

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

Monday, August 20, 2007

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 7:00 PM by Commission President David Long.

The following members were present:

Vice-President, Julio DiGiando  
William Kelly  
Michael F. Schnack  
Barbara A. Szepatowski

Also present were:

Bruce Keiser, Town Administrator  
Steven J. Goslee, Public Works Director  
Christina D. Collins, Finance Director  
Lisa Bryer, Town Planner  
Denise Jennings, Water and Sewer Clerk

Absent:

Peter D. Ruggiero, Town Solicitor

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

(None scheduled)

**READING AND APPROVAL OF MINUTES**

1) 07/02/07 (public hearing)

Motion was made by Commissioner Schnack, seconded by Commissioner Kelly to accept the 07/02/07 (public hearing) meeting minutes. Motion so voted, 4 in favor; Commissioner DiGiando abstained. Commissioner DiGiando was not present at said meeting.

2) 07/16/07 (regular meeting) and 07/16/07 (executive session)

Motion was made by Commissioner Schnack, seconded by Commissioner Kelly to accept the 07/16/07 (regular meeting) and 07/16/07 (executive session) meeting minutes. Motion so voted, 4 in favor; Commissioner Szepatowski abstained. Commissioner Szepatowski was not present at said meetings.

**OPEN FORUM**

1) Scheduled requests to address:

(None scheduled)

- 2) Non-Scheduled requests to address:  
(None)

### **REPORT OF TOWN OFFICIALS**

The Public Works Director reported the following:

- 1) **Pumping Report:**
    - Pumping was up for the month of July, compared to last year.
    - Rainfall was down for the month of July.
    - Color level has dropped slightly.
    - North Reservoir is down 28 inches and is @ 41MG, usable storage-60MG.
    - South Pond is @ 6MG, usable storage-7MG.
  - 2) **Town project reports:** (See Project Update Report dated July 2007)
  - 3) Status report re: **backflow prevention requirements** (cont. from 07/16/07)
- No action taken.

The Commission asked for clarification on a few items as reported by the Public Works Director

### **LETTERS AND COMMUNICATIONS**

(None)

### **UNFINISHED BUSINESS**

- 1) Application of Frank Henderson (Plat 8, Lot 322; 27 Luther Street)  
for **utility (water and sewer) service expansion/change of use** (cont. from 07/16/07)
  - a) Letter of concern dated 06/02/07 from Roger and Maryjane Lavallee (20 Luther Street) (cont. from 07/16/07)

The Commission briefly discussed continuing this matter to the next Water and Sewer meeting. Commissioner DiGiando suggested that the applicant visit Planning and Zoning prior to Commission approval, as the Commission had suggested last month with the application of Andrea Colognese et Doriana Carella dba Village Hearth Bakery. Motion was made by Commissioner Schnack, seconded by Commissioner Szepatowski to inform the applicant that their application will not be continued to the next Water and Sewer meeting and they must seek approval from Planning and Zoning prior to coming back to the Board of Water and Sewer Commissioners. So unanimously voted.

Commission consensus: To continue discussion regarding mandatory approval from Planning and Zoning prior to coming to the Board of Water and Sewer Commission at the next Water and Sewer meeting on 09/17/07.

- 2) Letter from Michael Casey, Mother of Life Center re: **request for permission to erect an antenna on the water tower for FM frequency** (cont. from 07/16/07)  
Commission President Long reported that the Commission is awaiting a report from the Solicitor regarding magnetic transmission. The Administrator recommended that the application be continued to the next Water and Sewer meeting. Commission consensus: To continue this matter to the next Water and Sewer meeting on 09/17/07.

3) Application of Tutsch, Rosemary (Owner: Linda Brown) (123A Narragansett Ave.; Plat 9, Lot 12) for **utility service expansion/change of use** (cont. from 07/16/07)  
Ms. Tutsch distributed and briefly explained information pertaining to water usage (approximately 3,800 gallons per quarter) for the former spa owned by Crystal Brennan, located at 16 Narragansett Avenue.

Discussion ensued regarding the transfer of usage from a former business to another business and also amending the water regulations to include commercial properties.

Commissioner Szepatowski suggested that the Commission approve the application, lock the applicant into 14,000 gallons per a year and look at the regulations at a later date. Commissioner Schnack suggested that the property be limited as a whole also.

All members of the Commission agreed that the property located at Plat 9, Lot 12; 121/123 Narragansett Avenue needs to be metered separately, specifically three units; three meters.

Following clarification of a few additional items, motion was made by Commissioner Szepatowski, seconded by Commissioner Kelly to approve the application of Tutsch, Rosemary (Owner: Linda Brown) (123A Narragansett Ave.; Plat 9, Lot 12) for utility service expansion/change of use for a hair salon with one sink and two hair stations and that the annual usage for this unit will not exceed 14,000 gallons per year. So unanimously voted.

Motion was made by Commissioner Szepatowski, seconded by Commissioner Kelly that the property located at 121/123 Narragansett Avenue; Plat 9 Lot 12 will be required to be re-metered to include three meters; one meter for each use. The property owner will be required to pay for the meters and not the tie-in fee and that the annual usage for the entire building will not to exceed 56,000 gallons. This work must be completed within 6 months. So unanimously voted.

4) Letter from Alec Broers (32 Mount Hope Avenue-second unit) re: **sewer hook-up fee** (cont. from 07/16/07)

Alec and Mary Broers were present. Mr. Broers reported the following:

- Currently have small house which is approximately 900 square feet and are expanding to 2000 square feet.
- Will have 1 ½ baths in the new addition.
- Connected the addition into the existing sewer line. There is not a new separate sewer line.
- The Town did not install anything and they sent a bill for \$3,000.

