

NEW SHOREHAM SEWER DISTRICT

MONTHLY MEETING

July 20, 2009 Minutes

Present were members Robby Brown, Sandra Finizia, alternates Frank Leslie and Rally Migliaccio and District Clerk Janet Ziegler.

Absent were members Jason Howarth and Bob Pokraka.

Also present were Public Works Director Nancy Dodge, Superintendent Dave Simmons, and Counsel Elliot Taubman.

Absent was Finance Director Amy Lewis.

Sewer Vice-Chair R. Brown called the meeting to order at 4:55 P.M

1. Approve Minutes: Joint Meetings April 20, May 11, May 18, June 15 Noon, June 15 5:30PM; Sewer Commission's June 15 Closed Session; June 15 Annual Sewer District Financial Meeting.

**MOTION:** by R. Brown to adopt the minutes as submitted. The motion was seconded, a quorum was present and the motion was unanimous approved by all members present.

Vote: AYE: 5 (Brown, Leslie, Finizia, Migliaccio). NAY: Ø. ABSTAIN: Ø.

The motion carried.

**MOTION:** by R. Brown to Seal the Closed Session of June 15. The motion was seconded, a quorum was present and the motion was unanimous approved by all members present.

Vote: AYE: 5 (Brown, Leslie, Finizia, Migliaccio). NAY: Ø. ABSTAIN: Ø.

The motion carried.

2. Reports from Officials.

SEWER PLANT OPERATIONS.

R. Boucher announced that the RI Department of Environmental Management made its annual inspection of the plant and there were no significant notations.

- Plant Fire, Communications, Emergency Response, Pump Station Monitoring, Caterpillar Recommendations.

Capital Replacement – Roof. The roof fire occurred on July 13 shortly after quitting time. B. Lambert was hired to temporarily secure/repair the roof as required by the insurance company. S. Finizia stated that it was important to get a RFB (request for bid) out quickly and volunteered to oversee the specifications. The plant should carefully check the sub-roof for its integrity and report to Finizia.

R. Boucher suggested that a class B roof had a certain amount of fire protection inherent; an alternate choice would be a corrugated roof, however the roof rafters are only 2 x 4s and weight would be a consideration.

Alarms. N. Dodge stated that if the Town takes over the commercial security alarms, the sewer and water plants will have to conform to whatever new equipment is purchased. R. Boucher stated that radio box replacements would be \$3,500 per pump station (5 stations). N. Dodge suggested that he contact Security One, sewer's security contractor regarding insurance claims.

C. Blane, sewer principal operator, said that the Old Harbor Pump Station has no security. The other pump stations are not hardwired for alarms, there are only radio box communications; the sewer treatment plant is hardwired and protected. C. McGinnes, past Sewer Commissioners, strongly advised that the sewer plant immediately contact the phone company and get each pump station wired.

D. Simmons added that the water company just finished upgrading all security alarms to a Honeywell system. Conant Electrical was the contractor and still owes them one installation.

N. Dodge asked that both plants submit the types of security systems to her office and invited both superintendents to attend the next community security meeting on July 22, noon at Town Hall.

Caterpillar engine stacks. Caterpillar referred an independent company to survey the installation and stacks at the sewer plant; the proposal is expected to be received shortly. Spark arrestors can be installed on the stacks.

Electrical. R. Boucher stated that the entire sewer treatment plant's electrical system needed to be analyzed. Because of the summer load, there was no option to go back on BIPCO power. The first step, in addition to the alarm systems, would be to analyze what we have at the plant and identify where the shortfalls are located. All major electrical circuits in the plant need to be centralized and tested whether they are accurate for the loads they are carrying. He suggested that the costs would be covered by the budget's maintenance line; H. Conant would start with testing and evaluations of all systems. A pump shorted-out a section of the building recently and three VFD (variable frequency drives) have burned out within the last couple of years.

C. Blane emphasize that the time for an electrical survey is during the summer months when everything is under maximum load.

N. Dodge asked that Conant Electrical put together a Proposal and Cost schedule for the survey and that Jim Geremia be contacted and involved since most improvement projects were installed through his office.

#### FINANCIAL REPORT JUNE; AGING REPORT JUNE 30.

A discussion of actions on the Aging report was held at the Water Meeting, just prior to this meeting.

**MOTION:** by R. Brown to have sewer 'collections and shut-offs' enforcements returned to the Sewer District office on a temporary basis until the Finance office becomes fully staffed. The motion was seconded, a quorum was present and the vote to approve was:

Vote: AYE: 5 (Brown, Leslie, Finizia, Migliaccio). NAY: Ø. ABSTAIN: Ø.

The motion carried.

#### DIRECTOR OF PUBLIC WORKS AND ENGINEERING.

- Report on Apartment Response & Lottery

N. Dodge reported that two applications had been received for the south apartment, one of which was ineligible, so no lottery was needed. The two apartments above the service building now have tenants.

- Project Priority List: Community Sewer Tie-In Program.

N. Dodge reported that the "tie-in" program was a catch all for state funding.

- Report on Amending the Town's Wastewater Management Ordinance.

The first draft is expected in August and the Sewer Commission would be asked to review it before it goes to Council.

#### 3. Parking Lot Business Report.

- Proposal for Parking Lot Policy. E. Taubman's draft was distributed with minor changes and will be posted for a public hearing at the August meeting.
- Status Property Mylar. E. Taubman had no updates.

#### 4. Service Building Renovations and Addendums.

• Invoice for Addendum/Change Order. N. Dodge received an invoice from Vallee Plumbing for a change order. Since B. Pokraka, Clerk of Works, was not in attendance, the Commission would not approve it until Pokraka could review the invoice. There was general agreement that, even if approved, no further payments should be made to Vallee Plumbing until all previous contracted work has been completed and signed off.

- Report from Service Building Construction Committee. S. Finizia reported that the Building Official requires that the sewer ejector be vented; contractor is Vallee who has not completed the job.

5. Recommendation to Town Council for Appointment to Commission.

The Commissioners discussed holding a special meeting on July 31 to discuss recommendations.

6. Correspondence.

- July 9, letter to Town Council copied to Sewer Commission re: WWM Ordinance.
- July 1, Town Council accepts resignation from Sewer Commissioner.
- June 24, Geremia to RIDEM Request of Sewer Projects for State Aid.
- Copy of Notices from the Wastewater Management Inspector.

7. Announcements and Public Comment.

- Schedule Special Meeting for Sewer Commission Staff Evaluations. The Evaluation committee suggested the same date as the special meeting for 'recommendations'. Bids for the sewer roof should be in by that time and should be added to the agenda.

Adjourn.

MOTION: by R. Brown to adjourn the meeting was seconded; a quorum was present and the vote to adjourn was unanimously approved by all members present.

The meeting adjourned at 6:10 PM

Respectfully submitted,

Janet Ziegler

District Clerk

Approved: August 17, 2009

<http://www.blockislandwater.org/minutes.html>