

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

August 16, 2021

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:31 PM by Commission President Nancy A. Beye.

Commission President Beye welcomed Roberta J. Fagan as the new Town Clerk and thanked Arlene Petit and Cheryl Fernstrom for helping out in the Town Clerk's Office.

Commission President Beye noted that Commissioner Randall White would be absent and that Commissioner Brine would be present momentarily.

The following members were present:

Mary E. Meagher, Commission Vice-President
Erik G. Brine (arrived at 6:40 PM)
Michael G. White

Also, present were:

Jamie A. Hainsworth, Town Administrator
Roberta J. Fagan, Town Clerk
Denise Gamon, Town Clerk's Assistant
Christina D. Collins, Finance Director
Michael Gray PE, Public Works Director
Peter D. Ruggiero Esq., Town Solicitor
Denise Jennings, Water and Sewer Clerk

Absent were:

Randall White, Commissioner

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) July 19, 2021 (regular meeting)

Motion was made by Commission President Meagher, seconded by Commissioner White to accept the July 19, 2021 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye

OPEN FORUM

Commission President Beye noted that this open forum would be for water and sewer matters only.

1) Scheduled requests to address:
(None)

2) Non-scheduled request to address:
(None)

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

The Public Works Director reported the following:

- JR-1 is currently in service.
- Pumping was up slightly for the month of July, compared to June 2021 and was down compared to July of 2020.
- Rainfall is up slightly for the month of July, although we remain below average for the year.
- North Reservoir is @ 58MG, usable storage-60MG.
- South Pond is @ 6MG, usable storage- 6MG

2) **Town project reports:** *(See attached Project Update Report dated August 2021)*

Following a brief report by the Public Works Director, it was the consensus of the Commission, to accept the Public Works Director's report, as submitted.

3) Public Works Director Michael C. Gray Sewer Division Report dated August 5, 2021: **Inspection of Westwind Drive.** *(See attached)*

The Public Works Director briefly outlined his report dated August 5, 2021, regarding the Westwind Drive Sewer Forcemain and stated that if the Board decides to take responsibility for the forcemain on Westwind Drive, that he recommends that it be subject to the following conditions:

- The wastewater department does not have as-built plans of the system. The Town has the location of the sewer manholes in the street, but not residential connections to the forcemain or the individual pump stations at each property. He recommends that an as-built be performed of the system. Each property owner will need to assist the surveyor with the location of the pump chamber and the service piping (if known) on their property.
- The Town shall only be responsible for the forcemain piping and the four manholes with cleanouts in Westwind Drive.
- Each property owner shall be responsible for their individual pump, controls, and service piping from their pump chamber to the connection with the forcemain piping in the street.
- That each individual property owner has a maintenance service contract with a service provider, who will be available for emergencies and general maintenance of their system.

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to approve the acceptance of the Westwind Drive forcemain, as recommended and subject to the conditions as described by the Public Works Director in his report dated August 5, 2021. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye

4) Finance Director's Report: Comparison of Budget to Actuals as of June 30, 2021
The Finance Director stated that she did not have anything additional to report.

LETTERS AND COMMUNICATIONS

(None)

UNFINISHED BUSINESS

1) Review, Discussion and/or Action and/or vote regarding the Application of **Our Table, LLC/Marla Romash (applicant) and Gino DiFante (owner) of 53 Narragansett Avenue, Plat 9, Lot 207 (a portion of the first floor), for Utility Service Expansion/Change of Use.** (cont. from July 16, 2021)

The Public Works Director stated that if the application is approved by the Board, he recommends that it be subject to the following:

- All fixtures and appliances meet the low flow standards.
- The water services in the building have appropriate backflow devices.
- The sanitary sewer from the kitchen must be separated from the bathroom and domestic uses.
- The wastewater from the kitchen will require pre-treatment for fats, oils and grease, as required.

Marla Romash of 34 Clinton Avenue thanked the Commission for considering her application for Utility Service/Expansion of use.

Ms. Romash stated the following:

- The Planning Commission has completed their review of her plan to use 2/3 of the first floor at 53 Narragansett Avenue for her restaurant.
- Her plan will be before the Zoning Board of Review at the end of August.
- She plans to be open from 4:00 PM to 10:00 PM and she will not have outdoor seating or entertainment.
- She plans to apply for a liquor license and her goal is to be open year-round and also on Monday through Wednesday, as most restaurants in Jamestown are closed on these days.
- The proposed usage indicated on her application, was based upon J22 and Trattoria Simpatico's usage prior to Covid.

Motion was made by Commissioner Michael White, seconded by Commissioner Brine to approve the application of **Our Table, LLC/Marla Romash (applicant) and Gino DiFante (owner) of 53 Narragansett Avenue, Plat 9, Lot 207 (a portion of the first floor), for Utility Service Expansion/Change of Use** subject to the conditions outlined by the Public Works Director as follows:

- All fixtures and appliances meet the low flow standards.
- The water services in the building have appropriate backflow devices.
- The sanitary sewer from the kitchen must be separated from the bathroom and domestic uses.
- The wastewater from the kitchen will require pre-treatment for fats, oils and grease, as required.

Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye

NEW BUSINESS

1) Review, Discussion and/or Action and/or vote to adopt the **Proposed FY 2021/2022 Water Budget** (*See attached*)

The Public Works Director and the Finance Director briefly outlined the changes in the proposed FY 2021/2022 Water Budget.

Motion was made by Commissioner Meagher, seconded by Commissioner Brine to approve the proposed Water

Budget FY 2021/2022 as recommended in the amount of \$1,364,516. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye

2) Review, Discussion and/or Action and/or vote to adopt the **Proposed FY 2021/2022 Sewer Budget** (*See attached*)

The Public Works Director and the Finance Director briefly outlined the changes in the proposed FY 2021/2022 Sewer Budget.

Motion was made by Commissioner Meagher, seconded by Commissioner Brine to approve the proposed Sewer Budget FY 2021/2022 as recommended in the amount of \$862,878. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye

ADJOURNMENT

Motion was made by Commissioner Michael White, seconded by Commissioner Brine to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 7:10 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye

Attest:

Denise Jennings
Water and Sewer Clerk

Project Update August 2021

WELLS

JR-1, JR-3

- JR-1 is currently in service. The well pumps water at a rate of 50 gpm directly into the transmission main feeding the water plant from the reservoir. A new well house has been constructed by our carpenter which will be set in place to protect well JR-1. This building was required for security of the well with the bike path construction.

TREATMENT PLANT

- The water department staff continue to collect monthly samples from North Kingstown Water at their Saunderstown Water storage tank for analytical testing. The results will be used to evaluate whether introduction of water from the NK system could affect corrosion control in the Jamestown distribution system as required by the RIDOH. We met with the NK staff to review the analytical results for samples collected to date. Testing results indicate that the water quality from NK will not have a negative impact on water delivered to Jamestown customers in the event of an emergency. Testing will continue into the fall as required by RIDOH.

TRANSFER PUMPING/RESERVOIR

- Rainfall is below our average through July. North Reservoir is slightly below capacity and the south pond is at capacity and spilling over.
- A crew will return to work along the shoulder of North Road for the bike path. This work was suspended due to road construction in East Passage and West Reach. Segments of the path will be constructed over the next few months. There are two utility poles that need to be relocated along the alignment. I have met with representatives of NGRID but the work has not been scheduled. I am also working property owners along the right-of-way where we have conflicts with the construction.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 58 MG

Usable Storage 60 Million Gallons

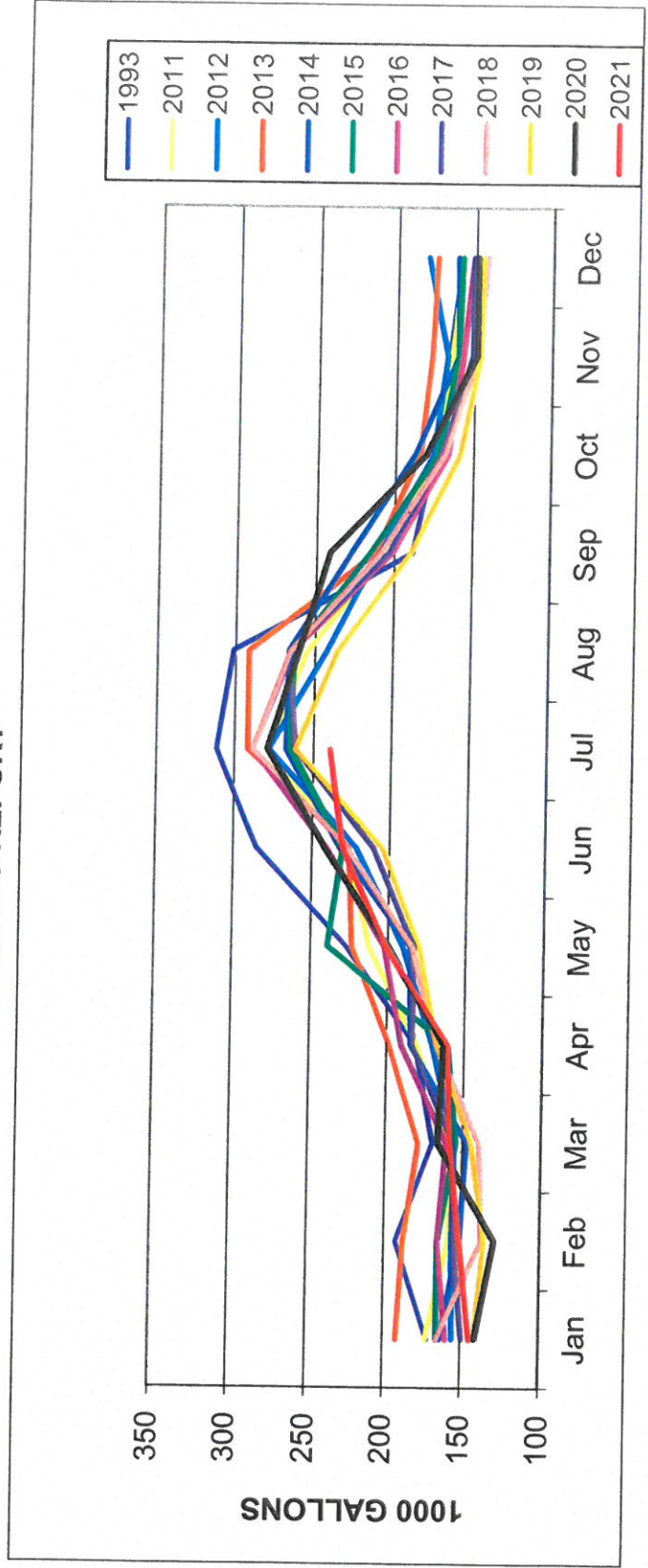
- I met with the Sprint facility manager to coordinate the painting project with equipment on the Towers. Sprint and T-Mobile have recently merged companies. The Sprint equipment will be removed from the south tower by spring. Unfortunately, this will reduce revenue received by the water department since Sprint will no longer be leasing space. T-Mobile equipment is located on the north tower and will need to be coordinated with our project.
- A hydrant on Maple Avenue was replaced by our water department staff.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for July was 0.25 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.39 million gallons. There were no sanitary sewer overflows for the month of July.

