

**TOWN OF JAMESTOWN
BOARD OF
WATER AND SEWER COMMISSIONERS**

Monday, August 18, 2003

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Philomenian Library, Conference Room, 26 North Road at 7:06 PM by Commission President Kenneth G. Littman. The following members were present:

Julio DiGiando
Claire W. Ferguson
Guy Settipane

Also present were:

Steven J. Goslee, Public Works Director
Denise Jennings, Assistant Finance Director/Water and Sewer Clerk

Absent were:

David Long, Vice-President
Maryanne Crawford, CPA, Town Administrator

READING AND APPROVAL OF MINUTES

1) 07/21/03 (Regular meeting)

Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to accept the 07/21/03 minutes. So unanimously voted.

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

Mr. Goslee reported the following:

- Pumping was up slightly for the month of July, compared to last year. July is the peak month for pumping and will start heading down in August.
- Rainfall was slightly below average for the month of July. August appears to be running ahead of schedule.
- Reservoir is at capacity and only down 6”.
- Turbidity (color) is getting better. Color is averaging around 55, which is in the middle. One reason why it is not dropping as quickly is due to the rainfall and lack of sunlight. Sun tends to bleach out the color.
- Transfer pumping-with the reservoir at its current level and the project for bury the pipeline, he anticipates that transfer pumping may not take place this season.

2) **Town project reports**

Town Wells:

Mr. Goslee reported the following:

- JR-1 is online and anticipates shutting down after Labor Day. This will result in electric

energy savings.

- JR-3 is offline for the season and will also result in electric energy savings.
- JR-5-George Gifford has completed the wetlands application for the pilot and it will be forwarded to CRMC this week and that he anticipates a response from CRMC within the next few weeks. The pole has been installed by Narragansett Electric and they will also be transferring the transformers from JR-4 to JR-5.
- JR-6-The RIDOH has approved the use of the well pending the conservation easements from the abutters. The Audubon Society, Property Director is reviewing the draft easement as prepared by Former Solicitor Leach. The Town Administrator has been in contact with the other abutter regarding the conservation easement.

North/South Pipeline:

Mr. Goslee reported the following:

- The bids have been returned. The lowest bidder for the water line installation project was George Sherman Sand and Gravel in the amount of \$186,744.50 and \$9,831 to bury the North Kingstown water line. The highest bidder was Rocchio Corp in the amount of \$280,625 and \$21,750 to bury the North Kingstown water line.
- Recommended that the bid be awarded to George Sherman Sand and Gravel.

Aeration System:

Mr. Goslee reported that the Aeration System is operational and that the color level peaked in July and is currently decreasing marginally.

Beavertail Road water line replacement:

Mr. Goslee reported the following:

- Pipeline installation has been completed out to Clarke's Village Road.
- Anticipate switching people over on Tuesday or Wednesday, when the water quality test results come back.
- Approximately 5 days are needed to complete the project. The project will be completed following the completion of drainage and paving projects for the year.

Filter Evaluation/Treatment Plant:

Mr. Goslee reported the following:

- Filter evaluation is complete. The report from Fay, Spofford and Thorndike has been forwarded to the Commission. Filter run times are currently at 15-20 hours per a day.
- Recommended that Mark Edwards from US Filter be retained again next summer. The program has been very successful.

Mr. Goslee stated that the Filter Evaluation report from Fay, Spofford and Thorndike has some significant recommendations and for budgeting purposes should be discussed at length during the next few water and sewer meetings.

Mr. Goslee also reported the following:

- The bids have been returned. The lowest bidder for the new pumps was Industrial Pump in the amount of \$24,590 and the highest bidder was Hayes Pump in the amount of \$28,240.
- Recommended that the bid be awarded to Industrial Pump.

Transfer Pumping:

Mr. Goslee reported the following:

- No water is currently being transferred to the North Reservoir.
- With the level of the reservoir at its current level and the project to bury the pipeline, Mr. Goslee stated that he anticipates no transfer pumping until the end of the year and that all depends upon rainfall.

