

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

Monday, September 19, 2011

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 5:35 PM by Commission President Michael Schnack. The following members were present:

Robert Bowen, Vice-President
William H. Murphy
Michael G. White
Ellen Winsor

Also present were:

Bruce R. Keiser, Town Administrator
Wyatt A. Brochu Esq., Town Solicitor
Christina D. Collins, Finance Director
Michael Gray PE Town Engineer/Public Works Director
Denise Jennings, Water and Sewer Clerk

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) **08/15/11 minutes** (regular meeting)

Motion was made by Commissioner White, seconded by Commissioner Murphy to accept the 08/15/11 (regular) meeting minutes. So unanimously voted.

OPEN FORUM

1) Scheduled requests to address:

Richard Allphin of 21 Bonnet View Drive stated that he had a letter on the agenda.

2) Non-Scheduled requests to address:

(None)

REPORT OF TOWN OFFICIALS

1) Pumping Report:

The Public Works Director reported the following:

- o North Reservoir is @ 47 MG, usable storage-60MG.
- o South Pond is @ capacity, usable storage-7MG

2) **Town project reports:** (See Project Update Report dated August 2011)

The Public Works Director reported the following:

- o He had spoken to Don Bunker of FST regarding the recent lead testing results and that Mr. Bunker will review the results and will prepare a report with his recommendations.
- o FST will be conducting a bench top study at the plant to complete the draft of the Corrosion

Control Study.

- During routine maintenance of the filters at the plant, the Town found areas where the new paint was not bonding to the steel and that he was in contact with filter company representatives and GE Process Controls and that they will look into the matter.

The Public Works Director stated that he would keep the Commission informed on these matters.

The Public Works Director further reported that both the Water and Sewer Departments did a great job during the recent storm (Hurricane Irene).

LETTERS AND COMMUNICATIONS

- 1) Letter from **Ronald B. Waldman** of 24 Lincoln Street re: **07/11 Water and Sewer Bill**
The Town Administrator stated that everything was checked out by the Town and that nothing could be found mechanically wrong with the meter and that there is no evidence of an issue. Motion was made by Commissioner Bowen, seconded by Commissioner Murphy to accept the letter from Ronald B. Waldman. So unanimously voted.
- 2) Letter from **Richard Allphin** of 21 Bonnet View Drive re: **Minimum in Advance charge**
Following brief discussion, motion was made by Commissioner Bowen, seconded by Commissioner Murphy to accept the letter from Richard Allphin. So unanimously voted.
- 3) Letter from **Paul Andrews** owner of 55 Blueberry Lane re: Request for **reimbursement of water hook up fee** (\$3,000 paid 11/6/09) for new garage structure located at 55 Blueberry Lane.
The Public Works Director stated that the customer asked for a second hook up for the garage and that is what he received. Commissioner Murphy stated that Mr. Andrews asked for an additional hook up and he got what he asked for and that the Town should not reimburse Mr. Andrews. Motion was made by Commissioner Winsor, seconded by Commissioner White to accept the letter from Paul Andrews. So unanimously voted.
- 4) Letter from **Richard W. Botelho, Sr.** of 64 Howland Avenue re: **Supplemental Sewer Bill**
Richard Botelho of 64 Howland Avenue stated that how this matter came up, was that he was discussing his water and sewer bill with his neighbor and it was determined that his bill was less than his neighbors bill, with similar usage. Mr. Botelho suggested that the neighbor go to the Town Hall, to see why his bill was higher than his. Mr. Botelho further stated that it appears as though the error was made on his bill back when he received a flushing credit and the sewer debt charge was omitted/deleted and was not corrected until his neighbor discussed his own bill with the Town. Commissioner Winsor asked if the error had been corrected. Mr. Botelho stated that it had been corrected on his last bill.

Commission President Schnack stated that one should not be exempt from paying a bill, due to a clerical error.

The Finance Director reported that steps have been implemented, to make sure that this error does not happen again in the future. Commission President Schnack suggested that Mr. Botelho work out a payment plan with the Finance Department. The Commission expressed their apologies. Motion was made by Commissioner Bowen, seconded by Commissioner Murphy to accept the letter from Richard W. Botelho. So unanimously voted.

UNFINISHED BUSINESS

(None)

NEW BUSINESS

1) **Application of Connie Slick (Plat 9, Lot 208; 49 Narragansett Avenue-1st floor office unit) for utility service expansion/change of use (from office unit to residential unit)**

Connie Slick of 49 Narragansett Avenue stated the following:

- She would like to convert the office unit to a one bedroom residential unit.
- This conversion would include the removal of two sinks and adding one shower.
- She believes that her new consumption would be less than or equal to her other residential studio on the first floor; whose consumption is 5,000 gallons per a quarter.

Commissioner Murphy expressed his concerns regarding the availability of water.