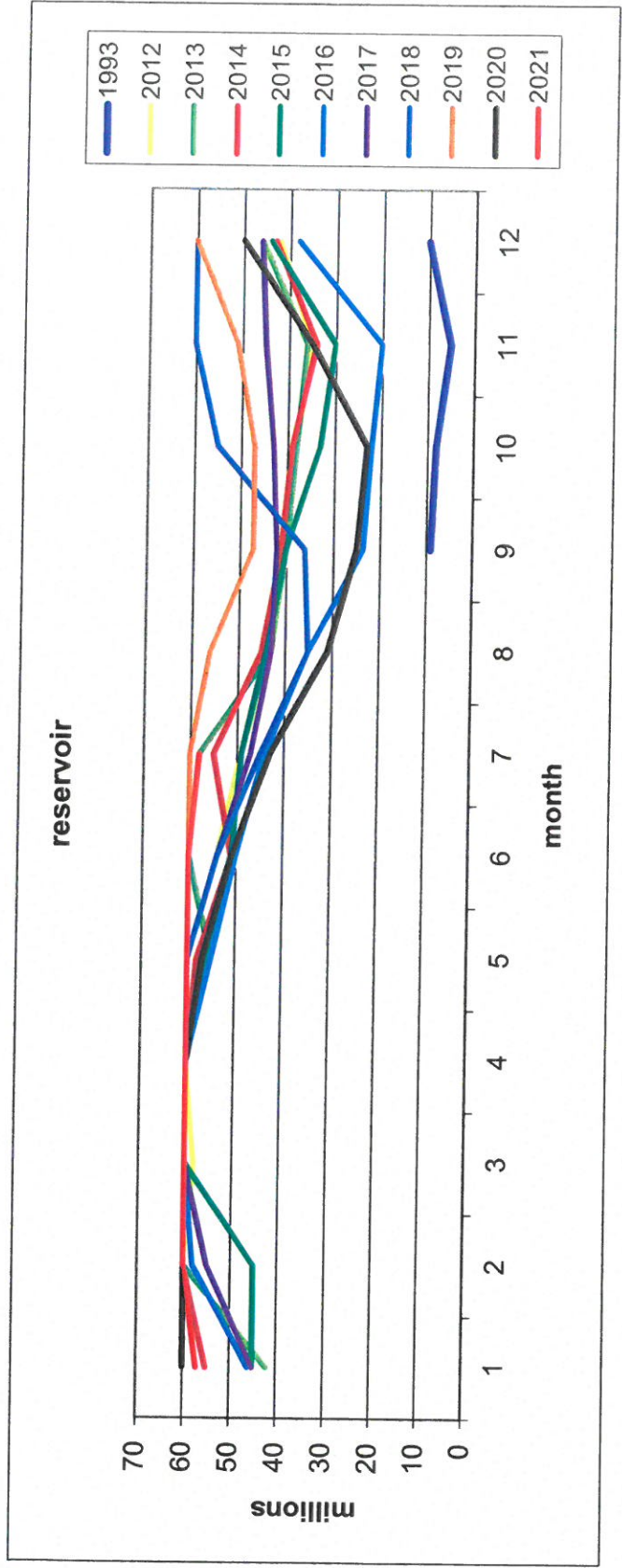
	1993	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Jan	171	172	173	239	172	155	191	163	165	159	149	165	141	141	144
Feb	192	154	173	210	158	156	187	151	165	165	155	137	135	129	151
Mar	169	155	165	198	157	155	178	147	154	160	156	139	144	166	158
Apr	181	174	196	210	180	170	198	184	160	190	183	167	167	163	160
May	227	202	195	180	212	190	223	185	239	202	183	184	179	200	201
Jun	285	246	215	218	226	221	226	232	230	240	210	227	204	242	230
Jul	311	296	277	274	279	278	291	267	264	288	261	288	261	279	239
Aug	301	256	290	251	254	242	291	266	263	264	266	265	235	260	260
Sep	188	210	245	193	205	210	212	227	215	201	203	208	189	241	241
Oct	175	187	259	182	175	175	184	187	172	166	170	168	158	180	180
Nov	166	175	226	160	164	167	177	160	160	157	151	148	146	149	149
Dec	158	192	230	167	158	180	174	161	158	151	151	142	145	149	149

PUMPING REPORT



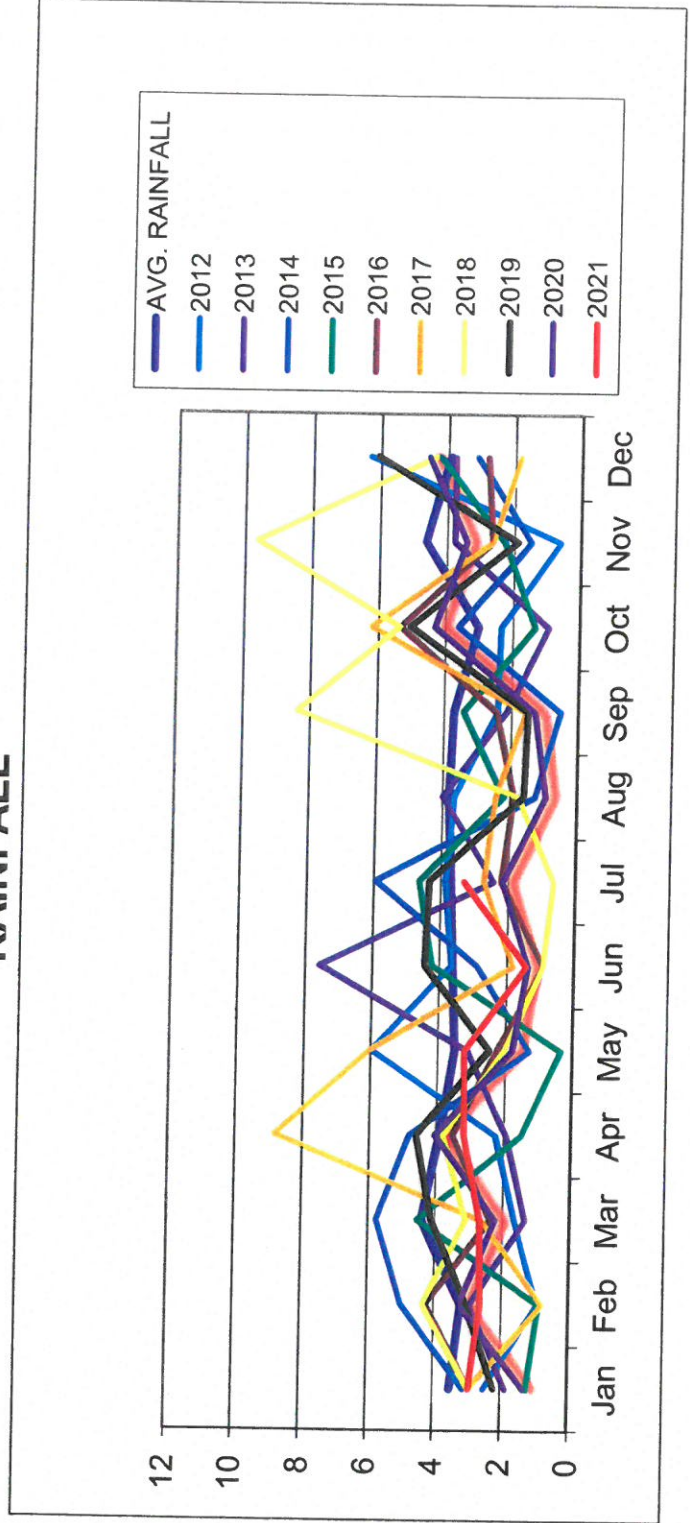
RESERVOIR LEVEL

	1993	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Jan		30	60	42	55	45	46	45	60	60	60	57
Feb		52	60	60	60	45	58	55	60	60	60	60
Mar		58	58	60	60	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60	60
May		57	60	55	58	56	55	60	60	60	57	60
Jun		51	54	60	51	51	50	54	54	60	51	60
Jul		43	49	58	55	49	44	47	45	60	43	58
Aug	9	47	43	43	45	44	35	43	35	56	31	
Sep		45	40	40	41	40	23.5	42	36	47	25	
Oct	8	58	38	38	39	33	22	43	55	47	23	
Nov	5	60	35	36	34	30	20	45	60	51	35	
Dec	10	60	42	46	43	44	38	46	60	60	50	

