

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

Monday, June 17, 2002

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 Guy Settipane. The following members were present:

David Swain, Vice-President
David Long
Norma Willis

Also present were:

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

Absent at roll call: Commissioner Kenneth G. Littman

Absent: Douglas DiSimone, Esq., Town Solicitor

READING AND APPROVAL OF MINUTES

1) 05/20/02 (regular meeting)

Motion was made by Commission President Settipane, seconded by Commissioner Swain to accept the minutes of 05/20/02, specifically page 1 through the end of discussion pertaining to the Sewer Plant Rehabilitation-Report of Siegmund & Associates, page 8. So unanimously voted.

Motion was made by Commissioner Swain, seconded by Commissioner Long to accept the remainder of the minutes of 05/20/02, specifically page 8 starting with Reading and Approval of Minutes through the end of page 9. Motion so voted, 3 in favor; Council President Settipane abstained. Commission President Settipane was absent for this portion of the meeting.

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

Mr. Goslee reported that pumping was average for the month, rainfall was above average and that the reservoir is at capacity. The Commission asked Mr. Goslee for clarification on the new transfer pumping chart.

2) **Town project reports** (see attached written report)

North/South pipeline:

Mr. Goslee reported that the engineering plans and survey have been completed and that the smaller pump is operating and is transferring at 130,000 gpd. Ms. Crawford reported that PALS will be doing their study and that once it is completed the bid specifications will go out and that the project is moving along as scheduled.

Town Wells:

Mr. Goslee reported the following:

- JR-1-is in operation and is pumping 45,000 gpd and is in use for about 16 hours a day.
- JR-3-is operational but off-line and anticipates that it will be on-line full time in July and rotated with JR-1.
- JR-4-status quote, Linda Steere the Benthic Biologist will be doing vegetation test plats for JR-3 -in July and then will be trying to do the benthic survey for JR-4. This has been put off due to the cold weather in June.
- JR-5-no change.
- JR-6-will start pump test on 06/18/02.

Aeration System:

Mr. Goslee reported that the job is complete and that the water quality is better.

Beavertail Road water line replacement:

Mr. Goslee reported that the pipe is on site and that he anticipates work to begin in the fall.

Wastewater Management Plan:

No report.

Mr. Goslee distributed a map of the Water Supply Distribution System to the Commissioners.

The Commission asked for clarification on a few items.

LETTERS AND COMMUNICATIONS

(none)

UNFINISHED BUSINESS**1) Sewer Plant Rehabilitation****a) Report from Siegmund & Associates (continued from 05/20/02)**

Richard Chiodini, PE, Project Manager from Siegmund & Associates stated that Mr. Siegmund was not able to attend the meeting this evening. Mr. Chiodini: I am here this evening to address any questions or comments that may have resulted from our presentation last month. I am aware of one issue. At the last meeting, a couple from the audience asked a question about the service connections and the flow contribution from those services and we responded in general form. The current program, the construction phase of the rehabilitation would not be doing anything with the service reconstruction. Charts help to clarify this issue. Mr. Chiodini distributed pie charts to the Commission regarding the following:

- Jamestown WWTF-Comparison of Maximum Monthly Average Daily Flow to infiltration
- Jamestown WWTF-Comparison of Maximum Monthly Average Daily Flow (Pre Program-flow in MGD and Post Program-flow in MGD)

Mr. Chiodini briefly explained the information contained on the pie charts. The Commission President entertained questions from the Commission. Commissioner Swain asked for clarification regarding the pie charts as present by Mr. Chiodini.

Commission President Settupane: Has the sewer map been filed with the Town? Timothy

Behan from Siegmund & Associates: The draft of the map is still being reviewed by the Wastewater Treatment Facility Superintendent Mr. Ouellette. We are awaiting comment from the Town. Commission President Settignano asked for clarification as to the parameter of the Town sewer system. Mr. Behan pointed out the parameters on the map as Hamilton Avenue and Bayview Drive. Commission President Settignano: For the most part, our sewer system is comprised in the village area, is that correct? Mr. Behan: Yes. Commission President Settignano: I am trying to focus in on this repair project. At the last meeting with your report we heard that estimates were now over 7 million dollars. You have participated in other communities in rehabilitating these old systems, do some communities use their in house sewer and public works departments to handle some of this work? Mr. Chiodini: Generally, the rehabilitation work is specialized. For example manhole repair, the products and techniques of masons is specialized and sometimes high quality equipment is used to inject grouts through the face of the side of the manhole into the back of the structure. A similar technology is used to repair leaking pipes. Specialized equipment and technology is used and experience to use this specialized equipment is necessary. Commission President Settignano: I understand. What about the roadwork surrounding the area? Do Towns double up and try to save money? Mr. Chiodini: One of the ways that I have seen them save money, is sometimes the DPW has an open contract with an asphalt paver and there is usually a very good price that they get per a ton. We have seen savings when deleting that asphalt work from the construction contract. The general contractor is required to provide a sound gravel base and then your paving contractor could come in and do the paving. There could be savings in pavement replacement. Commission President Settignano: What other significant savings might we be able to do? Perhaps some of the tie-ins where they are set in improperly or other odds and ends that our own Town public works could handle? Mr. Chiodini described the process of lining and repairing protruding pipe and how it was a highly specialized procedure. Commission President Settignano asked Mr. Chiodini if public works could assist with the tie-ins. Mr. Chiodini described the process of repairing and the relaying of improperly placed pipe and stated that he did not know if having another crew (Town) would save money or just cause a little confusion. Discussion ensued regarding pavement replacement and the number of feet (7000 ft) that would have to be replaced.

