

**VILLAGE OF SKANEATELES
MUNICIPAL BOARD
MINUTES OF REGULAR MEETING – June 22, 2016**

Present: Deputy Chairman Hall, Commissioners Blackler, McQuaid and Palmer, Advisor Dienst, DMO Harty, Trustee Stokes-Cawley.

Deputy Chair Hall called the meeting to order at 6:00 pm.

Approval of Minutes. Upon motion of Comm. McQuaid, seconded by Comm. Palmer, the minutes of the May 25, 2016 regular meeting were approved as submitted by a 4-0 vote in favor of the motion.

Sewer System/WWTP. DMO Harty reported main trunk inspection will occur in July, pending staff availability.

Continuing the discussion of sludge concentration, Comm. Palmer agreed to get some samples from the plant to send to Battenkill Dewatering Processes for testing.

DMO reported that we are in the process of a \$25,000 upgrade to the sludge truck. This will increase from 3 inch to a 4 inch piping system that would allow us to pump at higher concentrations. At this point, until that conversion is done, Brillo is continuing to haul sludge for us, which amounts to an extra expense on the \$2K to \$3K range.

Comm. Palmer said that disposing of grit in a different process would be a significant upgrade, requiring major hydraulic modifications to the plant. The current aeration system is probably doing as well as it can, understanding that it is tough to inspect diffuser performance.

Electric System Improvements and AMR.

Substation -- DMO Harty explained that there has been little headway made in the search to engage some assistance for project management of the substation. DMO is deeply involved with the logistics of getting the assembly moved, which must occur by end July. While DMO was hopeful that the unit could be moved just once, there is not sufficient time to bid out and perform the foundation work necessary to create a permanent location. Comm. Palmer wondered if it could be structured as an energy performance contract to that it did not need to be bid. DMO and Advisor Dienst explained that this is more involved than pouring concrete; that conduits must be precisely placed within the foundation and that the site must first be improved with secondary oil containment and a grounding grid. This is a significant undertaking and probably something that should be bid. Questions that need to be answered are whether the Village should bond for it and do we need to do a rate analysis/adjustment. Advisor Dienst agreed to function as the Board's electric liaison.

Comm. McQuaid asked how does the Board best support DMO; in essence how best to leverage the Board to help DMO determine what plans should be in place and how they should be prioritized? DMO Harty feels that the Board can best assist with strategy and planning, especially on the electrical system. Advisor Dienst feels that the CHA assessment and the Electric System Master Plan are good baseline documents for appropriate asset management. Clearly there is a project – substation -- that needs to be done this year. He suggested that he and DMO recollect all of the data and have CHA come in again to discuss a current assessment of the system, identify what needs to be done and determine what resources are or could be available.

Outage – DMO reported that the system lost a major portion of the underground feeder to the western part of the Village on June 8 due to cable failure. We were able to isolate a portion of that feeder and then back feed Mirbeau and Kane Avenue through the Fennell circuit. West Lake Street was without power for 13 hours, and the Sherwood Inn had to go on a large generator. Advisor Dienst said that CHA had done an assessment of the underground system not too long ago. DMO said that the existing cables are 36 years old and apparently arced, possibly due to water intrusion. The Village had to engage O’Connell Electric to help with the underground work. Solvay Electric assisted the Village in running back feeds.

Electric Benchmark report – The Board discussed this report, compiled by MEUA, that shows the specific electric system performance of the Village versus the average of their 27 municipal electric reporting members. Comm. McQuaid called out Days Sales Outstanding, Percentage KWH Lost, and Reserve For Depreciation as potentially being areas for improvement. DMO Harty agreed that KWH losses may be worth looking at, given the Village’s superior performance in reducing water losses and sewer infiltration. DMO also suggested that the Board select and develop certain key metrics that the Board would like to be tracked and measured on an ongoing basis in order to maximize performance.

AMR – The village received poly-phase meters today. These will be moved through acceptance testing and be readied for deployment in early to mid July.

NYMPA/MEUA/IEEP. DMO Harty, Comm. McQuaid and Advisor Dienst met regarding IEEP programs to discuss innovative ideas for encouraging energy efficiency, and perhaps doing a pilot program with larger users. They concluded that it is difficult to get much ‘bang for the buck’ in programs aimed at residential customers. Commercial customers, however, offer an opportunity to partner on a pilot project that may leverage the Village’s IEEP funds. One such commercial customer is the school district. In a preliminary discussion, DMO reported that Ken Slentz is excited about the possibilities; the district already has energy efficiency plans in their up-coming project. DMO also noted that there is a classroom teacher who is doing a course in energy efficiency; DMO suggested that we could give him access to our cloud-based real-time energy usage data. Perhaps a group of students would like to ‘adopt a house’ – offering suggestions for improvements. Apart from current usage, we have peak hour data going back for years. Mass market information that could change peak usage could have a significant effect on the Village’s cost structure. This sub-group will continue its discussions.