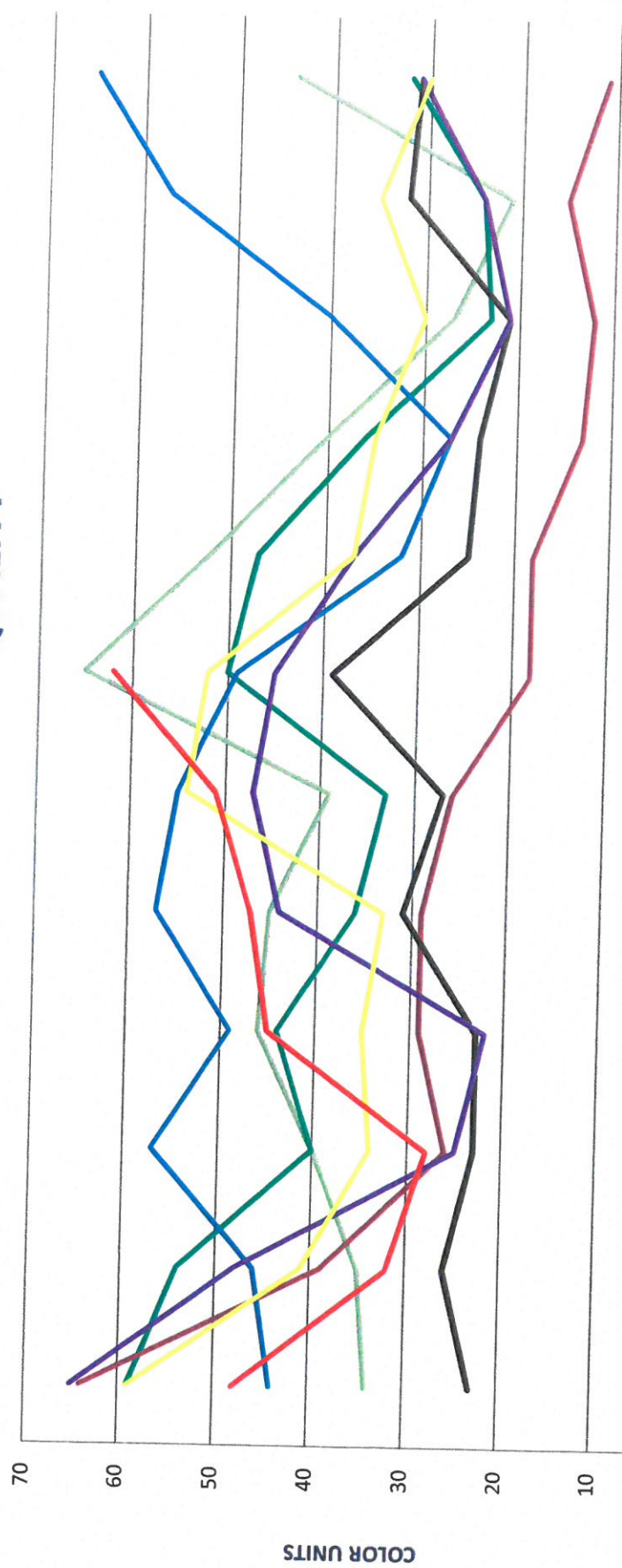


	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	25.80 avg
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	19.3

RAINFALL



Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2014	34	35	40	46	45	39	65	52	40	27	21	44
2015	59	54	40	44	36	33	50	47	36	23	24	32
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62					



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
JULY 2021

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.2513	MGD .73 MGD	
Daily Max	.3930		
BOD Removal	97.6%	85%	% Removed
TSS Removal	97.0%	85%	% Removed
Fecal Coliform	2.36	No limit, report only	
Enterococci	1.66	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There are 0 violations to report for the month of July 2021

Complaints

There were no complaints reported for July

Alarms

The facility had nine alarms in July 2021, eight were low Cl₂ alarms due to some process issues, and one was plant generator alarm caused by a power blip.

Septage

The facility received 3000 gallons for July.

Sludge Production

The facility processed 138,000 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

Chemical Use

The facility used 730 gallons of Sodium hypochlorite and 250 pounds of lime for process control.

Collection System

31 pump station inspections were completed. All stations are operating as designed.

Energy Use

Energy use for July was: 186 KWH

Precipitation

Precipitation for July was 3.3"

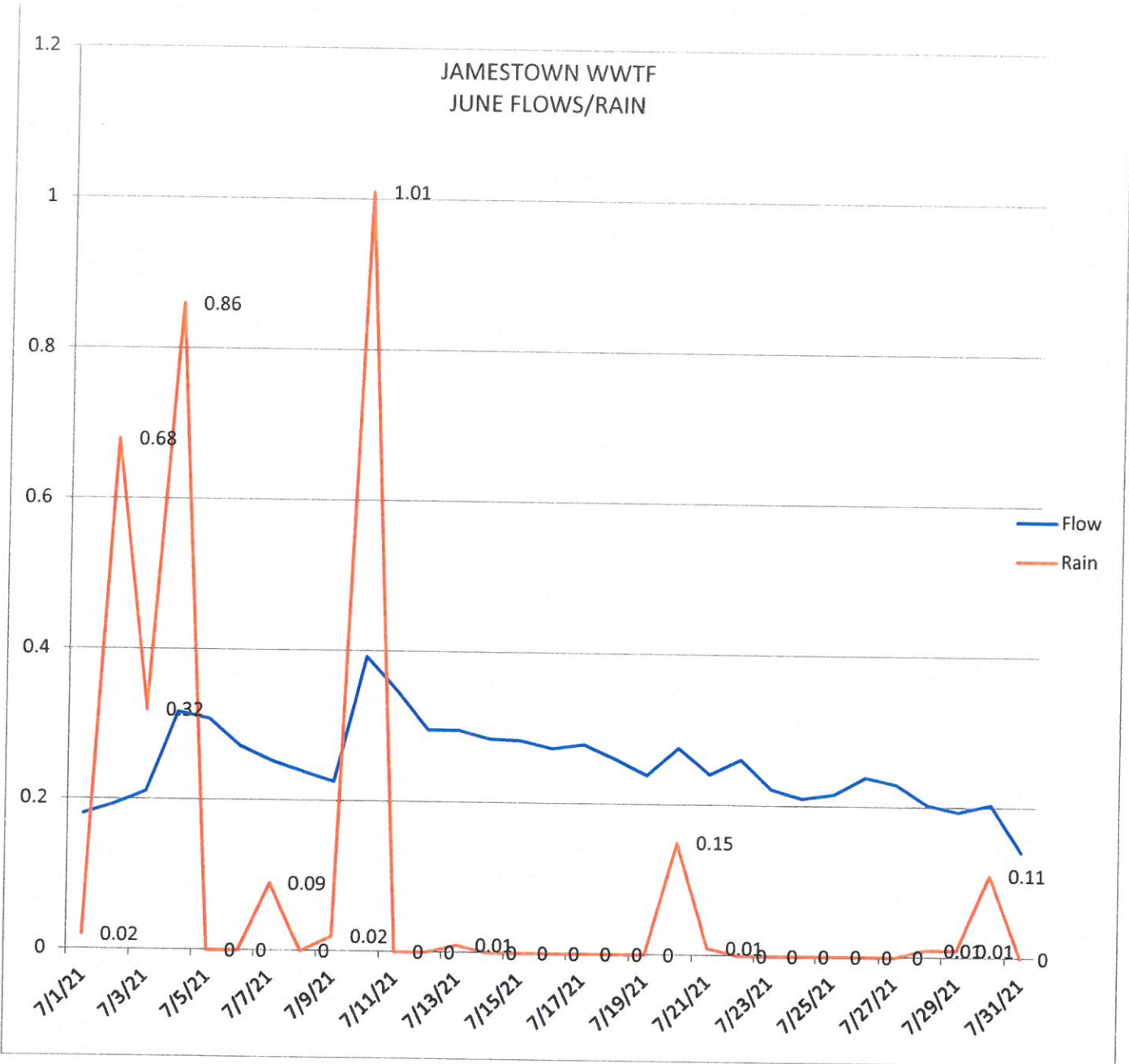
Golf Course

237,000 gallons of effluent was pumped to the pond in July.

Work Orders

81 work orders were completed.