Ms. Crawford described the funding options and suggested that if the Commission decides to hold off on portions of the project, she recommended that the Commission look to Siegmund & Associates to see what they recommend the Town to hold off on and what the impact would be to the sewer treatment plant. Commission President Settignano: We need to prioritize now. Mr. Chiodini: At the last meeting, we presented some options. One option was if the Town decided to get the additional financing and retain the scope of the project, we would assume that additional bonding authority would be necessary. We would ask the Commission to authorize the design and construction of the repairs to the collection system and then we would be working on the design of the treatment plant and the pumping stations, but they would not go out to bid until you have the funding. At least, the collection system would have been designed and constructed and initiated this year. The other scenario was we decided that it was going to be a phase program and that conditional monies were not going to be secured under this initial portion. In this case, we would recommend that the construction of the system repairs to the collections system be initiated as soon as possible, so that it can be designed and constructed this fall. We could then sit down with staff and prioritize the use of the remaining money under phase one. What was not funded under phase one could be included in phase two, when the funding is available. The collection system repairs are priority. Commissioner Swain stated that the Commission needed to make a decision and pick a direction. Ms. Crawford: You need to keep in mind, the financing approval process. If we do go for the 1.7 million more, we need to

have voter approval and we have two opportunities to do this within the next year. One would be this coming November, which a decision also needs to be made with the charter amendments. If we do not do this for November, we will then have to wait until the financial town meeting in March. We may be able to have a special financial town meeting. Commissioner Swain expressed his concerns regarding having only estimated numbers for the project and not hard numbers. The Commission asked for clarification on a few additional items.

Commissioner Willis stated that the project should be funded as a whole and that the Town should fund as much as they can and attempt to get all in order for the November ballot.

Commissioner Long agreed with Commissioner Willis. Commissioner Long: As stated by the Administrator, we are in a good bonding situation. Mr. Munger made a statement at the last meeting in May, that this is a good time to do it. You either pay now or pay more later.

Motion was made by Commission President Settupane, seconded by Commissioner Long to authorize the Town Administrator to enter into negotiations and the contract for collection system design and preparations of our fees associated therein. So unanimously voted.

2) Labor costs re: north/south pipeline-backhoe (continued from 05/20/02)
Ms. Crawford gave a brief explanation of the information supplied to the Commission in regards to costs charged to the water department for the use of the backhoe.

NEW BUSINESS

(none)

BILLS AND PAYROLL

Following clarification of one item, motion was made by Commissioner Willis, seconded by Commissioner Long to approve the Water and Sewer Bills and Payroll. So unanimously voted.

TOWN BUSINESS

1) Proposed highway barn re: storage needs
Council President Settupane: At the last meeting, it was requested by the Council that the Administrator in coordination with the highway barn committee to give a presentation on the storage needs for the proposed highway barn and to include any recreational needs and any other storage needs that have not been addressed.

Councilor Willis: I would like a few items addressed. As we go through the equipment list could the Administrator provide the approximate hours of annual usage or percent of usage? Also, how and where is the equipment stored currently? Do we have a lease agreement for vehicle replacement and replacement schedule for the equipment? Ms. Crawford: Yes, we do. The equipment schedule that we have is about 7-10 years. We implemented that about 5 years ago. It also includes recreation and police vehicles. Councilor Willis: Do we also have a rust out agreement? Mr. Goslee: We have extended warranties on drive train on major equipment. Council President Settupane: The request for hours of annual usage or percent of usage was not part of the motion at the last meeting, if you do not have the information tonight this is okay. Mr. Goslee: I do have the information, but not with me tonight but I can gather the information.
Ms. Crawford: I have solicited the help of Arek Galle who has served on two of the committees for

the highway facility over the past four years. Mr. Galle has put together the actual size of the highway facility as approved by the two committees and also the size of the vehicles. We have some poster boards, Mr. Galle will show you how the vehicles will fit in the facility and it also gives the opportunity to move vehicles around. At the last meeting, the Council asked me to call around to other local communities to get information on size and mileage. I have also taken some pictures, so that you have an idea of what other communities have and what some of their concerns and issues are. Ms. Crawford distributed a list of highway equipment to the Council and stated that the numbers on the list correspond with the numbers on the board to be presented by Mr. Galle. Ms. Crawford thanked Mr. Galle for his time.

8:04 PM- Councilor Littman arrived.

