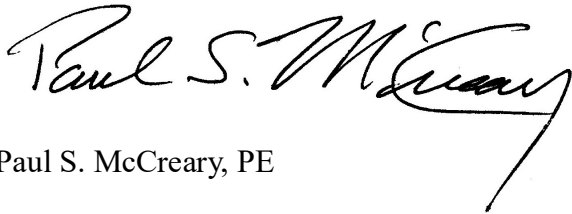
Proposed Fee:

As referred to above, there is much investigation to be performed to prepare the design and the documents that must accompany the application to the CCDOH. The fee proposed is based upon the information regarding the existing water system and site is easily obtained. (An example of a possible issue in obtaining information is that there are no records for the existing on-site well.)

As a result, additional effort may be required and/or additional work may be needed by others (in the example given, a well drilling company) to gain the information needed. Should that occur, the CCDOH would be contacted to determine true need and possible options for keeping expenditures as low as is practical. Due to the potential variables, my proposed base fee is a range. That range is \$3,500.00 to \$5,000.00.

I thank the Town of New Lebanon for this opportunity and look forward to hearing of your decision. Should you have any questions, please feel free to call.

Sincerely,



Paul S. McCreary, PE

cc: file

Attachments
None