

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

Monday, May 17, 2004

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 7:05 PM by Commission President Kenneth G. Littman.

The following members were present:

Julio DiGiando
Claire W. Ferguson
Guy Settipane

Also present were:

Maryanne Crawford, CPA, Town Administrator
Steven J. Goslee, Public Works Director
Christina D. Collins, Finance Director
J. William W. Harsch, Esq., Town Solicitor
Denise Jennings, Water and Sewer Clerk

Absent:

David Long, Vice-President

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS:

- 1) Presentation by Dr. William R. Gordon, Jr. Dept. of Community Planning, URI re: Proposed Memorandum of Cooperation with the Town of Jamestown
 - a) Conduct a study of citizens water-use trends
 - b) Design implementation measures for rainwater management of selected town approved sites and/or neighborhoods.

Dr. Gordon was not present. Commission consensus: To continue this matter to the next Water and Sewer meeting on 06/21/04.

READING AND APPROVAL OF MINUTES

1) 03/15/04 (regular meeting) (continued from 04/19/04)
Commissioner Settipane stated that the detail added by the Clerk pertaining to the presentation made by Dr. 's Barosh and Frohlich was acceptable. Motion was made by Commissioner DiGiando, seconded by Commissioner Settipane to accept the 03/15/04 (regular meeting) minutes. So unanimously voted.

2) 04/19/04 (regular meeting)
Commissioner Settipane referred to Page 5 of the 04/19/04 meeting minutes, specifically the paragraph just prior to him stepping away from the Commission table at 8:21 PM.

Commissioner Settipane stated that the minutes did not reflect a question that he asked the Solicitor

regarding it being appropriate for himself to discuss the matter regarding the approval of the Professional Services Agreements with Vollmer Associates, LLP and that the Solicitor stated that it would be appropriate for Commissioner Setticone to be involved in the discussion regarding the approval of the Services Agreements, but that Commissioner Setticone thought that it was best that he recuse himself. Motion was made Commissioner Setticone, seconded by Commissioner Ferguson to accept the minutes as amended to reflect the reference made by Commissioner Setticone. So unanimously voted.

REPORT OF TOWN OFFICIALS

1) Pumping Report:

Mr. Goslee reported the following:

- Pumping was down for the month of April, compared to last year.
- Rainfall was up for the month of April, but down for May.
- North Reservoir is @ capacity, through transfer pumping.
- South Pond is @ capacity.
- Color level has increased, due to heavy rainfall.

2) Town project reports

Town Wells:

Mr. Goslee reported the following:

- JR1 is back online. Mr. Goslee reported that there were new reporting requirements pertaining to metering. Mr. Goslee stated that metering is something the Town already does.
- JR3 will go online soon. Mr. Goslee stated that the location of wells is vague, due to security reasons.
- JR5 is the well being used for the RO Pilot. Mr. Goslee reported the yield of the well may be improved with chemical purging to oxidize the iron and that well redevelopment is a routine maintenance item for wells that are high in iron and manganese.

North/South Pipeline:

Mr. Goslee reported the following:

- The pipe portion of the project is complete.
- The engineering drawings and specifications are complete.
- Due to budget constraints for fy 04/05, funding for the costs related to the completion of the project will be deferred until next budget year.

Ms. Crawford stated that she would have a status report on the grant at the next Water and Sewer meeting on 06/21/04.

Aeration System:

Mr. Goslee reported that the system has been placed back online. Mr. Goslee stated that the color level is climbing due to heavy rain levels in April and should peak in the next few months.

Beavertail Road water line replacement:

Mr. Goslee reported the following:

- The pipe installation is complete and 2 new hydrants have been added.
- Need to conduct pressure test and chlorination of new line.
- Need to switch over a few water services.

Treatment Plant:

Mr. Goslee reported that the Town is in its fourth month for the new testing protocols. Mr. Goslee

briefly described the monthly testing results, filter performance and current disinfection process. Mr. Goslee briefly described the disinfection process used in Washington, DC and stated that this may be an option that the Town could look at in the future.

Reverse Osmosis Pilot Study:

Mr. Goslee reported the following:

- The RO Pilot Study is complete.
- Fay, Spofford and Thorndike will be present at the 06/21/04 Water and Sewer meeting to make a presentation on the final report.

Distribution System:

Mr. Goslee reported that the Water Department is currently installing seasonal meters and repairing old steel services that have been disturbed and in conflict with the sewer project.

Transfer Pumping:

Mr. Goslee reported that transfer pumping has begun and will continue until the end of June or as late as early July.

Sewer Plant Rehabilitation:

No action taken.

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

Lead Testing:

Commissioner DiGiando asked the Public Works Director for clarification regarding the process taken by the Town for lead testing. Mr. Goslee briefly described the requirements and the steps taken by the Town.

Toilet Retrofit Program:

The Commission President stated that the Toilet Retrofit Programs ends today May 17th. The Town Administrator stated that she would have a report for the next Water and Sewer meeting on 06/21/04 as to the status of this program.

LETTERS AND COMMUNICATIONS

(None scheduled)

UNFINISHED BUSINESS

(None scheduled)

NEW BUSINESS

Commission consensus: To discuss item # 4 under New Business.

