

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

AUGUST 13, 2008 Minutes

Present were members Robby Brown, Ann Cunningham, Frank Leslie, Rally Migliaccio, Bob Pokraka and District Clerk Janet Ziegler.

Present were Public Works Director Nancy Dodge, Sewer Superintendent Ray Boucher, Water Operator John Breunig and Counsel Elliot Taubman.
Absent were Finance Director Amy Lewis and Water Superintendent Dave Simmons.

Also present was George Ross.

R. Migliaccio called the meeting to order at 4:35 P.M.

Information regarding RIGL 36-14 Code of Ethics, Public Officers and Employees, was distributed.

1. Wastewater Management Public Hearing: Request from G. Ross, Plat 8 Lot 12 to waive Wastewater Ordinance Fines for Non-Compliance.

Mr. Ross was in attendance to testify that he had an agreement with OWTS (Onsite Wastewater Treatment System) contractors Mike Ernst/David Dow to uncover his system for the first WWM (Wastewater Management) routine inspection. The house was built in the mid-70s and he did not know the type of system that was installed. R. Brown speculated that the system probably was cement, common at that time, and that Mr. Ross may only need an upgrade; if it is steel, then that would be another story. E. Taubman suggested a continuation until more facts are known. N. Dodge confirmed that a Wastewater report would likely be available by the next meeting.

MOTION: by B. Pokraka to table the hearing until the next meeting. The motion was seconded, a quorum was present and the vote to table was:

AYE: 5 (Brown, Cunningham, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

(G. Ross leaves at 4:40 PM.)

2. NS Sewer Commission and NS Water Board, Election of Secretary.

The enabling legislation for both the Sewer District and Water District call for an appointment of a Secretary.

MOTION: by A. Cunningham to appoint to J. Ziegler to serve as Secretary of the Sewer and of the Water Districts. The motion was seconded, a quorum was present and the vote to appoint was:

AYE: 5 (Brown, Cunningham, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

3. Reports from Officials.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING.

- Legal: Changes to Management Agreement Between Town of New Shoreham and New Shoreham Sewer Commission.

Proposed changes to the Agreement were passed to the Town after last month's meeting. N. Dodge is reviewing the article and has asked for reviews by the Town Solicitor and Finance Director. The Town Council extended the Agreement until September 30, however, that likely will not give enough time to receive comments from the Town, reciprocate and reach a mutual understanding. N. Dodge recommended a further time extension. There

was a discussion regarding whether the Town or the Director of Public Works (as directed in the Town's Charter) should be the party listed in the Agreement.

- Distribution of draft changes to the Wastewater Management Ordinance (WWMO), its Rules and Regulations, and to Zoning Section 506 On-Site Wastewater Treatment Systems (OSWTS). N. Dodge reported that Planning would consider the proposed changes at their meeting tonight. If there weren't any significant changes, the Town Council would likely adopt the documents at their August meeting to post for a Public Hearing.

E. Taubman argued that the neither the WWMO nor Section 506 referenced or sited the Town's Comprehensive Plan. A lengthy discussion ensued regarding how and if the articles might be related. F. Leslie requested that the legal opinion be put into writing, for circulation to the Commission, so that it can be studied.

- Disposition of Surplus Computer Equipment.
Sewer will put together a detailed list of surplus equipment for valuation by the Town's IT (information technology) people. N. Dodge suggested recycling any useful equipment within the Town before listing it for bid and/or final disposition. J. Breunig said that the Water Company's computer equipment is usually cannibalized for useful parts and very little is left over. C. Blane said that the Johnson Landfill accepts e-waste once every six weeks.

- NEW RFB – Construction of a Utility Room in the Service Building.
R. Boucher said that construction of a utility room was accidentally left off the bid package for renovations to the Service Building. The 11' x 6' room is needed on the garage level to house equipment for heat, sewer, water pressure tank, etc. to service the apartments. N. Dodge suggested that R. Boucher put together specification of materials needed for the job and that the cost might be covered by contingency funds and could be incorporated as an addendum to an existing contract.

- Letter to RI DoH-DWQ: Renewal Water License. Signed NS Water Board, Town Manager.
Water Chair A. Cunningham read a prepared letter addressed to Rhode Island Department of Health, Department of Drinking Water Quality, supporting renewal of B. Pokraka's water licenses and testifying to his contributions to the BIWC. With full approval of the Board, the letter was signed by the Water Chair and shall be forwarded to the Department of Health, Drinking Water Quality department.

