

**Town of Tupper Lake Water and Sewer
Consolidation Study Committee**

Meeting #4 – April 13 @ 1:00 p.m. @ Town Municipal Office

Minutes

Attendance: Mark Robillard, John Quinn, Patti Littlefield, Mary Casagrain, Carrie Tuttle, Star Carter

1. Presentation #4: Water and Sewer Local Laws and Regulations
 - a. C. Tuttle provided a presentation to the Committee on the status of the existing Village and Town Laws related to water and sewer. Local water and sewer laws are important to consider in district consolidation scenarios because the laws will need to be updated if consolidation proceeds.
 - b. The records in Tupper Lake's records storage room are numerous and given past practices, there does not appear to be consistency in the laws between districts.
 - c. C. Tuttle met with Kirk Gagnier, Town Counsel, to review his knowledge and records on Town water/sewer local laws in preparation for the Committee meeting.
 - d. Binders have been prepared for Committee members that contain copies of existing Agreements, Local Laws, and Sample/Reference Docs. This information will also be posted on the webpage.

2. Recommendation Summary
 - a. K. Gagnier agreed that the recommended approach is to draft new local laws that meet current regulatory requirements, address inconsistencies between districts and are consistent with Village requirements. The Committee agreed that a review the Village Sewer Use Law and Water Law is warranted. New laws would supersede any prior resolutions/laws, etc.
 - b. The IMA between Town and Village is dated and updates should be considered for clarification. Committee agrees that the IMA should be re-evaluated.
 - c. The Town does not have a Water Use Law. The committee should consider reviewing the Village Water Use Law to be sure it complies with current DOH requirements, and draft a new Town-wide Water Use Law that will supersede any prior resolutions.
 - d. Town Connection Protocols should be considered for individuals who want to connect to the water and sewer systems. C. Tuttle went over the other municipal protocols as an example that the Town may want to implement.
 - e. Contractor Qualifications: the Committee may want to consider protocol to ensure only qualified contractors perform work on Town water and sewer systems.

3. For Further Consideration
 - a. Example of Sewer Use Law, Section 306 – Committee members discussed that there may be a few properties in the Town/Village where there are private residents that have not

hooked up to sewer. These properties will need to be identified and should be addressed going forward. Potential solutions include grandfathering in existing but not allowing similar “exceptions” or requiring hook-up within specified time. Front half of Pine Terrace is hooked up, back half is not. M. Robillard may know of other similar areas.

- b. J. Quinn asked about Highway road construction standards for Towns? The ACR project has approval from the Planning Board and the Highway Superintendent is looking for examples. C. Tuttle will look for some examples.
- c. Sewer Grinder Pumps: ownership and maintenance responsibility for grinder pumps is not consistent or well-documented. The committee should consider: standardizing ownership and maintenance responsibility of grinder pumps, standardizing make/model, and keeping spare parts/pumps available and annual preventative maintenance test/inspection. The Town has paid for 1 grinder pump in the past, but generally will charge the homeowner for the cost of the grinder pump. Additionally, going forward, easements need to be set up for maintenance on the grinder pumps; if they do not currently exist.
- d. One scenario to consider is consolidating sewer districts based on how maintenance is delivered. If there are several people who have similar exceptions, then they could remain in a single district. A district could be formed for all the properties whose grinder pumps belong to homeowners. Their sewer use law would be exactly the same as the others, but with the specific exception written in for their grinder pumps.

4. Old Business

- a. The committee would like a short press release to the Tupper Lake Free Press and the Saranac Lake Enterprise about the study and the website. C. Tuttle suggested that this be issued once we near the completion of the Existing Conditions Phase in May.

5. New Business

- a. No new business.

6. Next Meeting/Schedule

Topic	Month
#1 Kick-Off Meeting: Existing Conditions Overview & Plan	December 8, 2016
#2 What Exists: Water and Sewer Districts - Map and Inventory of Infrastructure and Equipment	January 12, 2017
#3 What Exists: Water and Sewer Districts – Budgets, Tax Rates, and Cost of Service	February 9, 2017
#4 What Exists: Water and Sewer Local Laws and Regulations	April 13, 2017
#5 What Exists: Draft “Existing Conditions” Report	May 11, 2017
#6 Alternatives Discussion: Water and Sewer Districts	June 8, 2017

#7 Draft "Alternatives" Report & Prep for Public Meeting	July 13, 2017
#8 Public Meeting	August TBD
#9 Draft Final Consolidation Study and Plan	September 14, 2017
#10 Committee Presents Final Study to Board; Board Potentially Sets Public Hearing	October 12, 2017
#11 Public Hearing	November TBD