

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

Date: August 29, 2016

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

Mayor Neary called the meeting to order at 9:05 AM

This meeting focused on Financial Viability. Mr. Grimm mentioned that there was still no word from the DEC regarding the Asset Management Plan. He is hoping to have an engineering firm in place in selected communities by fall. Steve Grimm is concerned in meeting with the DEC that only one type of software will be used for the PILOT program. The DEC said that they would have one formatted template.

Mr. Grimm mentioned that the first action was to develop an Asset Management Plan (AMP). Many people are involved in this process. The DEC decides what is required. This area was ranked as low achievement because break even budgeting, inadequate reserve funding, inadequate O & M funding, no Capital Improvement Plan (CIP). Mr. Grimm suggested the funding can come through grants and loans. The Consolidated Local Infrastructure Plan (CLIP) is when there is an allotment of money by the State that it gives out to communities-this is a way to supplementally fund the AMP however it would result in rate increases. Mayor Neary suggested to take outside septage money and set it aside for deposits to a capital reserve fund-this can be considered a goal. Mr. Grimm mentioned that not everything will be funded through rate increases. Rate increases will only cover day-to- day activities. Mr. Grimm also mentioned that we must constantly be looking for funding.

Mr. Grimm suggested that the AMP timeline should start 2 months after the DEC finalizes its requirements. Mayor Neary felt this was a good idea. Mr. Grimm said we should leave the milestone and target completion date up to the DEC. The CUPS software will be on DPW Superintendent Swartout's computer. The start date for the software will be October 1st. The target completion date will be May of 2018. The responsible parties will be the operators, the clerk, the Mayor and Board and the NYRWA. The relevant resources will be the operators, employees, the NYRWA and our engineers. The resource needed is an Asset Management Guidance Plan. The challenges, as mentioned by Mayor Neary, are time, commitment, and educating the Board. Mr. Grimm suggested that the biggest challenge was public response to the AMP.

Mayor Neary suggested that the AMP be reviewed at the February meeting, which is the beginning of budget meetings. Performance indicators and measures can be status reports updated annually. Mayor Neary would rather do it at the May meeting. DPW Superintendent Swartout would include it in his monthly report. A more in-depth report can be given on a quarterly basis. Mr. Grimm feels it is always important to mention that this is an ongoing improvement plan.

The second action taken is the funding of the AMP. The objectives are to have a properly functioning system, to minimize the financial impact on the taxpayers, and keeping aware of all funding sources,

which can be done annually at the organizational meeting, as suggested by Mr. Grimm. He suggested the start date be 90 days after the DEC's acceptance of the approved AMP. Phil Butler asked Mr. Grimm how much money was involved. Mr. Grimm could not answer because there were so many variables involved. Mr. Grimm asked if we would determine funding sources before the DEC requirements come out. Mayor Neary suggested we can do it with phase-in/phase -out grant programs. Mayor Neary mentioned that June would be a good time to start looking for funding. Responsible parties for this action would be engineers, volunteers, and trained staff. The relevant resources on hand would also include funding opportunities. The challenges would be time, money, finding funding sources and finding qualified individuals. Mr. Grimm feels that performance indicators and measures for this action were difficult to track, however we should update the board and the public whenever funding becomes available.

The next meeting will be at the Regular Board Meeting at 6:30 pm on September 20th.

Meeting was adjourned at 10:45 am.

Respectfully submitted,

Joe Pizzo, Clerk-Treasurer