

**Town of Tupper Lake Water and Sewer
Consolidation Study Committee
Meeting #1 – December 8 @ 1:00 p.m. @ Maddox Building
Minutes**

Attendees:

Committee Members: Mary Casagrain, Paul O’Leary, Mark Robillard, Patricia Littlefield, John Quinn

Consultants: Star Carter, Carrie Tuttle (DANC)

Guests: Kevin Schwenzfeier (NYSDOS)

1. Introductions
2. Website
 - S. Carter introduced the Committee to the website where all information related to the study will be posted. Website has been setup and documents are being posted.
<http://www.danc.org/operations/engineering/tupper-lake-watersewer-consolidation-study>
3. Proposed Meeting Schedule was reviewed with the Committee members.

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 - Budget Allocations, Cost/Delivery of Operation & Maintenance, Per-User Costs	February 9, 2017
#4 What Exists: Water and Sewer Districts - Tax Rates, Local Laws and Regulations, Other District Specific Details	March 9, 2017
#5 What Exists: District Comparisons - Complexities and Similarities	April 13, 2017
#6 Draft “Existing Conditions” Report	May 11, 2017
#7 Alternatives Discussion: Water and Sewer Districts	June 8, 2017
#8 Draft “Alternatives” Report & Prep for Public Meeting	July 13, 2017
#9 Public Meeting	August TBD
#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

4. Presentation #1: Existing Conditions Overview & Plan

- S. Carter presented a PowerPoint, providing a preview of existing conditions of the Town's Water and Sewer districts.
- In summary,
 - o There are 26 water districts, 629 water customers in the Town that are billed for water, and 687 parcels that pay a portion of their water bill through special assessment taxes from the Town.
 - o There are 22 sewer districts, 643 sewer customers in the Town that are billed by the Village, and 723 parcels that pay a portion of their water bill through special assessment taxes from the Town.
- The Town and Village have an inter-municipal agreement that explains how the Village bills the Town for operation and maintenance.
- There are some customers served by water and sewer that are in the Town but are not in a district.

5. Next Steps

- Authority staff will be working with the Village and the Town to reconcile the differences that have been identified.
- Water and sewer mains are being digitized.
- A comprehensive inventory will be developed.
- District tax rates and financials will be analyzed.
- Districts will be compared to determine similarities and potential discrepancies.

Next Meeting: January 12, 2017 at 1:00 p.m. at the Town Offices.