

JOINT MONTHLY MEETING OF THE
NEW SHOREHAM SEWER COMMISSION and BOARD OF WATER COMMISSIONERS

April 10, 2007 Minutes

Present were members Ann Cunningham, Frank Leslie, Steve McQueeny, Cliff McGinnes, Howie Rice, and District Clerk Janet Ziegler.

Absent was member Don Thimble, Rally Migliaccio.

Present were Public Works Director Nancy Dodge, Superintendents Ray Boucher and Dave Simmons, Counsel Elliot Taubman.

Absent was Finance Director Amy Lewis.

Also present was Mike McGinnes, owner of Block Island Recycling Management (BIRM).

C. McGinnes called the meeting to order at 4:30 P.M.

MOTION: by F. Leslie to amend the agenda and next consider item "Legal" while waiting for N. Dodge to arrive. The motion was seconded, a quorum was present and the vote to amend was unanimous by all members present.

Legal.

- Rate Design: Report on Meeting March 30. Asset Management.

E. Taubman reported that the Rate Design Committee (McQueeny, Cunningham, Simmons, Boucher and Debbie Howarth) met with RCAP consultant R. Morency and discussed minimum charges for all service accounts. Upwards of fifty percent of the customer base have no usage charges six month of the year and therefore do not contribute to the operating overhead of the plants. A base customer charge is used to recover costs that are not associated with how much water is produced or treated. The group's goal is to develop a base monthly charge, equitable sewer and water rates and, if possible, take into account year round residences that do not imposed large summer infrastructure demands.

- Status of Plat 7 Lot 14 Merge into Plat 7 Lot 15. It was noted that the small Lot 14, at the top of sewer's driveway, had not been merged with the main plant property when lot lines were changed in 2004. The Assessors office is in the process of correcting the oversight.

(N. Dodge arrived at 4:40 PM)

1. Reports from Officials.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING.

- Act on Request for Bid (RFB) Container Service for Sewer Plant, opened April 6.

C. McGinnes recused himself from discussion and voting as his son is a participant in the bids and turned the meeting over to H. Rice.

N. Dodge announced that two bids were received for the sewer container service. Block Island Recycling Management's (BIRM) bid was for \$1,800 per trip and Offshore Express's bid was \$1,725 per trip. N. Dodge recommended accepting the lower bid.

H. Rice remarked that the difference between the bids was close and suggested that the Commission give extra consideration to BIRM, both as an island business and in service it has provided to the plant over the last six years. S. McQueeny added that the Commission might also consider supporting island businesses as an

economics of scale; removing the contract from BIRM might make their business unviable and the community needs to help sustain them.

C. Blane, Principle Sewer Operator, offered that there were problems with the present containers used to ship off the sludge. Both containers leak, are returned with a foot of sludge still in the box and are not readily available in the summer when the plant is really busy. R. Boucher agreed that maintenance needed to be done more often and the top hatches needed to be made more operator friendly.

M. McGinnes, BIRM owner, stated that BIRM has given its best possible effort toward providing excellent service to the sewer plant and promised to immediately correct any defaults noted. He pleaded that BIRM needed the contract's income in order for the business to survive on Block Island.

After a detailed discussion on sludge box design with M. McGinnes, R. Boucher declared that there was only one more month before sludge must be shipped off every week until the end of summer.

MOTION: by S. McQueeney to award the bid to BIRM with the understanding that they work closely with the Sewer Superintendent's requirements and make changes to both containers to bring them into compliance.

The motion was seconded, a quorum was present and the vote to award was:

AYE: 3 (Cunningham, Leslie, McQueeney, Rice). NAY: Ø. ABSTAIN: McGinnes.

The motion carried.

H. Rice turned meeting back over to C. McGinnes.

- Updates to Projects

USDA Water Grant 2006: Force Main Construction by Boyle & Fogerty.

N. Dodge stated that approximately 400 feet of asphalt patch had been installed on High Street, which had been dug up to install the water company's sewer line. Noting that the final asphalt overlay would be done in the fall, H. Rice, school bus driver, noted several bad road dips that needed to be addressed and R. Boucher stated that Miozzi Construction, contracted to update the manholes, need to be completed before the overlay goes down.

