

As amended 05/21/03

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

Monday, April 21, 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 7:30 PM by Commission Vice-President David Swain. The following members were present:

Kenneth G. Littman
David Long
Norma Willis
Guy Settipane, President (*arrived @ 7:32 PM*)

Also present were:

Maryanne Crawford, CPA, Town Administrator
Denise Jennings, Assistant Finance Director/Water and Sewer Clerk

Absent were:

Steven J. Goslee, Public Works Director
Douglas DiSimone, Esq., Town Solicitor

Commission Consensus: To discuss Sewer Rehabilitation under Town project reports, prior to the reading and approval of the minutes.

Commissioner Swain: In Mr. Siegmund's monthly report there appears to be some sort of action required regarding SCADA design. Ms. Crawford reported that she and the Public Works Director are currently reviewing this matter with Mr. Siegmund. Short discussion followed.

READING AND APPROVAL OF MINUTES

1) 03/17/03 (regular meeting)

Following clarification of a few items, motion was made by Commissioner Willis, seconded by Commissioner Littman to accept the minutes of 03/17/03. Motion so voted, 4 in favor; Commissioner Long abstained. Commissioner Long was absent at said meeting.

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

Ms. Crawford stated that due to a last minute issue, Mr. Goslee would not be able to attend this evenings meeting.

Ms. Crawford reported the following:

- Pumping was up slightly for the month of March compared to last year and is down slightly from February.
- Rainfall for the month was high.
- Reservoir is at capacity.
- Transfer pumping is not being done at this time and do not anticipate any further pumping until the fall.

2) Town project reports

Town Wells:

Ms. Crawford reported the following:

- JR-1 will be back on line the first week of May.
- JR-3 will be back on line the third week of May.
- JR-4 is not in use.
- JR-5-George Gifford is preparing the CRMC wetland application for a pump test and monitoring well installation. RIDOH has approved the use of the well for the test and Narragansett Electric is in the process of installing the electrical service.
- JR-6-The RIDOH has approved the use of the well pending conservation easements on abutters within a 200' radius. The Solicitor has prepared a draft of the easement. The abutters will be contacted within the next week. CRMC has approved the well for use into the existing treatment plant, electrical service and piping are complete and the well is operational.

North/South Pipeline:

Ms. Crawford reported the following:

- Budget has been approved.
- The project schedule is right on target.
- Bid specifications will go out late spring, early summer.
- Work will begin in the fall.

Aeration System:

Ms. Crawford reported that the Aeration System is operational and that Dr. Kortman will be on site at the end of May to review the system.

Beavertail Road water line replacement:

Ms. Crawford reported the following:

- That the project is 40% complete.
- Work has stopped due to the high ground water table.
- Work will resume when the conditions improve.

Membrane Filtration Pilot Plant:

Ms. Crawford reported that two bids had been received. The bids received were as follows:

- James J. Geremia & Associates, Inc. in the amount of \$26,700
- Fay, Spofford & Thorndike, Inc. in the amount of \$19,500

Expansion of South Pond:

No action taken.

Sewer Plant Rehabilitation:

Previously discussed.

The Commission asked for clarification on a few items as reported by Ms. Crawford. The Commission President commended the Public Works Director for his report entitled "Jamestown Water Department-A prospective".

Commission Consensus: To discuss item #2 under New Business-Award bid for Membrane Filtration RFP.

Commission President Settipane asked the Administrator if she had a recommendation.

Ms. Crawford stated that the Public Works Director has reviewed the bids and has recommended that the bid be awarded to Fay, Spofford & Thordike, Inc.

Commissioner Long: It was Mr. Geremia that came to the Water Study Committee and made a great presentation and it is what sent us in the direction that we are moving in. At least three of us here, were very anxious to work with him. We received these proposals and not only is there a substantial difference in the amount, but FST has a lot of experience with Ionics. FST has worked with the Town of Jamestown over the past several years and has sent us in the direction that we have

recently gone in and has had a great track record. I would like to go with FST as recommended by the Administrator and the Public Works Director.

Commissioner Swain: I am a little concerned about the difference. I am not quite sure if apples to apples are being compared here. I do not disagree that Ionics has a long history here. If memory serves me, it was FST that came in with some very high forecast of numbers on what membrane technology would cost. There may be some explanation why the numbers are so different, but we can not substantiate it. It is a small project, why the difference?

Commissioner Littman: In some of these requests in the past, we have had the opportunity to interview the people to answer the questions. I have not seen the presentation by Mr. Geremia, so

I do not have anything to contrast it to. If there is a reason for the difference, it is hard to determine. We have dealt with FST over the past several years and they are very qualified.

