

Meeting: Minutes from Committee on Sustainable Utility Management-Wastewater system

Date: July 18, 2016

Members in attendance: Steve Grimm - NYRWA Technician; Jim Swartout-DPW Supt. ; Assistant DPW Supt.-Eric Jones; Mayor Kevin Neary; Clerk-Treasurer Joe Pizzo; Citizens- Phil Butler, Bonnie Bowes

Mayor Neary called the meeting to order at 8:00 AM

Mr. Grimm does not think the Village needs a third action for training under Operational Resiliency. The timeline suggested by Mr. Grimm for Operational Resiliency should be a date in late fall, early winter in order to have a public hearing and then submit to the Board. Assistant DPW Superintendent Eric Jones, DPW Superintendent Swartout and the Board are the responsible parties. The relevant resources are staff and any equipment ( software) to achieve goals and objectives. Time and staff to perform the Vulnerability Assessment (VA) and Emergency Response Plan(ERP) is the biggest challenge to address. DPW Superintendent Swartout said that he needs a schedule for the staff to follow. The time frame is November 1-November 30 with a presentation to the Board in December.

For the ERP, everything but the timeline will be similar to the VA. DPW Superintendent Swartout wants a timeline of December 1-February 1. Mr. Grimm thinks that County Management should be a relevant resource. Rural Development prefers a 5 year review and update timeline. Assistant DPW Superintendent Jones asked what a boiler plate was. Mr. Grimm explained to him that it was a form to fill out.

Under infrastructure stability, DPW Superintendent Swartout said the responsible parties would be the staff. The relevant resources are the on-hand operators, Rural Water, literature from equipment manufacturers, and Mr. Grimm suggests a boiler plate inventory form. Phil Butler mentioned time being a challenge and Mayor Neary mentioned software for inventory. DPW Superintendent Swartout thinks the timeline should parallel Operations Resiliency-the completion date should be April 1. Monthly updates given via reports for board meetings is the performance indicator. He also said that spare parts would be included in inventory. Mr. Grimm said an ongoing improvement plan would be yearly updates to the inventory. A second action is to develop an operations and maintenance( O & M) plan. Phil Butler suggested bringing in new employees. The responsible parties would be the staff. Relevant resources would be O&M manuals, staff, and reaching out to vendors, as suggested by DPW Superintendent Swartout. He also suggested that age and condition of equipment would be a challenge, as well as time. A suggested timeline is a year from October 1, 2016. Monthly updated presented to the Board would be a performance indicator. DPW Superintendent Swartout said he would review and update the O&M plan as needed.

Mr. Grimm suggests that the Capital Improvement Plan(CIP) should be part of the Asset Management Plan(AMP). The responsible parties are the operator, board, and the Clerk-Treasurer. Mr. Grimm mentioned that once the DEC requires the AMP, they are only requiring the operator to be involved with

the engineer. He would much rather see the committee speaking with the engineer. Mayor Neary feels that the key stakeholders(committee) are important in this process. The relevant resources are staff, Rural Water, and the committee. The AMP would require software. Mr. Grimm suggests an open-ended timeline until the DEC makes up its mind. The challenges are funding, getting the public to buy into it, and getting the board members to realize proper funding. DPW Superintendent Swartout would like to start now; Mr. Grimm said we don't want to put something together that is achievable and overburden ourselves.

The next meeting is August 29<sup>th</sup> at 9:00 AM.

Meeting was adjourned at 10:10 AM.

Respectfully submitted,

Joe Pizzo, Clerk-Treasurer