Graphs



**Town of
Jamestown, Rhode Island**

PO Box 377
Jamestown, RI 02835- 1509
Phone: (401) 423-7220
Fax: (401) 423-7229



Date: August 5, 2021

To: Water and Sewer Commission

From: Michael Gray
Public Works Director

RE: Westwind Drive Sewer Forcemain

The Jamestown Estates Homeowners Association, comprised of the 14 Lots on Westwind Drive has requested that the Water and Sewer Commission resolve the issue of ownership of an existing sewer forcemain that serves their neighborhood. Jamestown Estates received approval from the Commission in 1985 to connect the proposed subdivision development, located in the Rural Sewer District, to the existing gravity sewer collection system located in Arnold Avenue. As a condition of approval the developer paid \$85,000 to the Town to fund improvements to the collection system downstream of the manhole connection in Arnold Avenue to accommodate the proposed additional flow from the 14 new homes to be constructed. The developers were responsible for all costs to install the sewer system for Jamestown Estates subdivision including the new forcemain in Westwind Drive and each individual pump system on the proposed lots.

Richard Zimmerman, the Town Engineer during that period reviewed and approved all design plans and inspected the work during construction. A letter in the planning files from Mr. Zimmerman dated February 13, 1989 stated that he completed a final inspection of the subdivision and it conformed to the design drawings. There is no record that the commission assumed ownership of the sewer forcemain and since that time the Wastewater Department has not performed any maintenance. From time to time the wastewater staff received calls from homeowners due to a problem on the system. The staff indicated to the owner that the system is private and asked that they contact a company who performs maintenance of pump systems. In each situation the problem was either a pump or control at the individual property and not the forcemain in the street. To date there has never been an issue with the forcemain piping within Westwind Drive.

The wastewater staff conducted an inspection of the forcemain components at each of the four clean-out manholes within the system located in Westwind Drive. There is approximately 1525 linear feet of 2" PVC piping and 210 linear feet of 3" PVC piping making up the forcemain in the street. Groundwater table is shallow in the area and all 4 manholes contained water that needed to be pumped out at the time of inspection. Within each manhole there is a cleanout which is capped and a gate valve. The staff did not turn the brass gate valve or remove the cap. I have attached photos of each structure and a figure showing the subdivision, piping, and manhole locations.

The forcemain has been operating for more than 30 years without issue. Low pressure sewer forcemains are common for residential subdivisions and PVC piping has a life cycle of 100 years. The brass gate valves at each manhole have not been operated since installation. The valves are necessary in order to remove the cap and connect a hose to the piping for any routine maintenance, service, or repair of the main line. Since the valves have not been turned in 30 years there is a risk that the stem could break and valve parts fall into the piping causing a blockage. Therefore, the staff did not operate any of the valves. All threaded fittings were tight and there is no sign of leakage.

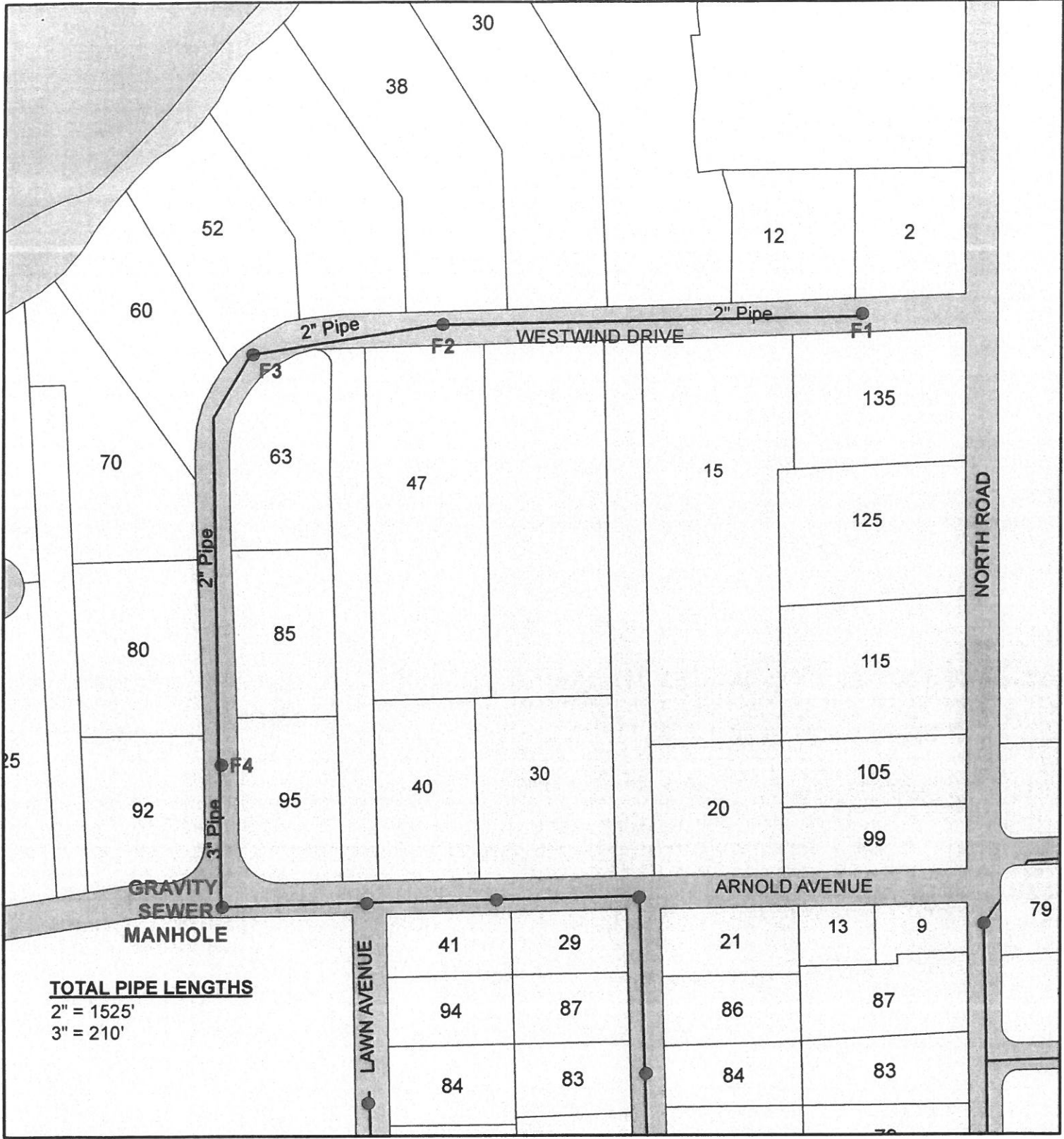
Our wastewater staff spoke to the Town of Narragansett Wastewater staff regarding their experience with low pressure forcemains. They stated that the residential forcemains in Narragansett have performed well with no major issues reported. We also spoke to David Fernandes of Fernco Services, a local sewage pump repair service company. They have been performing maintenance services on the pump stations in the Westwind Drive neighborhood for many years. David stated that he knows the system well and that all of his calls were for maintenance of the pump systems on the individual properties and not on the sewer forcemain in Westwind Drive. He stated that forcemain piping requires little to no maintenance and that in most cases problems occur with the pump or controls.

If the Commission decides to take responsibility for the forcemain within Westwind Drive, I recommend that there be conditions for that approval:

1. The wastewater department does not have as-built plans of the system. We have the location of the sewer manholes in the street but not residential connections to the forcemain or the individual pump stations at each property. I recommend that an as-built be performed of the system. Each property owner will need to assist the surveyor with the location of the pump chamber and the service piping (if known) on their property.
2. The Town shall only be responsible for the forcemain piping and the four manholes with cleanouts in Westwind Drive.
3. Each property owner shall be responsible for their individual pump, controls, and service piping from their pump chamber to the connection with the forcemain piping in the street.
4. That each individual property owner has a maintenance service contract with a service provider who will be available for emergencies and general maintenance of their system.

The clean-outs and valves will require maintenance and possibly repair. This work will require a contractor with experience in forcemain piping and the replacement of valves. All work will need to be coordinated with the homeowners so that the pump stations are not operating when the gate valve is removed and replaced.

The cost for the survey and valve replacement project is unknown and funding will need to be determined.



TOTAL PIPE LENGTHS
 2" = 1525'
 3" = 210'



