

**Town of Hague**  
**Sewer Asset Management Committee Meeting**  
**7/21/2015**

**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), Steve Grimm (Rural Water, Facilitator).

**Next meeting:** Tuesday, August 18, 3 pm

- **Homework assignment:** 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:**

- Steve noted that EPA has contracted with Jamie Hermann, an energy-efficiency expert from Rural Water. Steve will have Jamie contact Edna.
- Edna sent a letter to State and Federal legislators about a program to assist lower-income residents with sewer costs, along the lines of the STAR program for taxes.
- See homework assignment above – look at improvements worksheet
- Reporting template. Edna will talk to John Sheehan about filling out this template (supplied by Steve) on a regular basis. This should be submitted prior to each Town Board meeting, and reviewed by the Town Board.
- Jim and Ginger to get together to create template for database of grinder pumps
- Diane to ask Bruce Geraw for sludge removal documentation – date, amount of sludge hauled and dumped each time.
- Steve noted that DEC has not yet provided guidance about what they want in an asset management plan, which is required for the Consent Order issued to Hague. Committee will continue to move forward, keeping in mind that requirements could be broader or narrower than what the Committee is creating.
- The asset management plan needs to be presented to the DEC and to the public
- There will be a public informational meeting on August 18 at 7 pm for sewer district residents. Jim and Ginger will work on developing a presentation based on information discussed by the Committee.

**New action items:**

- Chris and Jim to work on narrative for infrastructure stability.
- Diane, Phil and Edna to work on narrative for financial viability.
- Ginger and Jim to develop ppt for public informational meeting

**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, November 16

Monday, October 19

Monday, December 14

**Public Informational Meeting:** August 18, 7 pm