Reverse Osmosis Pilot Study:

Mr. Goslee reported that the plant is under production and scheduled for completion in September.

Discussion re: Filter Evaluation Report from Fay, Spofford and Thorndike:

Commissioner DiGiando: Mr. Goslee when do you recommend starting discussion on the Filter Evaluation report by Fay, Spofford and Thorndike report? Mr. Goslee: Generally, we start our review of the budgets following the Town budget. This year I would recommend starting that process in October. Commission President Littman: It may be helpful if we have someone present from Fay, Spofford and Thorndike at that time also. Mr. Goslee: I can arrange that. Commission President Littman: This report is very technical and does not have costs associated and is only general comparisons for different options. Discussion should start in the next few months. Mr. Goslee: October is best for me.

Commissioner Settipane: The goal here is to try and meet our capacity and our highest demand of 450,000 gallons. The report gives us three options in order to do this. The options were as follows:

1. Filter
2. Upgrade membrane
3. New treatment plant with membrane technology

There is a lot to discuss. From what I understand, with some of the chemical treatments you have been able to increase our capacity. With an R/O system coming on-line, what do we expect out of the R/O system as far as the number of gallons that would augment our supply? Would we be better served to have that information after we get on-line, since we are about to get on-line with the system prior to making one of these choices. On these three options, they indicate a significant differential. Should we put this off until such time as we know the following: Is the R/O experiment working? What will we need to augment of water supply? We would then be able to define our needs and will know how much we will need to spend in choosing option 1, 2 and 3. Short discussion ensued regarding the R/O system. Mr. Goslee: I could ask Fay, Spofford and Thorndike to come down when they start the R/O system and to make a presentation about their report.

Commissioner Settipane: What time frame are we looking at and what do you recommend for scheduling? Mr. Goslee: I recommend about one month after the R/O system is up, that they come to make a presentation, which will be in November. Commissioner DiGiando asked Mr. Goslee for clarification on the R/O process and stated that October would be good for him if okay with the remainder of the Commission. Mr. Goslee: Okay.

Commissioner Settipane: I would like to discuss the North/South Pipeline for one moment.

North/South Pipeline:

Commissioner Settipane: It seems as though we are moving much quicker with the North/South Pipeline project than the State is with the Bike Path. In the past, we have discussed joining in with cost with the State regarding the Bike Path. We should maybe try to get a letter of understanding for the cost recoupment. It does not make sense to rip up the road/shoulder twice.

The Commission briefly discussed the \$225,000 grant and the details on how the money could be spent. Mr. Goslee stated that grading and seeding could be put in temporarily. Commission President Littman: What is the States timetable? Commissioner Settiane: The Town should contact the State and try to get an agreement. Commission President Littman: When is the contact for the installation of the pipeline likely to start? Mr. Goslee: It can start as soon as 10 days from the execution of the contract and is scheduled to be complete within 90 days. Commission President Littman: I agree with Commissioner Settiane. We need to have some contact with the State regarding this project and maybe we could coordinate both projects.

Sewer Plant Rehabilitation:

Mr. Goslee reported the following:

- The Pipeline & Manhole Replacement construction project will commence after Labor Day and will continue for approximately six months.
- Bids for the Pump Station Rehabilitation project went out today and are due back by 09/29/03.

The Commission asked for clarification on a few additional items as reported by Mr. Goslee.

Commission Consensus: To discuss item numbers 1 & 2 under **NEW BUSINESS**.

NEW BUSINESS

- 1) Application of Edward N. Holland dba Hammett Court Properties (Plat 9, Lot 183; 2 Hammett Court) for **expansion/change of use**

Commission President Littman asked Mr. Goslee if he had any comments on the application of Edward N. Holland dba Hammett Court Properties (Plat 9, Lot 183; 2 Hammett Court) for expansion/change of use.

