

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

May 8, 2007 Minutes

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

Absent was member Don Thimble

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

C. McGinnes called the meeting to order at 4:34 P.M.

1. Reports from Officials.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING.

- Updates to Projects

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

Water superintendent D. Simmons reported that the new waste line from Atlantic Inn to Theve's house failed when it was first pressure tested. A meticulous discussion of the failure and the actions by Boyle & Fogerty ensued. D. Simmons and H. Rice assured the Board that the integrity of the line, and its testing, was being held to the highest standards. Replacement parts were provided by the supplier, at no charge, and that section of the line should be completed tomorrow. In a separate incident on Payne road, the same contractor installed a manhole incorrectly which creased an oil pan on a passing car; Boyle & Fogerty is covering the auto repair.

C. McGinnes asked the Director of Public Works to follow up with a written letter to J. Geremia's engineering firm regarding the contractor's disappointing performance.

Hedge at End of Right-of-Way Abrams and Rose Farm Road. D. Simmons reported that neighbor R. Rose objected to the installation of a hedge across a ROW to the Rose Farm Inn. The plantings were to replace vegetation removed by Block Island Water in the construction of their waste line across the Abrams property.

- Personnel

Policy Compensation for Travel Time – Presentation by Superintendents. D. Simmons said that because his staff needs to travel out of state for desalinization education, there needs to be a clarification of compensation policy. Both superintendents agreed that each travel occasion would recognize up to sixteen (16) hours paid time for non-regional travel (over 100 miles) and up to eight (8) hours for regional travel. Each day away would be compensated at eight (8) hours. Weekly time exceeding forty (40) hours, would be paid at time-and-a-half or taken as time-and-a-half comp time.

MOTION: by S. McQueeny to adopt the Policy for Travel Compensation as presented. The motion was seconded, a quorum was present and the vote to adopt was:

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

The motion carried.

Advertise for Sewer Operator Employee. R. Boucher noted that he had lost one operator-in-training which left the plant with 2 licensed operators and one maintenance crew. The Commission asked the Director of Public Works to post two positions, one for a permanent and for a seasonal employee; the postings will be open ended until filled.

LEGAL.

- Letter to RI State Labor Board Regarding Town Employees' Union.

An April 30 Memorandum to the RI Labor Relations had been circulated to the Commission by E. Taubman addressing the legal standing of the sewer commission's employees with regard to the town's employees' union.

N. Dodge stated that Dan Kinder, of 'Little, Mederios, Kinder, Bulman, Whitney', would be representing the Town and Sewer Commission, as they have previously, at the Labor Board's May 15 meeting. On April 6, the AFL-CIO American Federation of State, County and Municipal Employees (AFSCME) Council 94 filed a Petition for Unit Clarification and/or Accretion.

- Resolution to Vote for Binding 99-Year Lease on Service Building Apartments. The last requirement, in order for the State to count the apartments as "affordable" housing in the Town's quota, is to have a ninety-nine year covenant. In a memorandum from E. Taubman, he suggested that there was no urgency in making the decision. The Commission agreed to put the subject off until more information was made available.

FINANCE.

- April Balance Sheets, Aging Report.

J. Ziegler reported that the March 31 billing accounts had been paid to date. The April 30 billings, just mailed out, had \$5,425 past due for water and \$4,705 past due for sewer. Finance is doing an excellent job.

Changes to Aging/Collection Process, Accounts in Good Standing. *no comments.*

Cost of Filing Municipal Liens. *no comments.*

- Discuss Approval of Charges Applied to Budgeted Expenses.

R. Boucher stated that he had not reviewed a number of charges that had been paid by finance and asked that he sign-off of all charges, for example mowing and legal charges. The Commission agreed.

- Report on Rate Design Meeting, Minimum Customer Charge. D. Simmons reported on the progress from the meetings. The last proposal was for a minimum monthly water charge with one to two thousand gallons usage allowance. At the moment, we are investigating how the calculations would be done within finance's Fundware software program. If a working model seems practical and realistic, trial testing would be the next step.

- Draft FY 2008 Budgets.

The Finance Director, in her absence, sent an e-mail to the Commission asking that the FY 2008 Sewer and Water Budget Hearings be postponed to May 22 so that a thorough budget could be prepared for presentation. The budgets must be posted to the public by May 29, three weeks prior to the June 19 Annual meeting. Also, April's financials would be ready for the next meeting.

MOTION: by A. Cunningham to move the first Budget Hearing meeting to May 22 in order to accommodate the Finance Director's schedule. The motion was seconded, a quorum was present and the vote to move was:

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

The motion carried.

WATER/SEWER PLANTS: MARCH OPERATIONS.

WATER.