Mr. Galle displayed and described the proposed design of space for the proposed highway facility and a board on how the equipment would fit into this space. He stated that this board had been put together for a public workshop back in 1999 and is still very useful. Mr. Galle reported on the following points:

- The proposed design was to include 7 bays, 2 heated mechanics bays, an office and support space (locker room, restroom etc.).
- Space would not be required for the supervisor's vehicle, due to the fact that the vehicle goes home with the supervisor at night.
- That there are OSHA requirements for spacing between vehicles.
- The space identified for the vehicles does not include their size when sanders and plows are attached.
- Space for recreational vehicles is not on the list and is not included on his board.

Ms. Crawford reported that she had received information from the Recreation Director today on his storage needs and that he would need approximately 875 Sq. ft. for storage of trimmers, mowers and the rake for the beach. She reported that most of this equipment is currently being stored in the small garage behind the Town Office on Southwest Avenue.

Councilor Long: Are there OSHA requirements regarding supplying facilities for females also? Mr. Galle: I do not know. Council President Settiane: This is an important question; we need to look into this issue. Councilor Long: If this is a requirement we will need to provide additional space for this.

Ms. Crawford distributed the information submitted by the Recreation Director to the Council.

Arthur Christman (former Fire Chief) stated that five years ago there was a plan to have two bays for the Fire Department and that this is not in the plan now. Ms. Crawford: I spoke to the current fire chief he reported that he needed space for three vehicles, this includes the skimmer boat and the hazardous material vehicle. Council President Settiane to Mr. Christman: Where is the equipment stored now? Mr. Christman: Behind the Fire Station and at Mr. Munger's facility outside.

Ms. Crawford: I spoke to a few communities about their facilities. I have taken pictures of all facilities that we visited. The Town of Middletown has two buildings; they both have six bays. Their total facility is 12,000 sq. ft. The bays are all heated. One thing that I did notice is that they are all having storage problem. They do store equipment outside. The sanders are stored outside on the trusses; we would like to do the same but inside. The second site that we visited was South Kingstown. Their facility is 18,800 sq. ft. and is all in one building. During the summer they park the equipment outside. In the winter they move the equipment inside. Their building also includes space for school and recreation equipment. They also use a portion of the building for fire training

school. Short discussion ensued regarding the number of plow routes and storage in other communities for the police and fire departments.

Ms. Crawford: The Town of Exeter has one facility. The building is 3,750 sq. ft. Their building is not deep enough for the plows. Council President Settignano: How old is the building? Mr. Goslee: The building was built about one year ago. Council President Settignano: Do they have space for the fire department and recreational vehicles? Mr. Goslee: No, only highway and the plows and sanders are stored outside. Mr. Galle: A fully outfitted truck with sander and plow is 30 feet long. Their building is 125 feet wide and 30 feet deep.

Ms. Crawford: The last community that we visited was the Town of Portsmouth. Their building is 12,000 sq. ft. They have 8 bays, which are all heated. Vehicle storage is 7,200 sq. ft. They have a mechanics bay that is 2,400 sq. ft. Their road mileage is 125 feet. Their yard is very tight. The way the vehicles are parked, one vehicle must exit before the other can move. Council President Settignano: What type of equipment did they put inside? Mr. Goslee: In the winter, everything is stored inside.

Discussion ensued regarding the equipment storage and the percentage of usage on the following pieces of equipment:

- Dump trucks (90%)
- #2 Backhoe (95%)
- Pick-up truck (90%)
- 1988 mechanic's truck (100%)
- Air Compressor (25%)
- Generator (10%)
- Bobcat (40%)

The Council reviewed the list of highway equipment submitted by the Administrator and asked that several pieces of equipment be removed from the board. Discussion ensued regarding inside storage vs. outside storage and inefficiency vs. efficiency of employees and equipment.

Councilor Long stated that Town equipment is an asset to the Town and that the Town needs to keep its equipment in good shape and protect its assets.

Council President Settignano: When considering the space need we should also consider the request of the fire department and the recreation department.

Ms. Crawford: The Town of North Kingstown's new facility is 25,000 sq. ft. and the old facility is 4,000 sq. ft. They are currently using the new facility along with a quonset hut and the old facility. Most of the managers that I spoke with in the different communities stated that their facilities were tight. Many managers were concerned with response time and public safety. Councilor Willis: If we utilize our facility correctly, we can have a good response time. Council President Settignano: We still need to address the needs of the fire and recreation department and we need to think about long term planning.

Discussion ensued regarding efficiency, long term planning and the future use of the existing highway garage. Mr. Galle stated that detailed information should be given in regards to the recreation equipment to be stored in the facility so that he may add this to his board. Following clarification of a few additional items, Ms. Crawford thanked Paul "Nick" Robertson, Gerald "Gerry" Barrett, the Town Planner and Arek Galle for their assistance with her presentation.

- 2) Proposed charter amendments
 - a) Date for review of revisions
 - i) Tuesday, June 25, 2002 (Melrose Avenue School at 7:00 PM)
 - ii) Wednesday, June 26, 2002 (Library at 7:30 PM)

Motion was made by Commission President Settupane, seconded by Commissioner Long to schedule a work session to discuss the proposed charter amendments on June 26, 2002-7:30 PM at the Library. So unanimously voted.

ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner Long, seconded by Commissioner Willis to adjourn the meeting at 9:40 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