Commissioner Willis: Geremia is much higher and as Commissioner Swain is, I am very puzzled as to why the difference.

Short review and discussion on each of the bids followed.

Commission President Settipane stated that he would be in favor of FST. The Commission asked the Administrator for clarification regarding the costs associated with rental and housing of equipment, wiring and labor. Ms. Crawford stated that rental and housing of the equipment, wiring and labor were not included in the specifications and will be done by the Town. The Commission President stated that the bids may need to be reviewed by the Solicitor. Ms. Crawford stated that it

was her understanding, that when the Town receives a bid they can negotiate with the three lowest bidders and that they can conduct interviews. Following short discussion, motion was made by Commissioner Swain, seconded by Commissioner Willis to ask the Administrator to set up interviews with the two bidders on 04/28/03 prior to the regular Town Council meeting at 6:00 PM

and 6:30 PM. So unanimously voted.

Motion was made by Commissioner Swain, seconded by Commissioner Willis to continue the award of the bid for Membrane Filtration RFP to the Town Council meeting on 04/28/03. So unanimously voted.

LETTERS AND COMMUNICATIONS

(None scheduled)

UNFINISHED BUSINESS

1) Review next step for **desalination plan** (continued from 03/17/03)
Previously discussed under Membrane Filtration Pilot Plant. Commission consensus: To continue this item to the next meeting on 05/19/03.

2) Review **rate schedule**-specifically Town of Jamestown vs. Block Island (continued from 03/17/03)
Commission consensus: To discuss this item jointly with the Water Budget fy 2003/2004.

3) **Water Budget** fy 2003/2004 (continued from 03/17/03)
Commission President Settupane: Our infrastructure needs, need to be addressed. At the last meeting, we asked the Administrator to come up with additional options to address these needs.

Ms. Crawford reported that she has submitted three options for the Commissions review. Ms. Crawford further reported that Option A is similar to the budget presented on 03/17/03. Options B and C have an increase in rates with concentration on the high users and also includes a one-time penalty charge of \$500 for those users who exceed 150,000 gallons per a year. Ms. Crawford stated that she still recommends that \$5000 be budgeted to conduct a rate structure study. Discussion ensued regarding the three options presented by the Administrator; Commission President Settupane asked the Administrator which option she recommended. Following brief review by the Administrator, Option B was recommended. Discussion followed.

Following clarification of a few additional items, motion was made by Commissioner Swain, seconded by Commission President Settupane to approve the Water Budget fy 2003/2004 specifically Option B as recommended by the Administrator and to request that the line item in the Capital Improvements budget and entitled "Set aside for Capital projects" in the amount of \$16,500 be broken out as a line item on the main budget. So unanimously voted.

NEW BUSINESS

- 1) Applications of Eric and Sue Simonsen (Plat 9, Lot 349; 86 Highland Drive)
 - a) Application for water extension
 - b) Application for water service connection

Ms. Crawford stated that the applications are incomplete and requested that the Commission continue the applications to the next meeting on 05/19/03. Motion was made by Commissioner Littman, seconded by Commissioner Long to continue the applications of Eric and Sue Simonsen (Plat 9, Lot 349; 86 Highland Drive) as requested by the Administrator. So unanimously voted.

2) Award bid for Membrane Filtration RFP
Previously discussed.

BILLS AND PAYROLL

Commissioner Willis asked Ms. Crawford for clarification regarding labor/equipment expenses charged to the Water Department, specifically the North/South Pipeline project and the Beavertail water line project. Ms. Crawford stated that information regarding the North/South Pipeline project was provided to the Commission in the amount of \$16,667 last year. Commissioner Willis stated that she must have missed it. Ms. Crawford further stated that \$4391.10 was listed for the Beavertail water line project in this months water bills and payroll. Ms. Crawford stated that she would provide the detail to the Commission at the meeting on 04/28/03.

Motion was made by Commissioner President Settiane, seconded by Commissioner Swain to approve the Water Bills and Payroll. So unanimously voted.

Motion was made by Commissioner Swain, seconded by Commissioner Long to approve the Sewer Bills and Payroll. So unanimously voted.

TOWN BUSINESS

(None scheduled)

ADJOURNMENT

The Commission President Settiane announced that all were invited by the Quononquott Garden Club to attend the Arbor Day Ceremony on Friday, 04/25/03 at the Pemberton Apartment grounds at 11:45 AM.

There being no further business before the Commission, motion was made by Commissioner Willis, seconded by Commissioner Littman to adjourn the meeting at 8:45 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