N. Dodge reported that the Cardi's invoice for the installation of a sewer lateral to Govern's property (at Bridgegate Square) was \$16,084; a considerable saving over the \$30K cap approved for the job.

FINANCE.

- Balance Sheet July 31. Aging Reports.
- Progress on Energy Surcharge Implementation (May).
- Utility Software - Rate Design.

N. Dodge reported that no financial reports were available. AccuFund Software was chosen as the new financial package and the BI School and Finance office were actively working with the programs. AccuFund has a software utility package, which when implemented, would be pivotal in the Rate Design group's continued efforts.

SEWER PLANT OPERATIONS.

A. Cunningham noted that the flows for July 5th were higher than last year; however, flows relative to the month were down. R. Boucher responded that the continued effort to eliminate infiltration has paid off; the month had twice as much rain as last year.

This is the worst year for grease in the influent; it creates a loading factor in treatment and excessive problems in maintenance. The Oar has so much grease that a commercial truck has been hired to pump out their grease trap on a daily schedule. C. Blane said that grease build up is particularly problematic in the collection system, and specifically in the pump stations where a blockage can result in an overflow. Last spring one-fourth of the collection lines were jetted clean – the locations were in the critical commercial areas. Boucher said that he would write up a report on the situation for the next meeting and present some ideas for solutions.

- Report on Sewer Lateral for Abutter C. Damm, Plat 17 Lot 41.

R. Boucher reported that engineer Bob Hiza had been hired to provide a survey and design the system.

WATER PLANT OPERATIONS.

The Water Chair introduced operator John Breunig, who was present to answer questions in lieu of the superintendent's presence. Well #5 is back to normal operations with a new pump; an additional pump and motor was ordered for replacement on Well #6 after the season slows down; the two wells use the same type of equipment.

The plant has not started waste discharges to the ocean because of pending questions to RI DEM (Department of Environmental Management) regarding TSS (total suspended solids) parameters and other constituents. The new tests are being performed as an internal operation in order to create work flows and obtain base line numbers.

The sprinkler system project is completed and passed final inspections. Sands Pond is looking a lot clearer than it has in the past, however, Fresh Pond is not looking so well because of algae blooms.

4. Water Board: EPA's WaterSense Program.

J. Breunig reported that EPA (Environmental Protection Agency) is promoting the WaterSense educational program to promote water efficiency and practices along with specific products that meet their requirements. If the Board wished to get involved with a public relations plan, there is plenty of information available. It was mentioned that the Conservation Commission promoted water efficiency several years ago and the "Water you doing?" decals were very popular.

5. Recommendation to the Town Council for Appointment to Sewer Commission and Water Board.

Four letters of interest have been received by the District Office. A. Cunningham stated that at last winter's retreat of Commissioners and Board members, one of the topics concerned future members. There was agreement at that time that fresh perspectives and ideas would be needed for growth. The members discussed recommending adding two alternates to four alternates.

MOTION: by A. Cunningham to recommend appointments of Jason Howarth and Sandra Finizia as alternatives to both the Sewer Commission and to the Water Board. The motion was seconded, a quorum was present and the vote to recommend was:

AYE: 5 (Brown, Cunningham, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

(J. Breunig and E. Taubman left at 5:55 PM)

6. Parking Lot Project

A letter was received from the Harbor Baptist Church's Board of Trustees reminding the Commission that they promised to repair the blacktop damaged during construction of the parking lot. R. Boucher said that he met with John Sargent, on the Board, and that A. Transue is scheduled to perform the work in early October.

7. Approve Minutes of June 10 Special Meeting, June 10 monthly meeting, June 17 Annual Sewer Financial Meeting, June 17 Annual Water Financial Meeting and July 15 open and closed session of the monthly meeting.
A. Cunningham proofed the minutes.

MOTION: by A. Cunningham to approve the minutes as submitted. The motion was seconded, a quorum was present and the vote to approve was unanimous with all members voting.

8. Correspondence and Public Comment.

- July 23 from Harbor Baptist Church regarding blacktop promised to be installed near entrance to sewer parking lot. *Covered under item 6.*

Adjourn.

MOTION: by B. Pokraka 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 6:15 P.M.

Respectfully submitted,
Janet Ziegler
District Secretary & Clerk

Approved: September 10, 2008