

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

Monday, November 17, 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 7:01 PM by Commission President Kenneth G. Littman. The following members were present:

Julio DiGiando  
Guy Settipane

Also present were:

Maryanne Crawford, CPA, Town Administrator  
Carly B. Iafrate, Assistant Town Solicitor  
Steven J. Goslee, Public Works Director  
Denise Jennings, Assistant Finance Director/Water and Sewer Clerk

Absent were:

Commission Vice-President David Long  
Commissioner Claire W. Ferguson

**READING AND APPROVAL OF MINUTES**

1) 10/20/03 (Regular meeting)

Motion was made by Commissioner DiGiando, seconded by Commissioner Settipane to accept the 10/20/03 (regular meeting) minutes. So unanimously voted.

**REPORT OF TOWN OFFICIALS**

1) **Pumping Report:**

Mr. Goslee reported the following:

- Pumping was down slightly for the month of October and is consistent with the last few months.
- Rainfall was up for the month October.
- Reservoir is at historically high levels.
- The color level continues to decrease.

2) **Town project reports**

**Town Wells:**

Mr. Goslee reported that all wells were off line for the season.

**North/South Pipeline:**

Mr. Goslee reported the following:

- The project is complete.
- Sherman Sand and Gravel did a great job.
- Sherman Sand and Gravel completed the project earlier than expected and costs should be down, especially costs associated with police overtime.

Ms. Crawford reported that the final bill would be available for the next meeting on 12/15/03.

**Aeration System:**

No action taken.

**Beavertail Road water line replacement:**

Mr. Goslee reported that work will continue on this project as time permits this winter.

**Reverse Osmosis Pilot Study:**

Mr. Goslee reported that the pilot plant has been up and running for approximately two weeks and that it will continue running for approximately two months. Chris Yannoni from Fay, Spofford stated that he should have something to report in January.

**Sewer Plant Rehabilitation:**

No action taken.

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

**LETTERS AND COMMUNICATIONS**

(None scheduled)

**UNFINISHED BUSINESS**

1) **Filter Evaluation Report** from Fay, Spofford and Thorndike (continued from 10/20/03)

a) Presentation by Fay, Spofford and Thorndike

Christopher C. Yannoni, P.E. of Fay, Spofford and Thorndike briefly outlined his Filter Evaluation Report dated 08/14/03 on Process Optimization at the Water Treatment Plant. Discussion followed. The Commission asked for clarification on several items as reported by Mr. Yannoni. Mr. Yannoni stated that he would supply a cost analysis to the Commission for the next water and sewer meeting on 12/15/03.

2) **Penalty Fee** (continued from 10/20/03)

Ms. Crawford reported that she had received some information from Sirje Carl the Executive Director of the Jamestown Housing Authority regarding the type of federal housing for the Pemberton Apartments and that she had forwarded the information to the Town Solicitor for his review. Ms. Crawford stated that she would forward the information to the Commission prior to the next water and sewer meeting. Commission consensus: To continue this issue to the next water and sewer meeting on 12/15/03.

3) **Water Distribution System Improvements to Meet Fire Flow Deficiencies** (continued from 10/20/03)

a) Plan for coordinating funding and projects

Ms. Crawford reported the following:

- o Coordination can be done with sewer projects.
- o Low interest funding can be obtained.
- o Following the General Fund budget process, Ms. Crawford will make projections on projects for the water and sewer budget process.
- o The water and sewer budget process will start late winter, early spring 2004.
- o Following the review of the water and sewer budget process, Ms. Crawford will then try to get bonding.

4) Written **guidelines regarding extension of service** (continued from 10/10/03)

Ms. Crawford reported that the Assistant Town Solicitor is reviewing this issue and will have a report at the next water and sewer meeting. Commission consensus: To continue this issue to the next water and sewer meeting on 12/15/03.

5) **Retrofit Financial Incentive Program** (continued from 10/20/03)

- a) Eligibility requirements-specifically the requirement that an owner must be a registered voter of the Town of Jamestown.

Ms. Crawford stated that an owner must be a registered voter to vote at a Financial Town Meeting and that she recalls that the same logic was used for this eligibility requirement. Commissioner Settupane stated that this requirement is unacceptable and should be further reviewed by the Commission. Commissioner DiGiando asked how a change could be made to amend the eligibility requirements. Ms. Crawford stated that it could be done by a policy change. Commission President Littman suggested that due to the absence of Commissioners Ferguson and Long, that action be taken on this issue at the next water and sewer meeting on 12/15/03. Commission consensus: To discuss this issue at the next water and sewer meeting on 12/15/03.

6) Award bid for **Pump Station Rehabilitation Project** (continued from 11/10/03 Town Council meeting)

Ms. Crawford reported that the bids came in higher than anticipated and that the Town has 3 options to consider.

- 1) To negotiate with a bidder.
- 2) To review specifications to see if all is needed and if they could be amended.
- 3) To re-bid the project.

Ms. Crawford further reported that she will be meeting with Siegmund and Associates to discuss these options and that she would report back to the Commission at the water and sewer meeting on 12/15/03. Commission consensus: To continue discussion on this issue to the next water and sewer meeting on 12/15/03.

**NEW BUSINESS**

1) Application of Marilyn Munger (Owner) and Daniel Connelly dba Baskin Robbins/Dunkin Donuts (Plat 9, Lot 791-D; 3 Ferry Wharf) for **expansion/change of use**.

Daniel Connelly dba Baskin Robbins/Dunkin Donuts stated that the spreadsheet that he had submitted with his application regarding proposed usage was on the conservative side and is based on being open full-time year round. Commission President Littman asked for clarification regarding the additional space to be used for the expansion. Mr. Connelly stated that the current unit space is 800 square feet and that he would be adding 200-300 additional square feet.

Mr. Goslee reported that the applicants request all appears to be in line with the rules and regulations.

Mr. Goslee stated that the usage for the dishwasher appears to be high. Mr. Connelly stated that since the application was submitted and a discussion with the Public Works Director, he has decided to replace the dishwasher with a Water Miser unit. Following short discussion, motion was made by Commissioner Settupane, seconded by Commission President Littman to approve the application of Marilyn Munger (Owner) and Daniel Connelly dba Baskin Robbins/Dunkin Donuts (Plat 9, Lot 791-D; 3 Ferry Wharf) for expansion/change of use as requested by the applicant, in accordance to the

application as submitted and subject to the usual fees. So unanimously voted.

### **BILLS AND PAYROLL**

Following clarification of a few items, motion was made by Commission President Littman, seconded by Commissioner Settipane to approve the Water Bills and Payroll. So unanimously voted.

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

### **TOWN BUSINESS**

1) Copy of memorandum from Councilor Settipane to Cathy Kaiser, Chairperson, Jamestown School Committee re: Town and School Budget

Ms. Crawford reported that she would be meeting with Kathy Sipala, School Superintendent and Cathy Kaiser, School Committee Chairperson on 11/24/03 at 4:00 PM. Commissioner Settipane stated that he would like to attend also. Short discussion followed. Commission consensus: Commissioner Settipane is to attend the meeting on 11/24/03 with the Administrator, Superintendent and the Chairperson.

### **ADJOURNMENT**

There being no further business before the Commission, motion was made by Commission President Littman, seconded by Commissioner Settipane to adjourn the meeting at 8:05 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