Mr. Goslee referred to and read his memorandum to the Commission and then recommended that if the application is approved by the Commission that the approval be subject to the changing of all existing fixtures to meet the current water conservation regulations and that the addition of showers in the future be approved by the board.

Edward N. Holland stated that all fixtures are currently being changed by his Plumber, Alfred Lopes as per the Commissions letter. Commission President Littman instructed Mr. Holland to come back before the Board if showers were to be added to the building. Mr. Holland agreed.

Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to approve the application of Edward N. Holland dba Hammett Court Properties (Plat 9, Lot 183; 2 Hammett Court) for expansion/change of use. Commission President Littman: Need to approve the application subject to changing all existing fixtures.

Motion was made by Commissioner Settiane, seconded by Commissioner Ferguson to amend the motion to approve the application subject to the changing of all existing fixtures to meet the current water conservation regulations and that there be no shower for the workout facility area unless further relief is granted by this board and is subject to the customary fees due under the regulations. Motion as amended, so unanimously voted.

- 2) Application of Barbara Lundy (Plat 9, Lot 23; 36-38 Southwest Avenue) for **expansion/change**

of use

Commission President Littman: Currently there is a single family dwelling on this property, with plans to demolish the existing building and to replace it with a two-story building with a gymnasium on the first floor and an apartment on the second floor. Quentin Anthony, Esq. representing Ms. Lundy agreed with the Commission President Littman that this was his client's intention.

Mr. Goslee referred to and read his memorandum to the Commission and then recommended that if the application is approved by the Commission that the approval be subject to all fixtures to meet the current

water conservation regulations, that a cistern be installed for outside use, that timers be installed on the showers and that if additional showers are to be installed that applicant must come before the board for approval. Mr. Goslee stated that the applicant will be required to pay an additional tie-in fee (\$2000. for

water hookup and \$1,500. for sewer hookup) for the gymnasium.

Following short discussion and clarification of a few items, motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to approve the application of Barbara Lundy (Plat 9, Lot 23; 36-38 Southwest Avenue) for expansion/change of use subject to the installation of fixtures to meet the current water conservation regulations. The motion as stated by Commissioner DiGiando and seconded by Commissioner Ferguson failed. Commissioner Ferguson withdrew her second to the motion.

Motion was made by Commissioner DiGiando, seconded by Commissioner Settipane to approve the application of Barbara Lundy (Plat 9, Lot 23; 36-38 Southwest Avenue) for expansion/change of use subject to the following conditions as recommended by the Public Works Director:

1. Installation of fixtures to meet the current water conservation regulations.
2. Installation of a cistern for outside use.
3. Timers are to be installed on all showers. If the applicant is to add additional showers, she must come before the board for their approval.
4. Customary fees due under the regulations, as stated by the Public Works Director.

Motion so unanimously voted.

LETTERS AND COMMUNICATIONS

(None scheduled)

UNFINISHED BUSINESS

- 1) Letter from Sirje Carl, Executive Director of the Jamestown Housing Authority re: request for **exemption from penalty fee for excess usage** (continued from 07/21/03) Ernest Anthony, Chairman of the Jamestown Housing Authority was present.

Commission President Littman: This penalty fee was adopted along with the change in water rates and the Water Budget as adopted earlier this year. As part of the change in the rates a provision was added that if a customer used over a certain amount of water that they would incur a \$500 penalty. When we were discussing this, I do not think that we envisioned it applying to the Housing Authority property, which has many units. Commissioner Settipane: It was not