Water System. DMO Harty said she has published the Annual Water Quality Report which is available on the Village web site.

Several requests have been received from the Fire Department, following a new work order process implemented to provide clarity and visibility to tasks needing to be accomplished:

- Finalizing the adoption of Storrs adapters and procuring another 50 or 60 of them
- Deployment of a dry hydrant on the north side of the Genesee Street bridge over the outlet
- Hydrant flushing which is scheduled to begin tonight between midnight and 4 AM.
- Hydrant maintenance class, scheduled for July 7
- Repair/replacement of a hydrant on East Street
- Aerators for the surface ponds at the water towers to prevent ice formation in winter. Fire Dept. is looking for a solution.

On capital projects in 2016, Griffin and Highland Streets are still on the bubble. DMO Harty is evaluating priorities and timetable based on budgets and DOT paving schedule. DOT has been scheduling some projects; we want to be cognizant of those so that needed infrastructure replacements are done before the paving, so there is no reason to disturb a newly-paved surface. Paving of Route 41 south of Genesee is forecasted for 2017. DMO is exploring a larger bonded project that might bundle all of the 4 inch and 6 inch mains needed replacement into a single large project

Village Hall/NYSERDA Grant. DMO Harty said that there is nothing new to report this month.

LED Street Lighting. DMO Harty reported that Cree Lighting (with whom we have been conducting our pilot program) has supplied a village-wide lighting plan for cobra head fixtures. This plan looks at the locations of the Village's lighting fixtures and the nature of the roadway and calculates the size of the LED replacement fixture required to provide adequate lighting at street level. That plan affords us the opportunity to further reduce wattage based on foot-candles at street level; LED is more effective lighting. DMO reviewed a final analysis with Cree to purchase replacement units for all the cobra head fixtures in the Village; the final cost estimate is \$83,000 with the lighting plan adjustments – the original estimate had been \$112,000. DMO challenged the supplier to reconfirm some specific examples. Comm. McQuaid stated that we need a strategy and approach for the replacement activity, but we have no bandwidth to do it. Deputy Chair Hall insisted that 'we have to get on with doing this.'

Utility Finances. DMO Harty recounted that the Village recently had an audit performed and identified areas in which transfers among funds were required. The final numbers passed out by DMO reflect fund balances after transfers have been made. The Electric Fund has a fund balance of roughly \$1 MM, becoming even more healthy. The Water Fund balance came in \$50K above before the transfers. The Sewer Fund, at \$60K balance, finished the year stronger than expected. Comm. Blackler repeated the Board's previous suggestion that such transfers occur more timely. DMO reported that the new sewer rates went out on the June 1 bill. This month will be the first full month of the increase. DMO handed out power charges to the Board.

National Grid's transmission charges jumped up even though electric consumption is declining. Advisor Dienst said that the Village has an account manager who may be able to provide an explanation.

Other. Comm. McQuaid reminded the Board of its obligation to support DMO Harty in the village's attainment of the various goals embodied in the Climate Action Plan. The Board should review this document regularly as part of its annual planning. She also stated that she had some suggestions on a new format for the MB meeting agenda. She handed out an example, suggesting that like items be grouped and that concentration be placed on active projects. The Board concurred; Mr. Dundon will secure her input prior to publishing the agenda.

Given Chairman Moffa's announced resignation from the Board, the commissioners undertook the selection of Chairman. Comm. McQuaid is interested in and desirous of being selected as Chairman. Deputy Chair Hall had previously expressed that he was not, a position also taken by Comms. Blackler and Palmer. **Comm. Palmer, "I move that MaryEllen McQuaid be Chairman of the Municipal Board."** The motion was seconded by Comm. Blackler. **Upon the unanimous vote of the members present in favor of the motion, the motion was carried 4 – 0.** All congratulated Chairman McQuaid and acknowledged that they should be aware of any potential new members. Deputy Chair Hall will continue in that position.

Next meeting. After discussion the Board chose Tuesday July 19, 2016 at 6:00 pm to be the time of the next regular meeting.

Upon motion of Deputy Chair Hall seconded by Comm. Palmer, the meeting was adjourned at 7:23 pm.

Respectfully submitted,

Dennis Dundon, Clerk to the Boards