- Personnel Policy: Compensation for Travel Time – Presentation by Staff.

C. Blane asked the Commission to consider hourly compensation for travel time spent outside of a normal 8-hour work day; this often occurs when traveling to the mainland for sewer business or to attend educational seminars. Although compensation for educational training was usually eight (8) hours, he said that travel time often entails more hours because of where we live, ferry schedules, whether the courses were out-of-state, etc. He stated that the water staff had been compensated for travel time, but that sewer policy was different and that he had recently been denied compensation for four (4) hours.

D. Simmons stated that water's policy tended to compensate four (4) hours on either side of the schooling if it is located within a two hour radius of Galilee, but that nothing was in writing. He proposed that both superintendents agree on a policy addressing travel, straight time and overtime, and bring it to the Commission at the next meeting.

N. Dodge stated that the State Labor Laws were quite clear on when overtime must be paid.

C. McGinnes asked that the joint policy be first reviewed for legalities before the next meeting. R. Boucher said he would support C. Blane's request for compensation until a policy was adopted.

MOTION: by A. Cunningham to compensate C. Blane four (4) hours of straight time for travel and that he work out the details with the sewer superintendent. The motion was seconded, a quorum was present and the vote to compensate was:

AYE: 3 (Cunningham, Leslie, McGinnes, McQueeney, Rice). NAY: Ø. ABSTAIN: Ø.

The motion carried.

MOTION: by A. Cunningham that the two Superintendents put together a written policy to cover travel time, reviewed for legalities by N. Dodge, for the next meeting. The motion was seconded, a quorum was present and the vote for a policy was:

AYE: 3 (Cunningham, Leslie, McGinnes, McQueeney, Rice). NAY: Ø. ABSTAIN: Ø.

The motion carried.

FINANCE.

- March Balance Sheets, Aging Report.

N. Dodge distributed financials from A. Lewis without comment and said that they could be discussed at the next meeting. An overview summary letter was not available.

- Changes to Aging/Collection Process.

J. Ziegler reported that Final Notices from the February 28 billing were sent to seven water customers and seven sewer customers on March 27; as of today, only one customer remained with outstanding debt. She stated that the finance office, in the transition of assuming aging and collections, is going great job.

- Cost of Filing Municipal Liens.

The Sewer and Water Districts annually contracts with the Town's finance office to perform data processing, billing and payroll. It is a policy of the Sewer Commission and Water Board to file municipal liens on customers who are over sixty (60) days past due. Tax Collector L. Powers suggested that the cost involved in filing liens and their removal, was internally executed in gratis within the Town departments, but that sewer and water customers could be considered external. In some months, the number of customers over 60 days can be fairly long; filing liens was pretty direct, but their removal can involve an extensive amount of time. J. Ziegler suggested that the costs could be directly billed to a customer's account and its recovery would become revenue to the general funds. This would essentially allow finance to recover costs over and beyond that in the sewer/water's budgeted line item.

E. Taubman volunteered to draw up a proposal for the next meeting.

(E. Taubman leaves at 5:20 PM)

WATER/SEWER PLANTS: MARCH OPERATIONS.

WATER.

Construction on the new BIWC's sewer line (2006 USDA Grant/Loan) began on March 19. Trenching of the line has been completed on High Street and the section between the Eureka and sewer outfall is in process. The last section will be upgrades to the existing line on Payne Road.

A lot of water was lost when excavating for the sewer concentrate line due to lack of records on the locations of the water main. Three unknown connections were removed.

BIWC Sprinkler system (2003-2005 USDA Grant/Loan): a savings of ~\$25K will be realized by using an existing feed to the unused WaterBoy.

A problem still exist with Metron Farnier Company, they have announced that they no longer will manufacture 5/8" meters; these are the most common size feeding residential account and there are over 100 meter installed for sewer alone. Replacements to the larger, and more expensive meters, will require adapters and creative plumbing. The alternative is to install a different manufacturer's , meter, like Neptune, but they are not as accurate on low flows.

SEWER.