our

intent or act to do this and is subject to interpretation on how you would want to apply it. Mr. Goslee: You could multiply 35 units by the minimum and that would be your aggregate, as opposed to the aggregate for one unit. Commissioner Settipane: Yes, perhaps rather than opening the door to a series of individuals coming to this Board, maybe we can adopt a policy that could be drafted by the Public Works Director. Mr. Goslee: This is a residential unit that is on a single meter. We have a couple of large units that are on single meters, such as the Bay Voyage. Commissioner Settipane: What do you recommend, Mr. Goslee? Do we look at these case by case or do we set a policy on how to calculate the usage? Mr. Goslee: The Housing Authority issue is easy. This is basically a multi-residential housing unit as opposed to the Bay Voyage, which is really a hotel type building. Commission President Littman: Could we put in some sort of language regarding exclusion, that is not intended to apply to specific properties such as this? Our intention Mr. Anthony, was not directed at the Housing Authority property. The Commission was looking as some of the big users. Mr. Anthony: We understand. Commission President Littman: We want to make sure that in the future, that this is not interpreted differently. Mr. Goslee: I can get a list together of the large units on single meters. We have three or four cases where we have single meters, this is something we do not allow. Commissioner Settipane: It may be better practice to simply put that type of use in an adopted policy, as opposed to separate exemptions. Mr. Goslee: Mr. Anthony is this considered Section 8 housing? Mr. Anthony: No, this is considered public (elderly) housing. Pemberton Place is considered Section 8-202. Jamestown Village which is not associated with the Jamestown Housing authority is considered public (elderly) housing also. Commission President Littman: Are they on separate meters? Mr. Goslee: Pemberton Place has separate meters, but is billed on one meter. Separate meters were installed to help detect leaks. Commissioner Settipane: It may be worthwhile to have the Public Works Director and maybe the Solicitor review this. As discussed, we are not going to apply this to the Housing Authority. Mr. Goslee: Mr. Anthony is there a federal title for this type of housing? Mr. Anthony: The Pemberton Apartments are called public housing. Mr. Goslee: Is there some sort of code that this falls into? Mr. Anthony: I do not know. I can find out for you. Short discussion ensued regarding the possible wording for the proposed policy.

Commission Consensus: To ask the Public Works Director to work with the Solicitor to draft proposed language (to be added to the regulations) regarding this issue and to continue discussion to the 10/20/03 Water and Sewer Meeting. The Commission President thanked Mr. Anthony for bringing up this issue and Mr. Anthony stated that he would check with Sirje Carl on the specific federal title for the Pemberton Apartments.

2) **Cost estimates for Water Distribution System Improvements To Meet Fire Flow Deficiencies** (continued from 07/21/03)

Mr. Goslee stated that he updated the priorities list as per the recommendations of the Fire Chief and that he had changed the unit costs to represent the changes in pipe size.

Commissioner Settipane: Are these estimates in the amount of \$6,419,250 and with contingency \$9,142,315 correct? Mr. Goslee: Yes, those are the figures from Fay, Spofford and Thorndike. Commission President Littman: This includes the water tower. Mr. Goslee: Yes. Commissioner Settipane: Is this inclusive of everything necessary to improve our fire flow protection or extrapolating out the priority projects. Mr. Goslee: This is everything. If you want to do it all in one project the cost

is

\$6,419,250. If we get item 1 and 2 done this will give us some significant progress. Commissioner Settiane: This clearly is something that needs to go to bonding. These figures are staggering, but necessary for fire flow protection. Can this be done in stages? Commission President Littman: We have always known that we would have to go to bonding. Mr. Goslee: The project can be done in stages. Once we get items 1 and 2 done, we can do the remaining items every year. Short discussion ensued regarding bonding and the coordination of excavation projects with sewer projects.

Commission Consensus: To continue discussion on Cost estimates for Water Distribution System Improvements to the next Town Council Meeting on 08/25/03 for discussion regarding bonding and also to the 10/20/03 Water and Sewer Meeting and to ask the Mr. Goslee to submit his potential plan on 10/20/03 for this project.

3) **Written guidelines regarding extension of service** (continued from 07/21/03)

Mr. Goslee recommended that the following written guidelines regarding extension of service be added between 14A. b and 14A. c of the rules and regulations.

