

**TOWN OF JAMESTOWN
TOWN COUNCIL MEETING**
for
TOWN, WATER AND SEWER MATTERS

Monday, September 17, 2012

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:01 PM by President, Michael Schnack. The following members were present:

Robert Bowen, Vice-President
Michael G.White
Ellen Winsor (arrived at 6:03 PM)

Also present were:

Bruce R. Keiser, Town Administrator
Peter D. Ruggiero, Esq., Town Solicitor (arrived at 6:15 PM)
Michael Gray PE, Public Works Director
Christina D. Collins, Finance Director
Denise Jennings, Water and Sewer Clerk

Absent:

William H. Murphy, Commissioner

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) **08/20/12 minutes** (regular meeting)

Motion was made by Commissioner Bowen, seconded by Commissioner White to accept the 08/20/12 (regular) meeting minutes. So unanimously voted.

OPEN FORUM

1) Scheduled requests to address:

(None)

2) Non-Scheduled requests to address:

(None)

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

The Public Works Director reported the following:

- JR-1 well is in service. The reservoir is no longer spilling over.
- Transfer pumping has been suspended due to the level of the reservoir.
- North Reservoir is @ 43MG, usable storage-60MG.
- South Pond is @ 7MG, usable storage-7MG

2) **Town project reports:** (See Project Update Report dated August 2012)

Treatment Plant:

The Public Works Director reported the following:

- The residuals drying bed was reconstructed at the water plant. The concrete walls were in disrepair and were in need of reconstruction. In addition, a new wall was constructed within the tank to create two individual beds to provide efficiencies in the drying process.
- He has provided a copy of the Demand Management Plan that was submitted to the Water Resources Board. The plan is a requirement of water suppliers to establish water efficiency strategies to meet a targeted goal of 65 gallons per capita per day. Jamestown's water use over the past four years is approximately 41 gallons per capita, which is below the targeted goal set by the Water Resources Board and is due to the Town's water conservation programs and low average water use.

Distribution System:

The Public Works Director reported that the Green Lane water main replacement project will recommence on September 17th and that the work includes the connection of all side streets and homes to the new water main that was completed in July.

Following clarification on a few items, motion was made by Commissioner Bowen, seconded by Commissioner White to accept the reports as submitted by the Public Works Director. So unanimously voted.

LETTERS AND COMMUNICATIONS

(None)

UNFINISHED BUSINESS

(None)

NEW BUSINESS

1) Proposed **Water Budget fy 2012/2013** for adoption

The Finance Director stated that no increases are proposed this year for the water budget and that increases will be expected next year.

Administrator Keiser reported the following:

- Water revenue is down for fy 2011/2012 and is due to water usage being down and the Town's water conservation programs.
- Water revenue is down for the proposed fy 2012/2013 budget and is due to the loss in rent on the water tower from Cox Communications.
- The Town has proposed to reduce items on the expense side to keep a 0% increase for the water budget for fy 2012/2013.
- Have also reduced the infrastructure budget from \$70,000 to \$34,000 to keep a 0% increase for the water budget for fy 2012/2013.
- Will request a rate increase for fy 2013/2014.

The Finance Director stated that a full rate study will be conducted this winter. Following clarification of a few items, motion as made by Commissioner Bowen, seconded by Commissioner White to approve the proposed Water Budget for fy 2012/2013, as presented. So unanimously voted.

2) **Proposed Sewer Budget fy 2012/2013** for adoption

The Finance Director stated that a 5.8% increase is proposed for this year for the sewer budget and that additional increases will be expected next year.

Administrator Keiser reported the following:

- The increase in personnel expenses are due to mandatory staffing requirements, specifically on weekends. In the past, water employees would assist with these staffing requirements, but due to cross contamination water employees are no longer able to assist with this staffing issue, which then results in overtime pay.
- The 5.8% will only affect sewer charge usage rates and will not affect sewer debt rates.
- Will request a rate increase for 2013/2014.
- Will request funding to address capital projects, such as slip lining and jet vacuum.

Following clarification of a few items, motion was made by Commissioner Bowen, seconded by Commissioner White to approve the proposed Sewer Budget for fy 2012/2013, as presented. So unanimously voted.

Commissioner Winsor stated that in the future she would prefer to get the proposed Water and Sewer Budgets one month ahead, rather than 3 days prior to the meeting for adoption.

BILLS AND PAYROLL

Following clarification on a few items, Motion was made by Commissioner Bowen, seconded by Commissioner White to approve the Water and Sewer Division Bills and Payroll dated 09/17/12. So unanimously voted.

TOWN BUSINESS

(None)

ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner White, seconded by Commissioner Bowen to adjourn the meeting at 6:33 PM. So unanimously voted.

Attest:

Denise Jennings
Water and Sewer Clerk

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