Last year, 40 upgrades were completed out of 200 existing manholes; another smoke test would be the next project to test tightness of the system as some illegal sump pumps are still connected to the collection system.

Ocean Avenue 1 pump station was cleaned of grease; it looked like it was never cleaned last fall. The problem is getting worse every year. Winter establishments serviced by this location include from The Highview on Connecticut Avenue to the Beachhead on Corn Neck Road. A fee from grease producing establishments may be implemented because of the burden placed on equipment to maintain the lines and crew for grease inspections.

Process modifications (2006 USDA Grant/Loan) to the plant's circular clarifier and grit classifier are continuing by Lydon Millwright.

Service Building. A contract from Batty Construction was reviewed by E. Taubman and signed; work on the two apartments will commence in two weeks. R. Boucher and Heidi Tarbox is submitting an application to the Town Council for consideration of the annual Community Development Block Grant Funds. The apartments should be able to be qualified as part of the Town's affordable housing.

- Sewer Blockage on High Street and West Side Road.

A couple of years ago, while videoing the collection system, Albert Littlefield's lateral connection on High Street was identified as blocked by a large root ball. R. Boucher said that there has been no response to a letter sent. The presence of a root ball indicates that the lateral is not sealed properly and is a potential leak point for raw sewage. Property owners are responsible to maintain their laterals; the sewer main is the responsible of the plant. R. Boucher has contacted Boyle and Fogerty to fix the lateral and will sent the bill to the Littlefield.

E. Searles Ball has a similar problem with their lateral, but when a new lateral for the West Side Lane housing project is installed they will correct that line as well.

- Annual Awards for Outstanding Performance in 2006 from Narragansett Water Pollution Control Association to Town of New Shoreham: Most Efficient Small Treatment Facility.

The Commission applauded the Sewer staff; award to be May 4th.

WASTEWATER INSPECTOR'S MARCH REPORT.

A. Cunningham commented that no action has been taken on the Notices of Violation (NOV) that were filed last February. D. Thimble, WW Inspector, is expected to return to work this week after surgery.

2. Parking Lot Project. Progress Report, Budget, Permit Sales.

A meeting was held on March 27 (Geremia, Dodge, Sprague Farm, Rice, Migliaccio & Boucher) to summarize and agree on the parking lot project. Sprague Farm will begin construction on the lot and six Phillips spaces by April 1 and will be completed in two weeks. Cosco Fence is to be the Sprague Farm subcontractor for the guardrails; a quote is expected by month's end. If they are not available, Sprague will undertake the work with his staff.

J. Ziegler said that she was hesitant to let permits when a timetable for construction completion was not available or assured. The seasonal permits run from Memorial to Columbus weekends.

3. Progress Report Community Development Block Grant. R. Boucher will meet with Heidi Tarbox tomorrow.

4. New Business.

- Approve Minutes of March 13, April 3. April – 3 changes from.

MOTION: by H. Rice to approve the minutes as submitted with minor changes to April 3. The motion was seconded, a quorum was present and the vote to approve was unanimously approved by all members.

- New business

A. Cunningham inquired whether a Request for Bid should go out for legal services. The item will be agended for the next meeting.

5. Correspondence and Public Comment.

- Revised Policy for License Payments. Language discussed at the last meeting was incorporated and the policy will be circulated.
- Correspondence from Geremia and Associates:

- *March 15, to J. Abrams re: work schedule for surveyors on his property.
- *March 16, Report of Preconstruction Conference with BIWC, Boyle & Fogarty, USDA & Geremia.
- *March 27, Report on Parking Lot Construction Meeting March 26.
- *April 4, to Sprague Farm authorizing \$16,320 for parking lot guard rails installation by May 1.
- *April 4, to Sprague Farm re: installation of telephone poles as cars stops.
- *April 4, to Islandscape authorizing \$7.8K for privet and \$6.9K for Rosa Rugosa plantings by May 1.

Adjourn.

MOTION: by H. Rice to adjourn the meeting. The motion was seconded, a quorum was present and the vote to adjourn was approved unanimously by all members present.

The meeting adjourned at 6: 13 P.M.

Respectfully submitted,
Janet Ziegler
District Clerk
Approved: May 8, 2007