

Town of Hague
Sewer Asset Management Committee Meeting
1/12/2015

Members present: Edna Frasier (Supervisor), Ginger Kuenzel (Town Board), Diane Trudeau (Assistant Budget Officer), Phil Smith (public member), Jim Beaty (public member), Chris Navitsky (public member); Steve Grimm (Rural Water, Facilitator)

Next meeting: Monday, February 9, 3 pm

Homework assignment: Level of Service Agreement document. See details below

Steve noted that the assessment worksheet that the Committee developed during an earlier meeting is even more detailed than he expected, which is will be very helpful to the Committee with its work as we move forward.

Assets: Steve also said that Cedarwood Engineering has agreed to identify the critical assets of the system over the next couple of weeks and enter them into the CUPPS program, using the data that Paul Belden had compiled as a starting point. 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. This will be very helpful to the incoming Operator so that he/she will know what tasks need to be performed at a minimum.

Staffing: Cedarwood feels that, once the plant is operating as it should be, the Town should be able to run the plant with 1-1/2 employees. Edna stated that the Town is in discussions with Tracy Smith, licensed Operator of the Ticonderoga Waste Water Treatment Plant, about becoming Hague's Operator on a half-time basis when he retires from Ticonderoga on April 1. He has indicated that he is interested. The Town is currently interviewing for the position of Operator Trainee, and hopes to make a decision within the next week or two. The plan is for the person to start working in the position two weeks after the Town makes an offer. The candidates are currently employed and need to give two weeks notice to their employer.

Improvements Worksheets: At the December meeting, the Committee members were asked to fill out Improvements Worksheets for the management areas that they had identified as priority areas (low achievement / high priority) during the self-assessment. These priority areas are: Financial viability, product quality/odor issues, infrastructure stability. Steve collected everyone's notes and input on these three areas and will compile this data and provide the Committee members with copies of the final worksheets. There are some common themes across the worksheets, thus creating some obvious areas that will be focal points.

Level of Service: Steve provided a document about the Level of Service, which Committee members should read through and think about before the next meeting. For now, we can disregard pages 4-10, 4-11 and 4-12 of that document. The Level of Service is like a mission statement, Steve said. It's our promise to sewer district residents of the service that we will provide to them. We should look at the examples on pages B-2 and B-3, and then fill out page B-4 of the document. At the next meeting, February 9, the Committee will discuss the Committee members' input.

Communications: As a future task, we should think about 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. Channels for communicating this information include enclosing information in the sewer bills that will be mailed in April, public informational meetings and articles in The Hague Chronicle. Diane noted that March would be the best month to develop the facts and figures.

Pump replacement: The Town, working with Cedarwood, is looking at Liberty pumps as possible replacements for the e-one pumps at residences. Steve said the Liberty pumps are a very good alternative to e-one. Any residence in either sewer district can be retrofitted relatively easily to accept these pumps. The Town intends to test this pump at a residence before deciding whether to start stocking and changing over to these pumps.