Commission President Long asked Public Works Director if he had any comments regarding this matter. The Public Works Director stated that the hook up fee is per a unit and that this addition is considered a separate unit. Mr. Broers stated that it is one building separated by a 6 foot door.

The Public Works Director reported that it was a detached garage previously and that the addition is considered a separate unit under the water regulations. The Public Works Director referred to the rules and regulations, specifically the Section entitled, Definitions. "Premises"-

- (b) Each unit physically separated from other units within a building or structure and having separate washrooms, bathroom and/or kitchen facilities;
- (c) Any structure having washroom, bathroom and/or kitchen facilities

Commissioner Schnack stated that the fee is to pay for improvements to the sewer system. Commissioner Szepatowski stated that back in June the Commission asked the Solicitor to review the appeal process and suggested that the Commission ask for the status of his review and further suggested that the Commission ask the Building Official for his response regarding the definition of a separate unit. Discussion ensued regarding the definition of a separate unit.

Mr. Broers stated the following:

- He has a new separate water line for the addition.
- He would have been perfectly fine with one water meter and one line.
- The Town stated that he could not connect addition to the original line, due to the depth of his line and told him that a separate line must be installed.

The Public Works Director stated that Building Official's definition of separate unit may be different than the water rules and regulations. The Town Administrator stated that there is confusion and/a difference between the zoning regulations and the water regulations. The Town Administrator stated that it would be worth while to review the plans and have a building inspection to determine the situation. The Town Administrator stated that he would do additional research over the next month. Commission consensus: To continue this matter to the next Water and Sewer meeting on 09/17/07.

5) Review of **Town Office site (44 Southwest Avenue)** for future disposition. (*per Councilor Kelly*) (cont. 07/16/07)

Administrator Keiser stated that he had reported on this matter at the last Town Council meeting held on 08/14/07. Lisa Bryer, Town Planner reported the following:

- Church Community Housing is waiting for their engineer's report and wetlands assessment.
- The Engineer's report and wetlands assessment should be completed in approximately two weeks.
- Following receipt of the reports, Church Community Housing would like to meet with the Town Council in executive session to discuss acquisition.

Following clarification of a few items, it was the consensus of the commission to continue this matter to the next Water and Sewer meeting on 09/17/07.

### **NEW BUSINESS**

1) Proposed **Water Budget fy 2007/2008** for adoption

Administrator Keiser reported the following:

- Water revenues have declined over the past few years due to lower water usage, which is a substantial fall out due to conservation practices set by the Town.
- The increases in the proposed budget are moderate and that the larger issue is the debt service for the water improvements.
- The fixed expenses are fairly static.
- The Finance Department is proposing to increase the Minimum in Advance charges by 15% and the Excess Water rates by 23%.

Christina Collins, Finance Director reported that this change would be the first phase of a plan submitted by B&E Consulting, entitled the General Rate Study.

Commission President Long reported that B&E Consulting has been working with the Town for several years regarding this matter. The Finance Director further reported that this year's budget includes \$91,000 for debt service and that in the following years this amount will increase.

Commissioner DiGiando asked for clarification regarding the \$40,000 listed for a new vehicle. The Public Works Director stated that this money will be used to replace a truck that is now inoperable.

Following clarification of a few additional items, Commission President Long recommended that the Commission support both the Water Budget fy 2007/2008 and the Sewer Budget fy 2007/2008, as presented.

Motion was made by Commissioner DiGiando, seconded by Commissioner Szepatowski to approve the Water Budget fy 2007/2008, as presented. So unanimously voted.

2) Proposed **Sewer Budget fy 2007/2008** for adoption

Motion was made by Commissioner Schnack, seconded by Commissioner Szepatowski to approve the Sewer Budget fy 2007/2008, as presented. So unanimously voted.

Motion was made by Commissioner Schnack, seconded by Commissioner Szepatowski to approve the Water and Sewer rates, as proposed. So unanimously voted.

Administrator Keiser briefly outlined the changes in the proposed Sewer Budget for fy 2007/2008. The Finance Director stated that the decline in water usage also affects sewer revenue, which has also decreased over the past few years.

### **BILLS AND PAYROLL**

Motion was made by Commissioner DiGiando, seconded by Commissioner Szepatowski, to approve the Water Division Bills and Payroll. So unanimously voted. Motion was made by Commissioner Schnack, seconded by Commissioner Szepatowski to approve the Sewer Bills and Payroll. So unanimously voted.

#### **Water restrictions and regulations:**

The Commission briefly discussed the water restrictions and when to discuss them further. Commission President Long stated that it was previously discussed and decided that the annual water restrictions (June 1<sup>st</sup> through October 31<sup>st</sup>) would be placed on the May 2008 Water and Sewer meeting agenda, prior to them going in effect on June 1, 2008.

Commissioner Kelly suggested having a work session later this fall to discuss the water restrictions, so that any changes made would be in place prior to June 1<sup>st</sup>. Administrator Keiser suggested that the Commission discuss the water regulations as a whole later this fall. Commission President Long recommended that the Commission conduct two separate work sessions; one pertaining to the restrictions and one pertaining to the general regulations.

### **TOWN BUSINESS**

1) Award of the lease for **4 Grinnell Street** to Pierre and Michelle Pages

Motion was made by Commissioner Szepatowski, seconded by Commission President Long to award the lease for the Town owned property located at 4 Grinnell Street to Pierre and Michelle Pages for a period of two years. So unanimously voted.

### **ADJOURNMENT**

There being no further business before the Commission, motion was made by Commissioner Kelly,

seconded by Commissioner Schnack to adjourn the meeting at 8:26 PM. So unanimously voted.

Attest:

Denise Jennings  
Water and Sewer Clerk

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