The Public Works Director stated that the Planning Department is currently working on the build-out and should have a completed report in approximately one month for the Comprehensive Plan revisions. Brief discussion ensued regarding the water improvements made over the past ten years to the plant, the distribution system and the new tower. The Public Works Director stated that the treatment plant can pump 450,000 gallons in a day, without any problems. The Town Administrator stated that the Town, as part of the Comprehensive Plan is encouraging more apartments to be created. Commissioner Murphy continued to express his concerns regarding the availability of water. The Town Administrator stated that at a minimum, the new treatment plant is giving the Town 15% more supply. The Public Works Director stated that the ten year old Safe Yield Study done by FST reported that the Town had sufficient supply and that the recommended improvements would increase the supply. The Public Works Director further stated that many of these improvements have been made since the Safe Yield Study was done.

Following clarification of a few items, motion was made by Commissioner Winsor, seconded by Commissioner Bowen to approve the application of Connie Slick (Plat 9, Lot 208; 49 Narragansett Avenue-1st floor office unit) for utility service expansion/change of use (from office unit to residential unit). So unanimously voted.

2) **Application of Bridges, Inc. (Plat 9, Lot 183; 2 Hammett Court) for utility service expansion/change of use (expansion from 1 structure, to 2 structures with 5 additional units)**

John A. Murphy, Esq. stated the following:

- That he was present to represent the owner's of the property, Bridges, Inc.
- Bridges, Inc. provides life services to developmentally challenged persons, including residential services.
- The applicant recently purchased the property located at 2 Hammett Court.
- The lot is uniquely zoned. The south side of the lot on Hammett Court is zoned R-8 and the remaining portion of the lot, which fronts Clinton Avenue is zoned CD.
- The applicant proposes to construct a new five unit residential structure to house its developmentally challenged persons on the same lot as the existing commercial structure.
- The applicant proposes to convert the existing commercial structure to an employment training center, where the residents of the proposed new structure will receive training and will also have employment opportunities.
- The applicant has approval from the Planning Department and the Fire Department.

Attorney Murphy referred to the Public Works Directors memorandum dated 09/14/11, specifically Mr. Gray's comment stating that the proposed application is inconsistent with the Rules and Regulations specifically #5 on page 6 which states that "no customer shall supply water to other persons or permit any connection to be made on his premises for supply to other premises". Attorney Murphy stated that the applicant will not be supply water to other persons and that they will only be supplying water to themselves and that the applicant has no objection to installing a separate water line as recommended by the Public Works Director.

The Public Works Director stated that when he wrote the comment in question he was referring the definition of premise. The Public Works Director further stated that the Town is trying to stop connections that continue from one structure to another structure on the same property, with out a water shut off valve between structures.

Michael Darveau of Darveau Land Surveying, Inc. briefly described the layout of the new structure.

Following clarification of a few items, motion was made by Commissioner Bowen, seconded by Commissioner Winsor to approve the application of Bridges, Inc. (Plat 9, Lot 183; 2 Hammett Court) for utility service expansion/change of use (expansion from 1 structure, to 2 structures with 5 additional units).

The motion was amended to approve the application subject to the recommendations of the Public Works Director which include the following:

1. A water shut off is installed between the two structures.
2. The owner must agree that the Town can enter the property to access this shut off at any time, if needed.
3. The applicant must provide plans to the Building Official of the proposed sewer piping through the existing building on Hammett Court for review and approval.

Motion as amended, so unanimously voted.

3) **Proposed Water Budget fy 2011/2012** for adoption

The Finance Director stated that the proposed water budget is straight forward and that there is only a 5% increase on Excess Water. Following clarification of a few items, motion was made by Commissioner Bowen, seconded by Commissioner Murphy to approve the proposed Water Budget fy 2011/2012, as presented. So unanimously voted.

4) **Proposed Sewer Budget fy 2011/2012** for adoption

The Finance Director stated that the proposed sewer budget is also straight forward and that there is only a 5% increase on the Sewer Usage charges and that no increase is proposed for the Sewer Debt charges. Brief discussion ensued regarding the worksheet outlining water and sewer employee's salaries and overtime.

The Public Works Director stated that both treatment facilities run 24/7, with one first shift for all employees and if an alarm goes off or there are other emergency situations employees are required to respond to the treatment facility. Brief discussion ensued regarding the restructuring of employees work schedules. The Town Administrator stated that he is currently reviewing different options with the Finance Director to make the schedules more efficient. Following clarifications of a few items, motion was made by Commissioner Bowen, seconded by Commissioner Murphy to approve the proposed Sewer Budget fy 2011/2012, as presented. So unanimously voted.

5) **Award bid for water piping and fittings** to Warwick Winwater Works for an amount not to exceed \$97,237.

Motion was made by Commissioner Bowen, seconded by Commissioner Murphy to award the bid for water piping and fittings to Warwick Winwater Works as recommended by the Public Works Director in an amount not to exceed \$97,237. So unanimously voted.

BILLS AND PAYROLL

Motion was made by Commissioner Bowen, seconded by Commissioner Murphy to approve the Water Division Bills and Payroll dated 09/19/11. So unanimously voted.

Motion was made by Commissioner Bowen, seconded by Commissioner Murphy to approve the Sewer Division Bills and Payroll dated 09/19/11. 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 6:55 PM. So unanimously voted.

Attest:

Denise Jennings

Water and Sewer Clerk

xc: Commission Members (5)

Town Administrator

Town Solicitor

Public Works Director

Town Clerk