

**Town of Hague**  
**Sewer Asset Management Committee Meeting**  
**11/16/2015**

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

**Next meeting:** Monday, December 14, 3 pm

**Homework:** Review/mark up first five sections of sewer law (see details below – #5 of Issues discussed)

**Issues discussed:**

1. The Town Board approved the sustainability plan at its November meeting.
2. Test pits were dug on Overlook Lane to determine the soil composition. It was determined that it is sandy, and there is no rock ledge. Thus, if there is a need, in the future, to lower the sewer mains to prevent freezing, it shouldn't be a problem with digging.
3. Jamie Hermann, an energy-efficiency expert from Rural Water, was in Hague today to collect information about the plant and sewer system. He will analyze the data and make recommendations about where energy savings might be possible.
4. Steve asked Rural Water circuit riders if there is a way to detect depth of sewer mains without digging. He learned that, if they are plastic lines, depth detection is not possible.
5. Things to address in sewer law:
  - Edna asked if we need such a lengthy sewer law. Committee agreed that some parts of existing law may not be necessary.
  - Ginger said that Phil sent her some comments after his review of the sewer law. She will forward to the Committee members.
  - Steve G. researched the effluent concentration limits, which are blank in Section 8 of Hague's sewer. He found that if any amount of these effluents is detected, further analysis is required. Thus, there is no need to state limits in the law. In general, the effluents listed would only be present if there is industrial waste, of which there is none in Hague's system.
  - Steve noted that we might want to add language about the need for rigid insulation of pipes.
  - Should we add language in the law to require periodic pumping of septic tanks at properties where pump is installed in septic tank? Suggestion was made to perhaps require pump-out of septic tank any time that the pump fails. Jim also suggested that we could require adding cement blocks to septic tanks so that they hold less effluent. Law should state that installation in septic tanks would not be allowed in the future, but existing ones are grandfathered, subject to the regulations stated above.
  - Commercial: Need regulations for grease traps.  
Joe suggested requiring preventive maintenance for grease traps – for instance, pre-season. Steve noted that this then also needs to be part of the enforcement provisions.  
(From October meeting: Consider adding language about grease traps to Section 808: provide specs that are based, for instance, on seating capacity, number of fixtures putting wastewater into sewer, etc. Committee also discussed whether commercial establishments need different

pumps than residences have. If so, who pays the difference? All those in sewer district or the commercial establishment owner? Or is it a shared cost? Who pays if pump-out is required because of excessive grease? Sewer district or property owner? )

- From October meeting: Question arose of who is responsible for the tank that the E-one pump is in. This should probably also be clarified in the sewer law.
- From October meeting: Clarify in the sewer law the roles of operator and ZEO. Both have distinct roles here. Operator has the technical expertise to identify violations. ZEO has enforcement authority.
- Section 1001 of sewer law addresses Enforcement Response Plan. We should take a look at what we have in this regard. Diane sent this plan out to members of the Committee after the October meeting.
- Ginger sent copies of Bolton, Ticonderoga and Lake George sewer law to all Committee members during the meeting, along with an electronic version of the Hague law. The Bolton, Ticonderoga and Lake George laws are all only between 10-15 pages. Chris noted that Bolton is currently reviewing their law. Suggestion was made to check NYRWA forums to see if we can network with other towns regarding provisions of sewer law.

#### **New action items:**

- **All Committee members** – Review and mark up first five sections of sewer law, so we can discuss at December meeting.

#### **Completed action items:**

- **Phil:** Check with Dan Anderson about an hour or cycle meter to use in analyzing issues such as inflow from ground water. Resolution: Joe and Phil talked to Dan Anderson after the August Community Meeting. Joe understands what Dan was doing and can put together a sensor for isolated situations where it might be appropriate. The parts are generally available but would cost a few hundred dollars for each installation. It will not make sense as a general application

#### **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?)
- **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).

**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 so that it can be enforced. List of items to clarify/add to/amend in sewer law (maintain an ongoing list, adding to it as items arise). See also page 1-2 of these minutes.
  - 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, December 14