- a. All pipe and materials shall conform to AWWA specifications.
- b. Extensions shall be looped and not allowed for dead ends, if possible.
- c. If no public way is available to loop a line, the line shall be extended to the mid point of the property requesting the extension.
- d. Change 14A. d to reflect \$2000 per unit as above in 14A.
- e. Size of pipe shall be a minimum of 8" or as outlined in the Fay, Spofford and Thorndike report of fire flows, whichever is greater.
- f. Delete paragraph 2 under water mains, relating to cost differences.
- g. Require fire hydrants per the Jamestown Fire Chief, with a hydrant at the end of any dead end.
- h. No recycled pipe or materials are to be used.
- i. All lines are to be chlorinated, flushed, pressure tested and water quality tested before they are put into service.

Following short discussion and clarification of a few items regarding the recommendations of the Public Works Director, motion was made by Commissioner Settiane, seconded by Commission President Littman to ask the Town Solicitor to review the written guidelines regarding extension of service as prepared by the Public Works Director and to continue discussion at the 10/20/03 Water and Sewer Meeting. So unanimously voted.

Valorie Molloy of 70 Columbia Avenue stated that when she built her house she was required to extend the pipe and was told that she would be reimbursed when other properties hooked into the line. She further stated that she could attest to the long-standing policy of the Town. The Commission President thanked Ms. Molloy for here comment and stated that some people are aware of the policy and that are some are not.

4) **Water Restrictions** (continued from 08/12/03)

Discussion ensued regarding the adoption of the Water Restrictions for the Summer of 2003 at a regular meeting of the Town Council on 04/28/03. Commissioner Settiane stated that in the future the restrictions should be addressed at a meeting of the Town Council sitting as the Board of Water and Sewer Commissioners and not at a regular meeting of the Town Council and that maybe this issue should be referred to the Town Solicitor for his opinion. Commission President Littman suggested that a special meeting of the Board of Water and Sewer Commissioners could be held. Motion was made by Commissioner Settiane, seconded by Commission President Littman to ask

the Town Solicitor his opinion on the issue. So unanimously voted.

NEW BUSINESS

1) Application of Edward N. Holland dba Hammett Court Properties (Plat 9, Lot 183; 2 Hammett Court) for **expansion/change of use**

Previously discussed.

2) Application of Barbara Lundy (Plat 9, Lot 23; 36-38 Southwest Avenue) for **expansion/change of use**

Previously discussed.

4) Award bids:

North/South Pond Water Line Installation to George Sherman Sand and Gravel

Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to award the bid for the North/South Pond Water Line Installation to George Sherman Sand and Gravel in the amount of \$186,744.50 and \$9,831 to bury the North Kingstown water line. So unanimously voted.

Pumps for Water Plant to Industrial Pump

Motion was made by Commissioner DiGiando, seconded by Commission President Littman to award the bid for the pumps for the water plant to Industrial Pump in the amount of \$24,590. So unanimously voted.

5) **Drill wells** (per Commissioner Long)

Mr. Goslee reported that the Water Study Committee had recently met and that it was the consensus of the Committee to do additional water drilling behind the Water Treatment Plant. Following short discussion regarding funding for this project and clarification by Mr. Goslee, motion was made by Commissioner Settiane, seconded by Commission President Littman to authorize the Public Works Director, upon recommendation of the Water Study Committee to drill an additional well at a location as recommended near the Water Treatment Plant, with expenses not to exceed \$5,000. So unanimously voted.

BILLS AND PAYROLL

Motion was made by Commissioner Settiane, seconded by Commissioner DiGiando to approve the Water Bills and Payroll. So unanimously voted.

Motion was made by Commissioner Settiane, seconded by Commissioner DiGiando to approve the Sewer Bills and Payroll. So unanimously voted.

TOWN BUSINESS

(None scheduled)

ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner Settiane, seconded by Commissioner Ferguson to adjourn the meeting at 8:45 PM. So unanimously

voted.

Attest:

Denise Jennings
Assistant Finance Director/Water and Sewer Clerk

xc: Commission Members (5)
Town Administrator
Town Solicitor
Public Works Director
Town Clerk