

Town of Hague
Sewer Asset Management Committee Meeting
8/18/2015

Members present: Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Jim Beaty (public member), Chris Navitsky (public member), Phil Smith (public member), Diane Trudeau (Assistant Budget Officer), Joe McDowell (Waste Water Treatment Plant Operator), Steve Grimm (Rural Water, Facilitator).

Next meeting: Monday, September 21, 3 pm

- **Homework assignment (carried over from July meeting):** Committee members should set milestones for achieving success in areas that need improvement (identified by Committee at outset as low achievement/high priority). These are Financial Viability, Infrastructure Stability and Product Quality. Think in generalizations, not specifics. Should include description, timeline, responsible parties, relevant resources (on-hand, needed), challenges (e.g. staff, funding), review process.

Issues discussed:

- Edna introduced Joe McDowell, who has been hired by Hague as the new Waste Water Treatment Plant Operator. He has about 30 years of experience and will be retiring from his current position at the Washington County WWTP in the spring of 2016. He started work right away, and will be the Town's operator of record for the sewer system. Once he retires, he will be able to work more hours in Hague. Until that time, he will work enough hours to be our operator, supervising John Sheehan (operator trainee) and addressing all necessary issues. He will also work with Diane on the budget for 2016.
- During this August meeting, the Committee focused mainly on fine-tuning the presentation for the public informational meeting to be held that evening. See separate minutes of that meeting as a separate document.

Open action items:

- **Steve:** Provide information to the Committee about insurance that is available for the Town for issues such as freeze-ups.
- **Cedarwood:** Obtain a quote for fixing the SCADA system. There will be two parts to the quote: cost of a quick fix and cost for a longer-term fix.
- **Edna/Diane:** Ask Tim Costello to check pump stations at NLGYC and Oliver residence as pumps were off for a week or more after a power failure. (Done?)
- Steve to have Jamie Hermann, an energy-efficiency expert from Rural Water, contact Edna.
- **Jim:** Talk to Edna about reaching out to Ticonderoga Supervisor/WWTP staff about developing a checklist for e-one pump issues when problems are reported. Perhaps they have a checklist, or would like to work with Hague to develop a list that both towns could use.
- **Edna:** Speak with Cedarwood about making recommendations on which grants to apply for in the future, helping us prioritize them and working with the Town on the applications. (For instance engineering study of collection system; also see 'radar screen' items).

- **Edna:** Speak with Cedarwood about narrative about criticality and condition of items on critical asset list
- **Phil:** Check with Dan Anderson about an hour or cycle meter to use in analyzing issues such as inflow from ground water (see bullet point above about NLGYC and Oliver residence pumps).

Keep on our radar screen:

- Apply for grant to update infrastructure documentation and have GPS mapping done of collection system. DEC will require maps of Hague's waste water treatment collection system as part of the asset management plan. Steve's organization (Rural Water) provides GPS mapping services. We should also have as-built plans, which currently do not exist, as far as anyone knows. Suggestion was made to apply for a grant to get the mapping and documentation done.
- Tracking WWTP employees' time spent on various tasks, based on the following categories: collection system, plant O&M, homeowner calls. Best way for employees to track this is a daily journal that they keep with them.
- From January's minutes: Brian (from Cedarwood) will also work on listing the required O&M activities that need to be performed, including the frequency with which they need to be performed (daily, weekly, monthly, etc.). This will enable the Committee to create a calendar and populate it with the requisite tasks.
- Ongoing communications: Develop communications materials for sewer district residents to ensure they have information about work of the Committee, the status of the plant and what is being done to address the issues. This will enable residents to understand the sewer rates and why they are increasing, and give them confidence that their money is being well managed.
- There is some documentation at the WWTP and also at the Dodd Hill pump station. It seems like these might be the only copies. Diane noted that we should have copies made to keep in the vault at the Community Center.
- Hague Sewer Law needs to be reviewed as soon as possible so that it can be enforced. Currently, it is not clear who is responsible for enforcement. List of items to clarify/add to/amend in sewer law (maintain an ongoing list, adding to it as items arise)
 - Permitting process for installation / enforcement of the process
 - Who owns the valves connecting the homeowner's lateral to the sewer main?
 - How to handle cost of grinder pump replacement (sewer district or homeowner?)
 - Enforcement of law (who is responsible?)
- Consider study of collection system (infiltration, freeze-ups, location of valves). Current study is only for plant and pump stations.
- From May meeting: Jim suggested that the Sewer Asset Management Committee could offer support to plant staff, for instance if operator trainee needs someone to go along to speak with homeowner. Or Chris or Jim or another Committee member could stop by the WWTP occasionally to show support, find out how we can be helpful, etc.
- Create database of grinder pumps, with detailed information.

Meeting schedule for remainder of 2015

All meetings are at 3 pm at the Community Center

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 14