**THE TOWN OF JAMESTOWN
 PUBLIC WORKS DEPARTMENT**

Westwind Drive Sewer Location



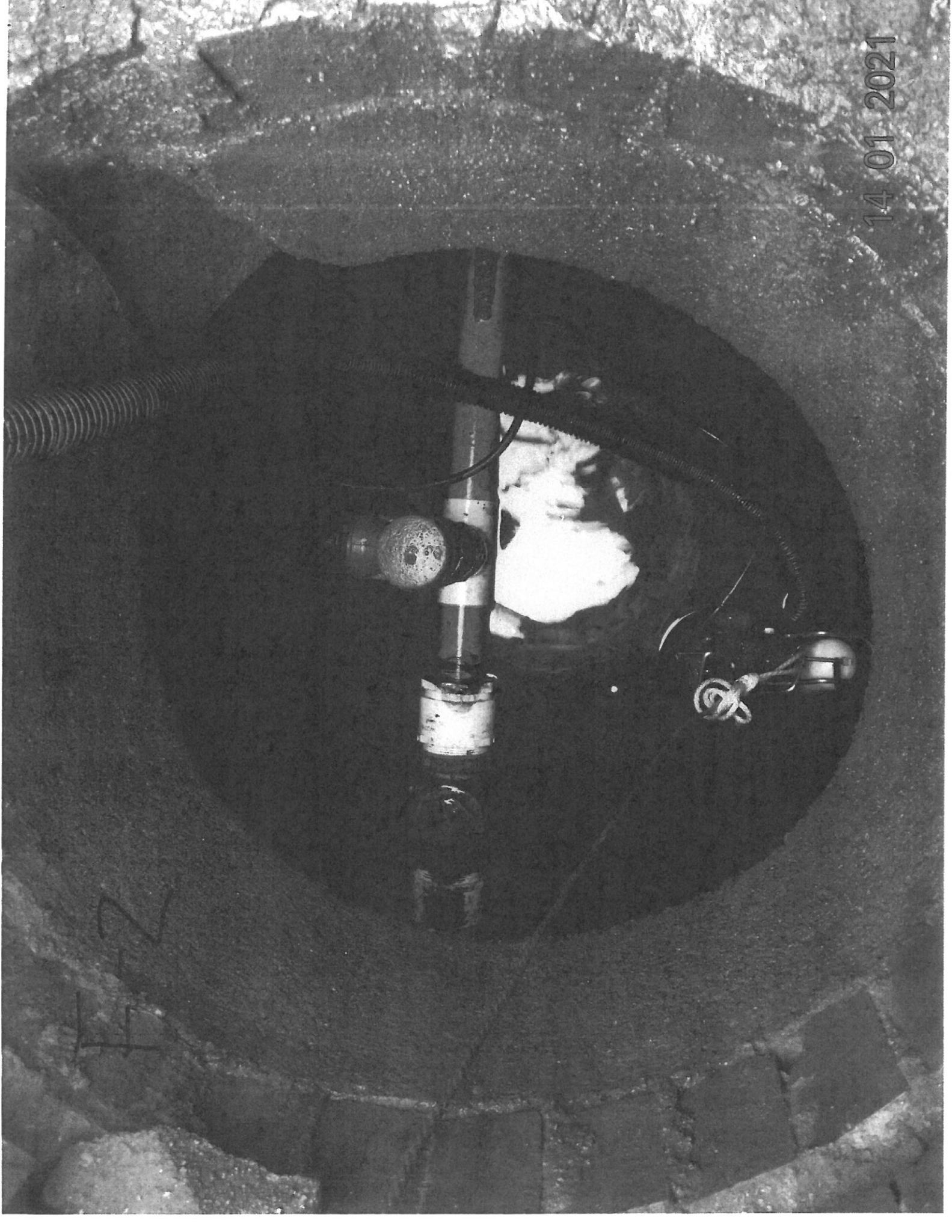
1 inch = 200 feet

F1

14 01 2021

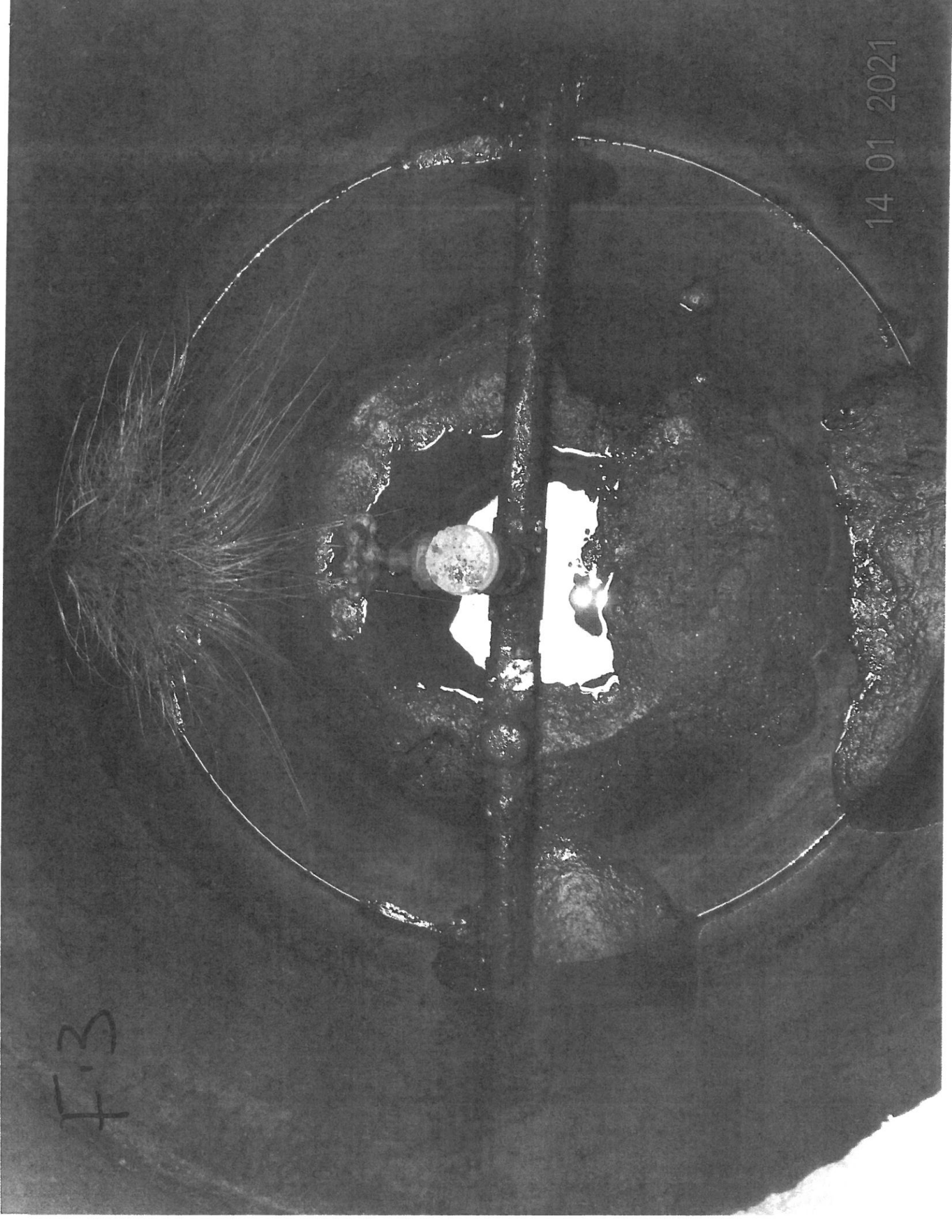


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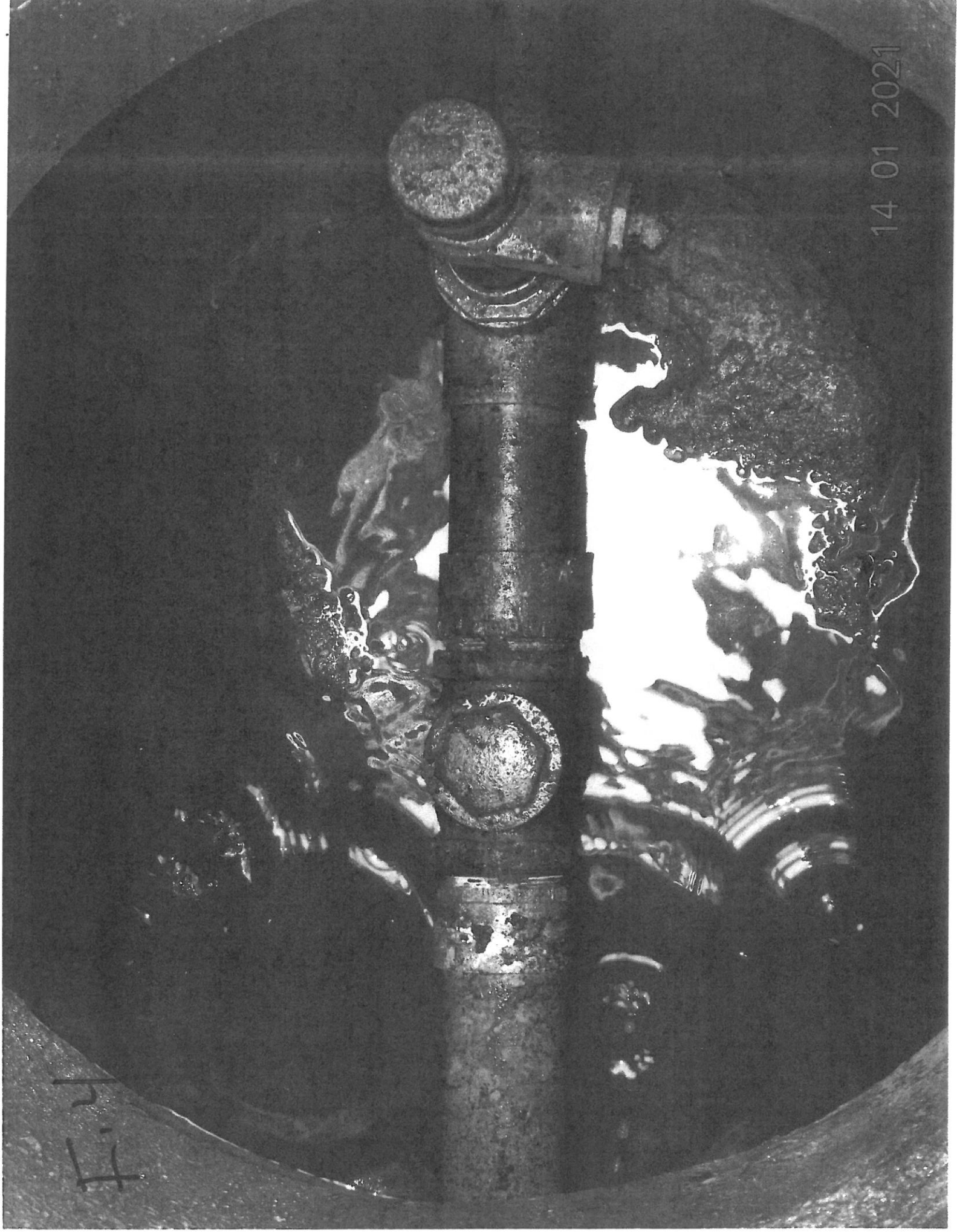
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14 01 2021



