

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

June 12, 2007 Minutes

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

Also present were Public Works Director Nancy Dodge, Finance Director Amy Lewis, Superintendents Dave Simmons/Ray Boucher and Counsel Elliot Taubman.

C. McGinnes called the meeting to order at 4:38 P.M.

A. Cunningham and F. Leslie will not be voting.

1. Reports from Officials.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING.

- Updates to Projects.

USDA WATER GRANT 2006: FORCE MAIN CONSTRUCTION BY BOYLE & FOGERTY.

N. Dodge reported that on May 17 Boyle & Fogerty signed an extended five-year warranty for the Force Main due to numerous failures that were encountered during testing and the lingering concern of possible long-term failures. J. Geremia issued a punch list for items to be completed by June 1; Boyle & Fogerty will complete the 2.5-inch section in the fall when they overlay Payne Road and Spring Street.

The 2006 Grant includes the purchase of a sewer jetter and pressure washer to clean and maintain the concentrate line. A change order was issued for \$12,437 to cover repair cost associated with the excavation.

REQUEST BY J. ABRAMS FOR SEEDING AND REIMBURSEMENT OF COSTS, LETTER MAY 21.

D. Simmons said that construction of the force main through Abrams' farm caused a great deal of inconvenience and added cost for the animals' care. Mr. Abrams is requesting reimbursement of \$540 for extra hay, not including freight and labor costs.

**MOTION:** by H. Rice to reimburse \$740 for costs incurred. The request will be forwarded to Geremia's offer for payment from the USDA Water Grant 2006. The motion was seconded, a quorum was present and the vote for reimbursement was:

AYE: 5 (McQueeny, McGinnes, Migliaccio, Rice, Thimble). NAY: Ø. ABSTAIN: Ø.

The motion carried.

R. Boucher arrived at 4:40 PM

USDA SEWER GRANT 2001: TIME LIMIT ON UNUSED FUNDS.

N. Dodge advised the Commission that the loan amount of \$192,500 was advanced in April 2006, but that the grant funds of \$577,500 had not been used. A letter from USDA stated that the remaining funds must be utilized in full by September 30 2007 or they will be de-obligated. A request for appeal was sent June 7 to USDA's regional office.

The original outfall project was delayed after RI Department of Environmental Management (RIDEM) imposed new stringent limits on sewer treatment end products, which had to be addressed before construction continued. In ~April 2005 a discrepancy in the data RIDEM had been using to determine outfall parameters was discovered and they then concluded that an extension would not be needed. In February 2007, it was requested to use the remaining funds to build a new anoxic zone at the treatment plant. The engineering designs are pending RIDEM's approvals, the bids are expected by August 30 and an award of contract is expected by September 11. The appeal requests a one-year extension to September 30 2008 for completion.

- Award Request for Bid – Roadway Work.

N. Dodge announced that two bids had been received, A. Transue and Sprague Farm. The Commission/Board reviewed the details of quoted material, equipment and labor (plus emergency/premium overtime) costs.

N. Dodge said that both businesses have had a long history of work on the island and the Commission recently supported the incumbent contractor in evaluating the sludge contract. A majority of the work performed in the last year was for roadwork related to water leaks; sewer reported no use for collection services.

**MOTION:** by H. Rice to award the two-year contract to A. Transue based on the bid prices and value. The contact runs from July 1 2007 to June 30 2009. N. Dodge will notify the bidders. The motion was seconded, a quorum was present and the vote to award to A. Transue was:

AYE: 3 (McQueeney, McGinnes, Rice). NAY: 2 (Migliaccio, Thimble). ABSTAIN: Ø.

The motion carried.

- Performance Reviews and Suggestion by Water Superintendent.

D. Simmons suggested a formalized approach to evaluations and wage increases. Evaluation and raises for staff are performed independently by the respective superintendent. There were inconsistent parameters applied this year which caused unnecessary discontent and ill feelings.

The Commission agreed to be involved next year by reviewing all evaluations, which should occur early in the calendar year. A. Lewis added that the budget process can only begin after the wage/benefit lines are determined. The Commission is responsible to perform evaluations for the superintendents and their clerk.

#### LEGAL.

- Letter from D. Kinder to RI State Labor Relations Board.

E. Taubman reported that the RI Labor Board met this morning in a Closed Meeting and ruled in favor of the Sewer Commission's employees as a separate entity from the town; a written decision is expected in a couple of days.

- Rate Design Group, Minimum Customer Charge.

Robert Morency, from Rural Community Assistance Partnership (RCAP), circulated a memorandum summarizing the goals and progress of the rate design group which began meeting in March. There has been considerable progress, but the group will not be able to continue meeting during the summer months and will start up again in the fall. The rate group is focusing on a minimum monthly customer charge due to the high fluctuation of customer base and demand; the regulations for such a charge have already been adopted, but not implemented. A discussion followed on software requirements.

#### FINANCE.

- May Balance Sheets, Aging Report.

A. Lewis reported that five accounts are on seventy-one day notice; shut-offs are scheduled for the eighty-first day. May 31 balance sheets were reviewed. Sewer is looking to be slightly in the red, while water is slightly green. A request to pay Boyle & Fogerty's bill of \$500K will not occur until June 29; the request fell one day short of an investment deposit.

- Annual Financial Meeting. The Annual Financial Meetings will be held in the Old Harbor Meadow Community Center on Friday, June 29 starting at 4:30 PM.

A. Lewis leaves at 5:45 PM.

#### WATER/SEWER PLANTS: MAY OPERATIONS.

**WATER.** D. Simmons reported that the water staff updated the private water line on Sunset Hill for one existing customer and two properties to be developed, additionally they installed 700 feet of 2-inch line for the Town

beach; both jobs were billed for labor and materials. A backflow preventor was installed on the beach line so that it is on standby for municipal water use.

