

**Town of Hague**  
**Sewer Asset Management Committee Meeting**  
**4/13/2015**

**Members present:** Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Diane Trudeau (Assistant Budget Officer), Jim Beaty (public member), Chris Navitsky (public member); Steve Grimm (Rural Water, Facilitator); Not present: Phil Smith (public member)

**Next meeting:** Thursday, May 7, 3 pm

**Homework assignment:**

Chris Navitsky will join Steve Grimm to make a presentation in a roundtable format at a conference for professionals on May 20. They will talk about the progress of our committee.

Cedarwood Engineering is still developing a facility plan, and is keeping DEC up to date on its work (as well as the Town). They are also still working on obtaining 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.

Steve has developed a template for John Sheehan to use for monthly Waste Water Treatment Plant (WWTP)/infrastructure reports to the Town Board. It includes total monthly flow; average daily flow; precipitation; SPDES permit compliance (lab data, parameters, in compliance/not in compliance); total sludge wasted, sludge removed (liquid | dried); WWTP (routine maintenance/emergency maintenance/comments); pump stations (meter readings, total run time, average daily run time, routine maintenance/emergency maintenance, comments); grinder pumps (Sewer District 1 / Sewer District 2, no. of service calls with date, address, type of call – routine or emergency, reason, work performed, time spent on call)

Jim suggested having a list of about six topics to choose from for grinder pump service calls. This will ensure data consistency and facilitate our ability to analyze the data.

Steve feels that the average amount of time that the WWTP staff would need to spend on record-keeping should be about three hours.

DEC consent order: The Town had 180 days from October 1 to submit a list of critical assets (details outlined in consent order). Deadline has passed. Edna will contact Cedarwood to check on status. Committee reviewed additional deadlines. October 1, 2015: Submit asset management plan. It is included in the SPDES permit 60 days after approval by DEC.

**Mission Statement:** The Committee agreed on the following mission statement.

Sanitary sewer collection and treatment facilities were developed in Hague to protect the public health and welfare and to preserve the water quality in Lake George, our most precious natural resource. The Town will operate and maintain that system to assure continuous compliance with all applicable federal and state regulations and to provide reliable service to the property owners and residents in Sewer District 1 and Sewer District 2, who pay for this service. The Town

will invest in improvements that will maximize the life of our equipment and assure long-term cost-effective service to the residents of the sewer districts.

**Communication:** Sewer bills will be mailed in late April. The Committee discussed and agreed upon the elements of the letter to be included in the sewer bill. Ginger will finalize this wording and send to Edna since the bills will be sent out before the next Committee meeting. Ginger will also add information to the WWTP webpage on the Town of Hague website (updated FAQs, etc.)

**Open action items:**

- **Cedarwood:** Create list of critical assets
- **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?)

**New action items:**

- **Steve:** Send Ginger a copy of the reporting template created for WWTP staff so that it can be included in the minutes/archives of the Asset Management Committee
- **Steve and Ginger:** Type up and circulate notes about Level of Service agreement, based on discussions at the 4/13 Committee meeting
- **Ginger:** Finalize letter to be included in the sewer bill (see page 4)
- **All Committee members:** Review Level of Service notes once you receive them.

**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 that they have information about the 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.

- Check the sewer law to see if it covers the question about who owns the valves connecting the homeowner's lateral to the sewer main.

**Meeting schedule for remainder of 2015**

All meetings are at 3 pm

Thursday, May 7

Tuesday, June 23

Tuesday, July 21

Tuesday, August 18

Monday, September 21

Monday, October 19

Monday, November 16

Monday, December 14

(Continued...)

*[To be sent on Town of Hague letterhead]*

April 2015

Dear Sewer District Residents,

We'd like to take this opportunity to update you on activities within the sewer district over the past year. In response to a consent order issued by the New York State Department of Environmental Conservation last fall, the Hague Town Board appointed a Sewer Asset Management Committee. This committee is developing a Sewer Asset Management Plan, which will help us operate and manage our sewer infrastructure in a way that ensures sustainability, efficiency and compliance with all environmental requirements. The six-member Committee is composed of Town officials and staff as well as three members of the public.

Our Asset Management Plan will serve as a roadmap for budgeting funds for the sewer infrastructure, thus providing a clearer picture for you of how your sewer taxes are being spent. In addition, it will enable us to establish and fund a detailed preventive maintenance plan for the sewer infrastructure. Last but not least, it will help us determine the level of capital reserves needed for future maintenance, repairs, replacements and upgrades. There is still much to be done, but we want to assure you that we are working diligently on this. We are committed to ongoing communication with you about the progress we are making toward ensuring that you receive reliable, cost-effective and environmentally compliant sewer service.

You can do your part to help keep our sewer system functioning properly and thus keep costs down:

- **Never put 'flushable' wipes, grease or other harmful materials down your toilets and drains**
- **Leave the power to your grinder pump on year-round – even if you close up/winterize your home – and purge your system if you go away for even a few weeks**

Please call the Waste Water Treatment Plant if your system goes into alarm, you smell an odor or you have questions about your pump or other parts of the system.

**Call 518-543-8862 during normal work hours (7 am – 3 pm Monday-Friday)**

**Call 877-730-2749 for emergency service on weekends, holidays or after hours**

We also want to welcome John Sheehan, our new operator trainee, who started his new position in early February. He replaces Paul Belden, who resigned late last year.

For more detailed information, including FAQs, visit the Town of Hague Waste Water Treatment Plant website: <http://www.townofhague.org/townofhague/Departments/WWTP/wwtpHome.htm>

Best regards,

Edna Frasier  
Town Supervisor

Ginger Kuenzel  
Town Board Sewer Committee member