14 01 2021

F.2





Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805
Email: jhainsworth@jamestownri.net

Jamie A. Hainsworth
Town Administrator

MEMORANDUM TO: Honorable Town Council

FROM: Town Administrator, Jamie A. Hainsworth

DATE: January 13, 2021

SUBJECT: Sewer & Water Commissioners Meeting January 19, 2021

Request Jamestown Estates Homeowners Association, Sewer line Westwind Drive, Water and Sewer Commission agenda, Discussion and or action: At the December 7th Town Council meeting, we discussed the letter dated July 29, 2020 from the Jamestown Estates Homeowners Assoc., President Mr. Robert S. Powers. The letter is a formal request for the Town to assume ownership of the force main sewer line on Westwind Drive. The fourteen homes connect to the force main and all have individual pumps. A forced main is a pressure or pumped system unlike the traditional "gravity system". The system was installed pursuant to the 1985 agreement made between the developers; Jamestown Estates Inc and the Jamestown Water and Sewer Commissioners. The Administration has researched the 1985 arrangement in reviewing documents and has obtained information from then Town Administrator Mr. Robert Sutton. We know, the Town allowed the private sewer lines to be connected into the public system at the manhole on Arnold Avenue, where it meets the southern end of Westwind Drive. This is also where the public water and sewer district north line ends. The 1985 agreement allowed this private connection by the developer upon payment of \$85,000.00 to upgrade and attach their sewer line into the manhole within the Districts system. We have no evidence the Commission took any formal action in extending the sewer district boundaries to Westwind Drive. The Town has no record of inspections, obtaining any plans or any work on the sewer line under Westwind Drive.

Recommendation from Staff: If moving towards the Town taking responsibility for the main pipe in the street only, this wouldn't have much impact. However before making the final decision we recommend doing a full inspection & assessment to determine if any repairs or upgrades are needed. If so, evaluate the cost if any of assuming ownership. It should be noted there are other force main systems within the District the Town also has not taken ownership or responsibility for. Please see attachments, from 12/7/20 meeting.



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805
Email: jhainsworth@jamestownri.net

Jamie A. Hainsworth
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Town Administrator, Jamie A. Hainsworth
DATE: November 23, 2020
SUBJECT: Sewer Line on Westwind Drive

As you may recall the Town Council Members and I received a letter from the Jamestown Estates Homeowners Association, addressed to the Town Council dated July 29, 2020 signed by Mr. Robert S. Powers, President of the Association. The letter is a formal request for the Town to assume formal ownership of the sewer line on Westwind Drive that connects fourteen (14) homes with individual pumps to a central line that carries the waste water to the Jamestown Sewer Commission District line on Arnold Avenue. Mr. Powers also attended the Water and Sewer Commissioners meeting on September 21, 2020 making the same request. Members of the Committee requested the Staff look into his request.

Upon researching this issue; The Administration has reviewed two letters from the Jamestown Sewer and Water Commission, signed by then Town Administrator Mr. Robert Sutton, Planning Board Minutes all from 1985 when the developer requested the connection to the Sewer line on Arnold Avenue. It is clear the Commission granted the request; however, there is no record in any of the Administrations findings that the Sewer Commission extended the District or accepted the sewer line.

The following is clear:

- The Sewer District ends on Arnold Avenue, there are no records indicating the Commission took action to extend the District line further north of Arnold Avenue.
- No mention/request in the minutes or in the letters affirming the District intended to take ownership of the sewer line on Westwind Drive.
- Letter dated December 16, 1985 the Commission granted the request for Jamestown Estates (developer) to connect the private sewer line into the public sewer district at the Arnold Avenue manhole.
- The developer paid the Commission \$85,000.00 for upgrades to the sewer lines & manhole on Arnold Avenue to accommodate the connection from Westwind Drive.

- Each Homeowner on Westwind Drive is held responsible to install, maintain and service their individual lift pumps.
- Letter dated June 19, 1986 confirms the agreement and payment of \$85,000.00 from the developer to the Commission for work by the Sewer Department on the inflow and infiltration on Arnold Avenue, also limits to fourteen homes equipped with their own pumping system, all upon final approval by the Planning Commission.
- Stipulates any/all additional work for this subdivision is the responsibility of the developer.
- No maintenance has been performed on these lines by the Sewer Division.
- Agreement all future owners would not request public water extensions.

I have interviewed and obtained a statement of fact (attached) from Mr. Robert W. Sutton Jr., Former Town Administrator who served in that capacity from 1975 to 1992. He was very clear in stating when it was agreed to allow the fourteen proposed sub division lots on Westwind Drive to connect to the sewer system on Arnold Avenue, the Town was not taking ownership of any lines or pumps on Westwind Drive.

The meeting minutes do not reflect the Commission taking ownership of the forced main on Westwind Drive. Information from the Planning Board, Water and Sewer Commission and letters do indicate all pump systems would be privately owned. The Commission has not taken formal action on ownership of the forced main or extending the District's boundaries to include Westwind Drive.

Attachments:

Minutes of Sewer & Water Commission 12/16/1985

Letters (2) from Mr. Robert Sutton 12/16/1985 & 6/19/1986

Statement of facts from Mr. Robert Sutton 9/8/20

Map of Jamestown Sewer Commission District lines

Letter to Council by Jamestown Homeowners Assoc (JHA)/Mr. Powers 7/29/20

Affidavit from JHA by Mr. Matthew Marcello (developer- no date)

A regular meeting of the Board of Water & Sewer Commissioners was held on the above date at the Town Hall with the following members present: Councilmen Jerry McIntyre, Arthur Clarke, Kenneth Abrahamson, Anthony Vieira and Charlotte Richardson. Also present were Robert W. Sutton, Jr., Steven Goslee, Richard Z. Zimmermann, Therese Poisson.

Motion by Kenneth Abrahamson and seconded by Arthur Clarke to approve minutes of previous meeting.

Review of variance request for a variance from I.S.D.S. setback regulations. Town Administrator notified the Board that the Town had objected to issuance of variance. (Plat 14, Lot 153)

Request from Father Bolton and Dr. Yashar to extend water line approximately 200'. Motion by Jerry McIntyre and seconded by Arthur Clarke to agree to extend water line to Father Bolton due to hardship. Cost to be shared by both Father Bolton and Dr. Yashar. It was explained to the Board that the Bolton home was occupied and that the existing well had failed.

Arthur Murphy, representing Eugene Schiavone and the Bay Voyage, presented final proposal for looping water line from Bryer Avenue south on Conanicus Avenue to Emerson Road. Final contract agreement was to be worked out between Bay Voyage attorney and Quentin Anthony, Jr. Motion by Kenneth Abrahamson and seconded by Anthony Vieira to approve agreement after corrections had been made.

Matthew Marcello, representing Jamestown Estates, requested sewer extensions to 17 house lots. On the recommendation of Town officials, the Board approved the extension to Jamestown Estates under the following terms:

1. \$85,000 payment to the Board of Water & Sewer Commissioners, after final approval by the Jamestown Planning Commission.
2. Town would repair sewer line on Pemberton Avenue and construct new manhole at the intersection of Pemberton and Arnold Avenues.
3. All additional sewer work required for extension to Jamestown Estates would be responsibility of Jamestown Estates partnership.
4. Approval was for 17 house lots maximum, and each house is to be equipped with its own sewer pumping system.

Charlotte Richardson noted for the record that developers had assured the Town that individual wells for each of the 17 lots would provide the necessary amounts of water and that future owners would not be requesting public water extensions at some point in the future.

Mr. Peter Ryan reviewed with the Board the Board's original objection to the use of perimeter drains. After some discussion the Board agreed to amend original letter of objection to one of strong concern. Motion by Jerry McIntyre and seconded by Arthur Clarke to notify C.R.M.C. to amend original letter. (copy attached)

Board reviewed letter from Planning Commission regarding conversion of existing house to a three family dwelling. (Plat 9, Lot 267) Motion by Kenneth Abrahamson and seconded by Charlotte Richardson to approve 2 additional water services (total of 3) to existing home on the bases of owner committed to installing permanent water saving devices to all three residential units.

Town Administrator provided grant information on application to improve parking and beach facilities at Mackerel Cove. Motion by Kenneth Abrahamson and seconded by Charlotte Richardson to approve grant application to allow for restoration and conservation of Mackerel Cove area.

Mr. Steven Goslee reported back to the Board about condition of trees at the reservoir. He also reported that the Water Department would be initiating some action to preserve the trees, including cutting down some of the dead or dying trees.

Bills & Payroll Approved
Adjourned 9:45 PM



TOWN OF JAMESTOWN

P. O. Box 377

JAMESTOWN, RHODE ISLAND 02835

J E II

Town Hall - 423-0200

Town Offices - 423-0444

December 16, 1985

Jamestown Estates Inc.
Matthew T. Marcello III
1500 Fleet Center
Providence R.I. 02903

Dear Mr. Marcello

At the regular meeting of the Board of Water and Sewer Commissioners held on December 16, 1985 the Board unanimously agreed to accept your proposal to allow a pressurized sewer system to be extended into the proposed subdivision, JAMESTOWN ESTATES SECTION II. This extension was approved on the basis of those terms outlined in your letter to the Commission dated November 15, 1985 and discussed with you at the regular meeting on December 16, 1985.