A public relations letter was sent to all water and sewer customers about water conservation and reminding them to monitor their usage this summer; an 'unrepaired leaks can be costly' chart was enclosed. Also, mailed out to all water customers was the Annual Consumer Confidence Report which provides information on water quality and services that were delivered in 2006.

The water company will not have to install a new tap for the fire suppression system, USDA Water Grant 2003/2005, and will be able to use an existing line, saving ~\$25K.

#### BIWC's Responsibility for Water Line Infrastructure on Private Property.

An unresolved issue has been going on with E. Taubman regarding an old water line that was removed during the water main construction on High Street several years ago. During the excavation of the state road, an unprotected power line and abandoned water line was discovered in the same trench. Taubman's building is serviced by well water and the old municipal water line was an illegal cross connection inside the building. At the time, the choice was to stop construction and notify the power company to update the line or disconnect the unused water line.

E. Taubman said that he was not consulted about the choice. The Power Company should have put the power cable in a separate conduit. However, Taubman has recently been requested to go off the well, located on an adjoining property, and must now connect to municipal water. He would like a new line installed, at no charge, by the water company on the opposite side of the building. Responding to a question of cost, Simmons estimated \$500 to \$1K to excavate the line and bring it through the building's foundation.

**MOTION:** by Rice to have the work requested by E. Taubman performed under the water company guidance, not to exceed \$1,000. The motion was seconded, a quorum was present and the vote to perform work was:

AYE: 5 (McQueeney, McGinnes, Migliaccio, Rice, Thimble). NAY: Ø. ABSTAIN: Ø.

The motion carried.

#### SEWER

R. Boucher reported that staffing was down one operator. One quote of \$45K for heating and plumbing was received; D. Thimble recommending that he obtain quotes for Roth tanks which are double walled and self contained.

Grease build up is a continuing problem in the wet wells and it is becoming difficult to keep up; a sewer backup can be expected at some point this summer. The Commission supported the sewer superintendent's proposal for strong enforcement, issuing of fines and random spot checking of grease traps.

#### Meter on Boat Pumpout line.

R. Boucher recommended that he install a meter, similar to Champlin's, in the sewer line at the Hog Pen. The line is used mostly by Harbors to unload boat pumpouts, but is not monitored.

**MOTION:** H. Rice to purchase and install a meter this season to monitor sewer flow from the Hog Pen. The motion was seconded, a quorum was present and the vote to install was:

AYE: 5 (McQueeney, McGinnes, Migliaccio, Rice, Thimble). NAY: Ø. ABSTAIN: Ø.

The motion carried.

#### WASTEWATER INSPECTOR'S REPORT.

D. Thimble stated that the testing of septic tanks is to be enforced; it will be an on-going problem with old tanks. Fines for Notice of Violations will start next week. The wastewater inspector demonstrated to the Commission, using two GIS maps, where the failed and problem septic systems were located on the island.

#### 2. Appointments to Sewer Commission and Water Board by Town Council.

The Town Council, at its June 4 meeting, reappointed member R. Migliaccio to another five-year term and alternate members A. Cunningham and F. Leslie to one-year terms.

3. Parking Lot Project. Progress Report, Permit Sales. Reported on parking lot.

The installation of guardrails and landscaping were completed at the beginning of the month. The north section of the lot was cleared, raked and hydro-seeded.

Responding to a complaint letter received from the Harbor Baptist Church, R. Boucher said that he met with John Sargent at the church property last week, and has also scheduled another meeting, next week, to resolve the church's concerns: 1) the asphalt apron on their property, at the entrance to the lot, was destroyed during construction; Sprague installed crushed asphalt which was not acceptable aesthetically nor practical, 2) their grass embankment has several gouges in it from truck tires and 3) the split-rail fence on the left entrance was not replaced.

The Commission agreed that the asphalt apron would be replaced in the fall when trucks arrive to repave High Street and that the split-rail fencing at the entrance to the parking lot would be replaced. Turtle will be asked to restore the grass embankment. R. Boucher was asked to respond in writing to the church regarding the Commission's resolve and keep a paper trail on communications and repairs.

4. New Business.

- Request of Harbor Baptist Church regarding condition of driveway and fence abutting Commission's parking lot. *Covered under item #3.*
- C. McGinnes announced that the Commission and Board should start looking about for replacement members. Several long-time members have expressed a desire to retire; it is both advantageous and an opportunity to have the time to put together a resourceful management team to lead the Water & Sewer Districts into the next decade.

5. Correspondence and Public Comment.

May 14 Public Notice regarding Voter Eligibility for Sewer and Water Annual Financial Meetings.

May 16 from Boyle & Fogarty Construction, extending warranty on 3-inch Force Main to five years.

Cover letter from J. Geremia.

May 18 From Geremia to Boyle & Fogarty regarding completion of force main.

May 22 Letter to USDA from Geremia regarding change in 2006 Water Grant.

May 24 Letter to RI State Labor Relations Board from D. Kinder.

May 30 Copy of letter to N. Dodge from USDA regarding remaining funds of 2001 Sewer Grant/Loan.

June 4 Copy from Geremia, Change Order 1 to Boyle & Fogarty for 3"-inch force Main.

**Adjourn.**

**MOTION:** by H. Rice to adjourn the meeting and that the time period for the filing of the minutes be extended to 75 days from today's date. The motion was seconded, a quorum was present and the vote to adjourn was approved unanimously by all members present.

The meeting adjourned at 6:45 P.M.

Respectfully submitted,

Janet Ziegler

District Clerk

Approved: July 17, 2007

The New Shoreham Sewer Commission and Water Board are equal opportunity providers and employers.