

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

Meeting #7 – July 13, 2017 @ 1:00 p.m. @ Town Municipal Office

Minutes

Attendees: Paul O’Leary, John Quinn, Patti Littlefield, Mary Casagrain, Mark Robillard, Carrie Tuttle, Star Carter

1. Old Business

- a. Finalize DRAFT *Existing Conditions Report* - in the past month the Authority has been working on reconciling the details associated with each Town water/sewer customer. This process has involved obtaining a copy of Franklin County’s billing records and the Village of Tupper Lake’s billing records, and addressing inconsistencies with the Town information. As a result of this process, there will be additional information added to the Existing Conditions Report to clarify some customer details. Franklin County Real Property Office is very supportive of the district consolidation study and they have provided support for this project by providing data and information about the Town districts that have debt and/or maintenance charges.
- b. Press Release/Advertising for Public Informational Meeting – A copy of the press release was provided to the Town at the May 11, 2017 meeting and the Town will be issuing the press release as the public meeting date approaches.
- c. Potential Funding -
 - i. Citizens Re-organization Empowerment Grant (CREG) for implementation - Consultation with DOS indicates that the CREG program may be the best option for the Town/Village. The Village and Town could apply for \$100,000 each for Water/Sewer consolidation. A 10% local match is required. The CREG funding cycle is monthly with applications being accepted the 1st Wednesday of every month.

2. New Business

- a. DRAFT Alternatives Report
 - i. A copy of the draft *Alternatives Report* was provided to Committee members to review. C. Tuttle explained that the draft will be updated once clarification is provided on some customer issues discovered as part of the evaluation. An overview of the customer issues that will have to be addressed as part of the district

consolidation evaluation was discussed and is summarized below. Additional details will be included in the *Alternatives Report*.

1. “Orphan” customers – some customers located within the Town are receiving a bill from the Village but are not located within a water/sewer district. As part of consolidation, these customers will have to be brought into a district. These “units” must also be accounted for in the consolidation scenarios that are being explored to ensure that the estimates of user costs are as accurate as possible. During implementation, those “orphans” will be drawn into the new district boundaries. The Committee agreed that outside customers that aren’t in a district, referred to by the Village as “paper district” customers, will be assigned 1 unit of maintenance and 1 unit per parcel charge for consolidation scenario purposes. In the Debt-Free District Consolidation Scenario, this will be a cleaner process.
2. Metered Town Customers: Hospital and Sunmount are large metered users. Sunmount is located in the Town and the Village provided a copy of an Outside User Agreement that they have with Sunmount. The older section of the hospital is located within the Village, when it first received service, and has since expanded into the Town. As such the hospital is considered to be a Village customer for billing purposes. The usage for the Hospital equates to 24 units. The usage for Sunmount equated to 459 units. Neither of these users are currently in a Town district and do not pay into the maintenance of the systems. The Committee agreed that Town customers would have to be incorporated into a district if consolidation occurs. For consolidation purposes the Hospital will be considered a Village customer and Sunmount will be assigned 1 EDU since it is located on 1 parcel and has a pre-existing outside user agreement with the Village.
3. Vacant Parcels: The Committee agrees that vacant parcels should pay 1 unit of maintenance and 1 unit of the district charge per parcel. In the consolidation scenarios vacant parcels will be assigned 1 EDU. Property owners that have multiple parcels that they do not want to build on would have the option to consolidate the parcels into one in perpetuity. The Town could include a “hook up” fee for new connections if property owners subdivide and want to develop at a later date. That would address the concerns that the developers haven’t “paid into” the system over time.
4. Multiple EDUs: if a parcel is currently assigned more than 1 unit, under the consolidation scenarios, these parcels will remain at their currently assigned units. Under debt-free consolidation scenario, users that still have debt will be billed the same way they are billed now (still have district charge and still have debt charge).

3. Next Meeting/Schedule

- a. Public Meeting: The Committee agreed on Thursday, August 31, 2017 at 6:00 p.m. at the Town municipal building for the Public Information Meeting on the Consolidation Study. The Committee will still meet on August 10th to go over updates on the reports and prepare for August 31st presentation.

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 District Consolidation	June 8, 2017
#7 Draft “Alternatives” Report & Prep for Public Meeting	July 13, 2017
#8 Review of Updated Draft Existing Conditions and Alternatives Reports and Review of PowerPoint for Public Meeting	August 10, 2017
#9 Public Meeting	August 31, 2017
#10 Draft Final Consolidation Study and Plan	September 14, 2017
#11 Committee Presents Final Study to Board; Board Potentially Sets Public Hearing	October 12, 2017
#12 Public Hearing	November TBD