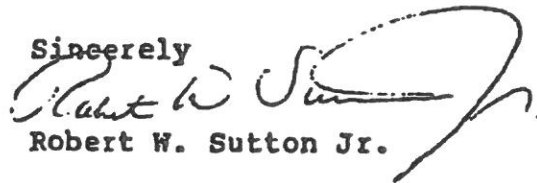
Specifically those terms are as follows:

1. Jamestown Estates Inc. will pay to the Town of Jamestown Sewer Division \$85,000 upon final approval of a subdivision located north of Arnold Ave and presently named Jamestown Estates Section II. This total payment will be made prior to the start of any construction.
2. The Town of Jamestown will rehabilitate the existing sewer line on Pemberton Ave. approximately 855 feet between the intersections of Watson Ave and Arnold Ave and will construct a new manhole at the intersection of Arnold Ave. and Pemberton Ave. This manhole will be constructed to accommodate the new sewer system extended from the Jamestown Estates subdivision.
3. The developers will at their own expense extend the sewer system from the above designated manhole to the individual house lots in the Jamestown Estates subdivision. This work will be approved by the Public Works Department prior to construction however the Town will assume no responsibility for the cost of this work.

4. The sewer system constructed will be consistent with those pumping systems developed by "Environment One" which require individual lift pumps in each house of the proposed subdivision, these pumps to be operated and maintained by the individual home owner.

Based on these conditions the Town of Jamestown Water and Sewer Board approved extending the Sewer system. Thank you for your patience and if I can provide any additional information please do not hesitate to call upon me.

Sincerely

A handwritten signature in cursive script, appearing to read "Robert W. Sutton Jr.", written in dark ink.

Robert W. Sutton Jr.



TOWN OF JAMESTOWN

P. O. Box 377

JAMESTOWN, RHODE ISLAND 02835

Town Hall - 423-0200

Town Offices - 423-0444

June 19, 1986

Mr. Peter Ryan
Island Engineering
65 North Road
Jamestown, Rhode Island

Dear Mr. Ryan

At the regular June 16th meeting of the Jamestown Board of Water and Sewer Commissioners the members voted unanimously to approve the revised plans for the Jamestown Estates Section II. This approval was based on the following conditions:

1. A payment of 85,000 dollars to the Town of Jamestown for the purposes of correcting inflow and infiltration problems in the public sewer system. This payment is to be made upon final approval of the subdivision by the Jamestown Planning Commission.

2. The Town will repair the sewer line on Pemberton Ave. and construct a new manhole at the intersection of Arnold Ave. and Pemberton Ave. All additional sewer work required for the extension of public sewers to the 14 lot subdivision would be the responsibility of the developer.

3. A maximum of 14 lot subdivision and each house is to be equipped with its own sewer pumping system.

4. Each of the 14 lots will have its own individual water supply and future owners would not request public water extensions.

If you have any questions, please call.

Sincerely,


Robert W. Sutton Jr.
Town Administrator

Statement of Fact

To: Jamie A. Hainsworth, Town Administrator

From: Mr. Robert W. Sutton Jr., Former Town Administrator

Date: September 8, 2020

Re: Westwind Drive, Sewer Lines

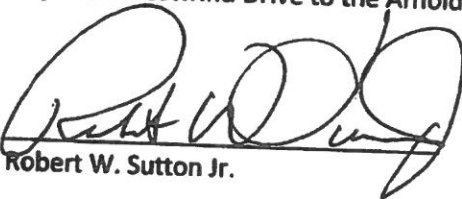
I, Robert W. Sutton, Jr. to hereby offer the following statement of facts.

During the years of 1975 and 1992 I served as the Town Administrator for the Town of Jamestown, Rhode Island. I have reviewed two letters signed by me, one dated December 16, 1985 and the other dated June 19, 1986 both letters were pursuant to a developer's request to connect a sewer line into the Towns Sewer District on Arnold Avenue for the purpose of creating house lots and a development on Westwind Drive, in Jamestown. I stand by my written words in those two letters.

At no time was there any discussion or agreement with the developer where the Town or I indicated any interest in expanding the Sewer line or District off Arnold Avenue or in this case onto Westwind Drive.

Further, I as the Town Administrator never proposed or was involved in any conversation with the developer that involved the Town taking public ownership of the extended sewer line or any indication that we planned to in the future. At no time did I have any conversation with the developer or did I indicate to the developer that the Town would accept public ownership of the sewer line extended by the developer on Westwind Drive to the Arnold Avenue connection.

Signed:

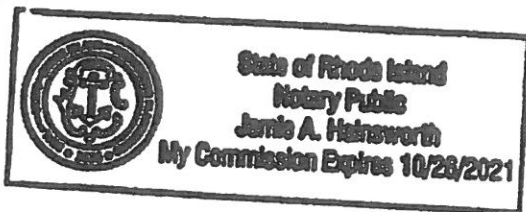

Robert W. Sutton Jr.

Date:

9/8/2020

Subscribed and Sworn to before me on this 8th day of September, 2020.


Notary Public



THE TOWN OF JAMESTOWN RHODE ISLAND

APPENDIX A: JAMESTOWN URBAN WATER & SEWER DISTRICT

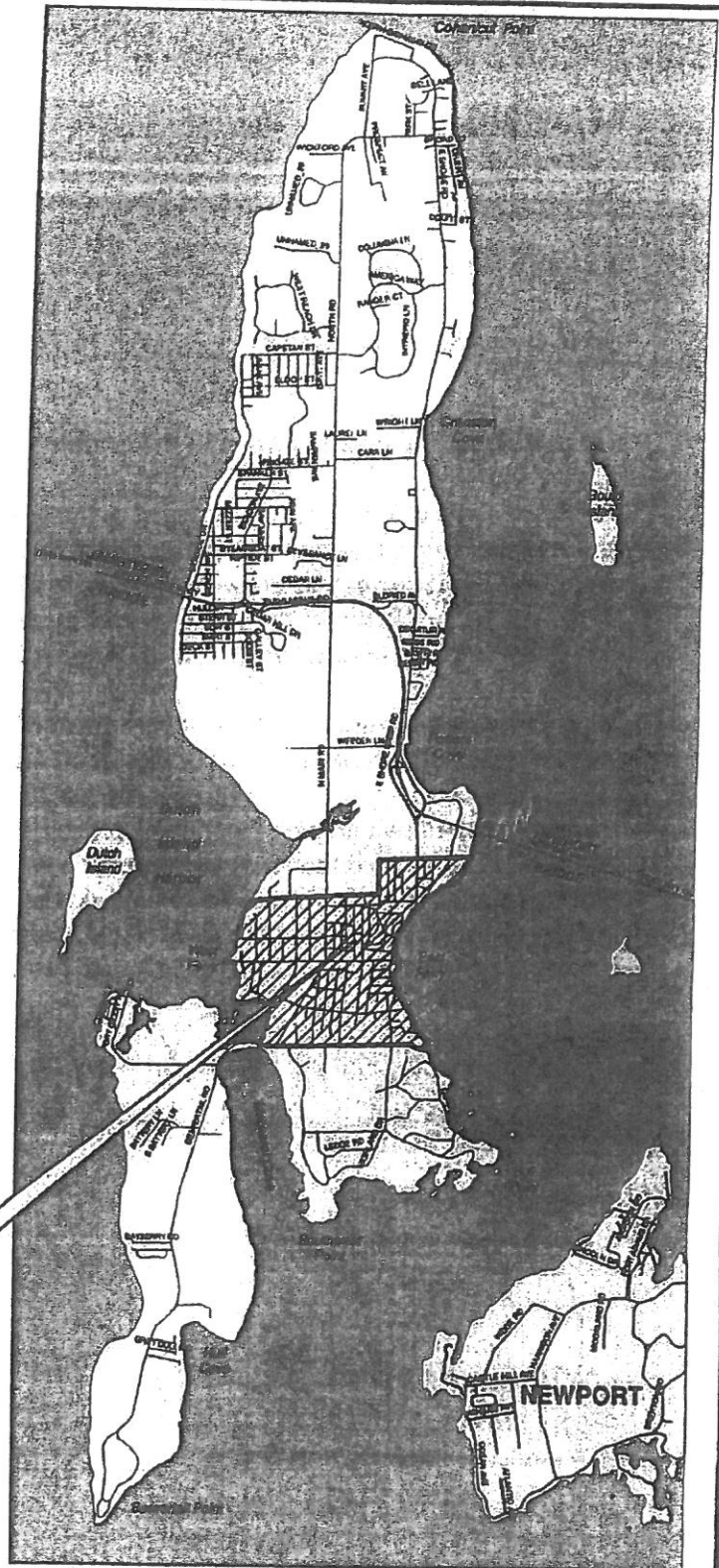


The information depicted on this map is for general planning purposes only. It may not be adequate for legal boundary definition or regulatory interpretation.