D. Simmons reported that the recent nor'easter produced the lowest pressure since BIWC started recording. Sands Pond is significantly higher than it was last month and plans are to talk to Geremia about siphoning off the Pond with a vacuum draw into the new force main; RI Department of Environmental Management's (DEM) concern is introducing silt into the Atlantic Ocean. However, the BIWC will most likely not receive its RIPDES Permit to use the waste line this summer.

The updating of all water services on Chapel Street has been completed. Fire protection of the plant has proceeded to the final design stage. A discussion followed on the health, maintenance and cleaning of the existing production wells. Although there have been discussions to re-hab well #4, the high cost of electrical power and power drop is a foremost operating cost problem. A. Cunningham suggested that well #3, which is located next the plant, is a shallow well which could benefit from deeper drilling.

- Compliance with Water District's Regulations for Installation of Municipal Sprinklers Systems On Properties Serviced by Well Sources.

D. Simmons reported that establishments, with well source water, were shying away from installing sprinklers systems because they would be required to use municipal water for all inside use; two sources of water inside a building are not permitted under current Rules to alleviate cross-connection problems. Although most commercial buildings in the Old Harbor area have already installed sprinklers, the Spring House, Highview and Bellevue are resistant to municipal rates for water use. H. Rice stated that the Water Board had already made an exception for the Eureka's sprinkler system and that he understood that fire codes were being revised.

The Commission agreed to post a Hearing for the next meeting to change the Water District's Rules.

SEWER.

R. Boucher read the plant statistics for April. The application for the Town's Community Block Grant, to complete the service building apartments, was presented to the selection committee; the reported feedback is that the Commission will receive at least part of the available grant money. R. Boucher and C. McGinnes attended the Narragansett Water Pollution Control Association Annual Awards Banquet and received the plaque for "Most Efficient Small Plant".

- Sewer Root Blockage on High Street and West Side Road.

R. Boucher said that M. Ernst had been asked to quote on unblocking the services. A quote of \$6.8K from Boyle & Fogerty had been received. The Commission stipulated that the blockage on High Street must be fixed before the fall, when the final road overlay is put down, since the street must be dug up to install a new saddle. Sewer laterals, from the main collection pipe to the building, are the responsibility of the owner. C. McGinnes reported that the High Street resident was resistant, however, the work can be performed by the Commission and added to the customer's account if need be.

WASTEWATER INSPECTOR'S REPORT.

The May report was received without comment.

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

C. McGinnes reported that J. Geremia met with Sprague Farm this morning. Sprague has subcontracted with Cosco Fencing to install guardrails in the parking lot at \$16,320 no later than May 15. The locations of guardrails and Rosa Rugosa have been changed from the original plans due to the new topography; changes were demonstrated on the original plans. Within one week, all debris will be removed and the remaining lot will be raked, loomed and hydro-seeded.

3. Progress Report Community Development Block Grant.

N. Dodge reported that the Town Council had issued a letter supporting the Sewer Commission's contribution to affordable housing by waiving Town fees. The grant will be on the Council's fall agenda.

4. New Business.

S. McQueeny asked for consideration in the way allocation calculations were performed for new customers. A potential new water customer said that it was cheaper to drill a new well than to pay the allocation (impact) fee. The calculations will be based on past usage and the customer notified.

- Approve Minutes of March 13 and April 10.

MOTION: by A. Cunningham to approve the March 13 and April 10 minutes as submitted with minor changes. The motion was seconded, a quorum was present and the vote to approve was:

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

The motion carried.

- Confidentiality Agreement with J. Ziegler.

C. McGinnes read the two page agreement as prepared by E. Taubman. J. Ziegler reports solely and directly to the NS Sewer Commission and to the NS Water Board, as does its legal Counsel. BI School Administrator M. Gutierrez and the Town Manager's Assistant S. Govern are confidential employees of the two separate political bodies.

MOTION: by R. Migliaccio to authorize C. McGinnes to sign the agreement as presented. The motion was seconded, a quorum was present and the vote to sign was:

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

The motion carried.

The agreement was signed by C. McGinnes and witnessed by R. Migliaccio.

5. Correspondence and Public Comment.

May 4, Letter from Town Council in support of and providing subsidy to the Sewer Commission's affordable housing project.

May 2, Copy of Letter from Town Council to Building Official to waive all permit fees for the Sewer Commission's affordable housing project.

April 30, Letter from E. Taubman to RI Labor Relations Board regarding employees' status.

April 11, Copy of Letter from Town Manager to Offshore Express responding to Request for Bid.

April 9, Copy of Letter from Geremia to White Fire Protection awarding installation of fire pump and sprinkler system for BI Water.

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 6:37 P.M.

Respectfully submitted,

Janet Ziegler

District Clerk

Approved: July 17, 2007