4) Application of Catherine A. Goode-DeVellis (Plat 8, Lot 86; 27 North Road) for **expansion/change of use.** (cont. from 04/19/04)

Attorney Kenneth L. Bond briefly outlined his calculations for the anticipated usage for the application of Catherine A. Goode-DeVellis for the expansion/change of use, for property located at 27 North

Road. Commission President Littman asked for clarification regarding the current use of the property. Ms. DeVellis stated that it is currently used as an office and that she would like to expand to two offices and one unit for the purpose of a massage therapy business.

Commission President Littman asked the Public Works Director if he had any comments regarding the application. Mr. Goslee stated that the calculations submitted by Attorney Bond, are satisfactory and all appears to be consistent with the regulations.

Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to approve the application of Catherine A. Goode-DeVellis (Plat 8, Lot 86; 27 North Road) for **expansion/change of use**. So unanimously voted.

a) Letter dated 04/26/04 from Attorney Kenneth L. Bond re: calculations for anticipated usage Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to accept the communication from Attorney Kenneth L. Bond regarding calculations for anticipated usage for the application of Catherine A. Goode-DeVellis. So unanimously voted.

1) **Rate Study** (cont. from 04/19/04)

Discussion pending report from Fay, Spofford and Thorndike

Ms. Crawford reported that the final figures have just been completed by Fay, Spofford and Thorndike and that she will forward them to Bacon and Edge for the completion of the Rate Study Report. Commission Consensus: To continue this matter to the next Water and Sewer meeting on 06/21/04.

2) **Water Budget** fy 2004/2005 (cont. from 04/19/04)

The Town Administrator briefly described the budgets as presented. The Public Works Director gave a short presentation on the Pilot Study as listed in the proposed Capital Budget in the amount of \$100,000. The Town Administrator briefly outlined the proposed schedule for the new Membrane Filtration Treatment Plant and it's funding. Discussion followed.

3) **Sewer Budget** fy 2004/2005 (cont. from 04/19/04)

Commissioner President Littman stated that the large increase in the proposed Sewer Budget is due to re-payment of the sewer bond for the Sewer Rehabilitation Project. The Commission briefly discussed that operating debt. The Town Administrator reported that re-payment of the debt for the Sewer Rehabilitation Project starts approximately one year from the proposed completion date of the project, which was December 2003 and re-payment begins September 2004. The Town Administrator further reported that 10% of the debt due, would be in the form of a flat rate charged to all sewer users, with the remaining 90% of the debt based on usage, also charged to all sewer users. Discussion followed.

Commissioner Settupane asked for clarification regarding a legal fee line item on the Sewer Budget. The Town Administrator reported that historically, all legal fees are part of the General Fund. Commissioner Settupane stated that he would like to add a line item on the Sewer Budget to include legal fees. Discussion ensued regarding legal fees.

Following clarification of a few additional items, motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to approve the Water and Sewer Budgets fy 2004/2005 as presented by the Town Administrator.

Motion was made by Commissioner Settupane, seconded by the Commission President Littman to amend the main motion to add a contingency fund to the Sewer Budget in the amount of \$3000 for litigation/legal services.

Commissioner Settipane stated that he couldn't approve the Sewer Budget without legal fees included and that he also couldn't support the sewer rate structure as presented. Commission President Littman stated that he thought that it may be appropriate to add legal fees to the Sewer Budget. Commissioner Ferguson stated that the Solicitor had previously reported that if there were no Town Council matters on the Water and Sewer agenda, he would generally not be present at the meeting. Commissioner Ferguson further stated that she was not in favor of adding this item to the budget.

A vote was taken on the amended motion as follows:

Commissioners Settipane and Littman in favor; Commissioners Ferguson and DiGiando opposed. Motion failed.

A vote was taken on the main motion to approve to the Water and Sewer Budgets fy 2004/2005 as presented by the Town Administrator. Motion so voted, 3 in favor; Commissioner Settipane opposed.

Commissioner Settipane asked for clarification regarding the Rental Income line item in the Water Budget. The Town Administrator gave a brief explanation on the history of this item.

4) Application of Catherine A. Goode-DeVellis (Plat 8, Lot 86; 27 North Road) for **expansion/change of use.** (cont. from 04/19/04)

a) Letter dated 04/26/04 from Attorney Kenneth L. Bond re: calculations for anticipated usage Previously discussed.

BILLS AND PAYROLL

Commissioner Settipane asked if there were a line item for labor distribution. The Town Administrator distributed a detail list of the charge backs to date and briefly described the steps taken already by the staff to allocate these charges. Commissioner Settipane stated that he would like a line item on Bills and Payroll to identify these costs. The Town Administrator stated that this line item would be included on the future. Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson to approve the Water Bills and Payroll. So unanimously voted.

Commissioner Settipane asked if there were a line item for legal fees. The Town Administrator stated that there was not. Motion was made by Commissioner DiGiando, seconded by Commissioner Ferguson 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 Ferguson, seconded by Commissioner DiGiando to adjourn the regular meeting at 9:17 PM. So unanimously voted.

Attest:

Denise Jennings
Water and Sewer Clerk

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