**URBAN WATER
& SEWER
DISTRICT**

Jamestown GIS
Department
JJ 11/24/09

RIGIS



**JAMESTOWN ESTATES HOMEOWNER'S ASSOCIATION
C/O ROBERT S. POWERS, PRESIDENT
30 WESTWIND DRIVE
JAMESTOWN, RI 02835**

July 29, 2020

Jamestown Town Council
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

RE: Ownership of Westwind Drive Sewer Line

Dear Council Members:

The Jamestown Estates Homeowner's Association (the "JEHA") is comprised of 14 lot owners, all living along Westwind Drive. The purpose of this letter is to request that the Town Council formally declare that the existing sewer line on Westwind Drive (the "Sewer Line") is owned by and is therefore the responsibility of the Town of Jamestown, not JEHA. For several years, the JEHA has attempted to resolve this matter with the Town without success. The JEHA has conducted extensive due diligence on this matter. As set forth in this letter, there are numerous reasons why JEHA has concluded that the Town owns and is responsible for the Sewer Line. Any one of these reasons supports JEHA's finding.

First, as part of the review and consideration of the subdivision, the installation of a sewer line to service each of the 14 lots was presented to the Jamestown Board of Water and Sewer Commissioners (the "Sewer Board"). During an extensive review and approval process by the Sewer Board, there was no mention whatsoever in the Minutes of the various Sewer Board meetings or in the follow-up correspondence from Town Officials that the Sewer Line was to be anything other than part of the Town sewer system and owned by the Town. Specifically, the final approval by the Sewer Board for the Sewer Line does not include any provision that the individual lot owners are the owners of the Sewer Line. See the letters dated December 16, 1985 and June 19, 1986 attached.

Second, as part of our due diligence, the JEHA made an Access to Public Records Act request to the Town for all documents related to this issue. The JEHA performed a detailed review of those documents, and conspicuous by its absence is any suggestion, reference, note or other indicia of any kind that the Westwind Drive lot owners own the Sewer Line. Instead, there are multiple references to a payment made to the Town in the

amount of \$85,000 by the developers to rehabilitate the existing sewer line on Pemberton Avenue as part of the overall approval of the Sewer Line. See Affidavit from Matthew T. Marcello attached.

Third, none of the lot owner's deeds or any documents in the Town's Land Evidence Records contains any provision whatsoever regarding ownership of the Sewer Line by the individual lot owners.

Fourth, in addition to the official records being completely silent on the issue of ownership of the Sewer Line, common sense dictates that allowing a private sewer line to operate beneath a public road is a recipe for disaster. What happens when and if emergency repairs need to be made to the Sewer Line? Do the Westwind Drive lot owners need to seek approval from the Town? Where is that requirement documented? What is the procedure? One would think that the Sewer Board would have detailed these requirements as part of its approval of the Sewer Line if it was intended to be private.

Finally, it should be made clear that the Westwind Drive lot owners all pay the same sewer hookup fees as well as the annual usage fees as any other resident in the Town for being tied into the sewer. It once again defies common sense and goes against general principles of fairness that the Westwind Drive lot owners should pay the same costs and fees as other Jamestowners, yet apparently would not receive the same service if there was an issue with the Sewer Line.

For all of the above reasons, the JEHA, on behalf of all of the 14 Westwind Drive lot owners, respectfully requests that the Town formally declare that the Westwind Drive Sewer Line is owned by the Town and that the lot owners have no responsibility, financial or otherwise for the Sewer Line, other than payment of any applicable fees and usage charges assessed to all similarly situated Jamestowners. Given that this matter has lingered for too long and is potentially a shadow on the future sale of these properties, we ask the Town Council to provide its response as soon as possible. In the event that the Town is unwilling to accept ownership of the Sewer Line, the JEHA will have no other choice but to proceed with a declaratory judgment action against the Town to resolve this matter.

Thank you for your review and consideration of this matter. We would appreciate the opportunity to discuss this matter further. You may contact me at the above address or by email at r.powers@aipso.com.

JAMESTOWN ESTATES HOMEOWNER'S ASSOCIATION



By: Robert S. Powers
Its: President

**Cc: Jamie Hainsworth, Town Administrator via email at jhainsworth@jamestownri.net
JEHA Members via email**

**STATE OF RHODE ISLAND
COUNTY OF NEWPORT**

AFFIDAVIT

I, Matthew T. Marcello III, hereby state and swear based on personal knowledge to the following:

1. That I was one of the principal shareholders of Jamestown Estates, Inc., which was the developer of the subdivision on Westwind Drive in the mid-1980s through the sale of all 14 of the approved lots.
2. That I have personal knowledge of all of the permit reviews and approvals provided by the Town of Jamestown.
3. To the best of my knowledge today at no time during the review and approval of the sewer line for the 14 lots on Westwind Drive was there any agreement or condition mandated by the Town of Jamestown that the sewer line serving Jamestown Estates would be privately owned by the lot owners.
4. That the developers of Jamestown Estates, Inc. made a payment in the amount of \$85,000 in consideration of the Town of Jamestown approving the sewer line as a public sewer.



Matthew T. Marcello III

Town of Jamestown

Finance Department

Town Hall

93 Narragansett Avenue


Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: ccollins@jamestownri.net



To: Honorable Council Members

From: Christina D. Collins, Finance Director 

Date: August 11, 2021

Subject: 2021/2022 Water & Sewer Budget

Attached please find the proposed Water & Sewer budgets for fiscal year 2021/2022. FY2021 was an unusual year with higher billings than in previous years. This was attributed to increased demands due to COVID and the very dry conditions experienced during the summer months. We have started to see a decrease in the June billing as well as pumping in July 2021.

The Water budget as presented includes additional expenses of \$71,368 or a 5.52% increase in the operating costs for the Water department. Proposed increases include costs for personnel (\$20,267 or 4.58%). Overtime adjustments were required to reflect expenses. Material, equipment maintenance and chemical line items were increased due to price increases. Debt service was increased (\$49,131 or a 10.84%), to reflect both principal and interest for the Dam repair as well as interest for the water tank painting which we anticipate starting in early spring of 2022. The proposed budget will require an increase of 5% for metered excess water and a 5% increase on minimum in advance for the next fiscal year.

The Sewer budget as presented includes additional expenses of \$40,084.00 or a 4.87% increase in the operating cost for the Sewer department. The proposed increases include costs for personnel/benefits (\$40,540 or 4.18%). Overtime adjustments were required to more closely reflect expenditures. The Treatment Plant is monitored 24/7 with mandatory coverage required on the weekend as well as call outs for alarms and storms. The proposed budget will require an increase of 5% (\$16.38 to \$17.20) in the rate for customers for the next fiscal year.

Attached is a summary of billing rates for water and sewer for the existing fiscal year and the proposed FY2021/2022 year. The annual increase is between 3.45% and 4.31% based on the tiered structure for gallons used and the increase for Sewer usage.

With operating costs continuing to increase, the rates as presented are required to operate the Facilities in accordance with State and Federal guidelines.

TOWN OF JAMESTOWN - WATER DIVISION

Proposed Budget

July 1, 2021 - June 30, 2022

<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>Actual FY19.20 6/30/2020</u>	<u>BUDGET FY20.21</u>	<u>PROPOSED FY21.22</u>	<u>FY20.21 YTD 6/30/2021</u>	<u>\$ Change Prev. Yr.</u>	<u>% Change Prev. Yr.</u>
OPERATING REVENUES						
2102 0000 40101 Metered Excess Water	323,768.77	365,381.00	410,011.00	417,467.96	44,630.00	12.21%
2102 0000 40402 Minimum Charge	534,540.04	561,267.00	587,169.00	559,395.18	25,902.00	4.61%
2102 0000 40403 Fire Protection Charges	170,000.00	170,000.00	170,000.00	170,000.00	0.00	0.00%
2102 0000 40408 Income From New Services	20,550.00	15,000.00	15,000.00	22,100.00	0.00	0.00%
2102 0000 40409 Miscellaneous Income	9,871.92	17,000.00	17,000.00	6,667.77	0.00	0.00%
2102 0000 40415 Interest Income	2,358.59	3,500.00	3,500.00	3,546.01	0.00	0.00%
2102 0000 40420 Rental Water Tower	157,878.20	161,000.00	161,836.00	176,589.78	836.00	0.52%
40100 TOTAL REVENUES	1,218,967.52	1,293,148.00	1,364,516.00	1,355,766.70	71,368.00	5.52%
OPERATING SALARIES						
2102 7000 70100 Public Works Director	25,805.11	26,103.00	26,756.00	26,441.78	653.00	2.50%
2102 7000 70102 Accounting	43,029.26	43,162.00	44,411.00	45,407.54	1,249.00	2.89%
2102 7000 70103 Treatment Plant Oper w/long	78,403.01	78,537.00	82,512.00	79,060.96	3,975.00	5.06%
2102 7000 70104 Ass't Treat Plant Oper w/long	76,382.14	73,435.00	75,636.00	74,194.54	2,201.00	3.00%
2102 7000 70105 Plant Operator	56,932.82	60,798.00	62,608.00	61,577.62	1,810.00	2.98%
2102 7000 70513 Treatment Plant Oper - OT	13,735.53	13,000.00	15,000.00	15,756.36	2,000.00	15.38%
2102 7000 70514 Ass't Treatment Plant - OT	12,340.23	11,000.00	15,000.00	14,821.14	4,000.00	36.36%
2102 7000 70515 Plant Operator OT	9,586.34	8,000.00	10,000.00	9,738.29	2,000.00	25.00%
2102 7000 70339 License Yrly	1,800.00	0.00	1,800.00	0.00	1,800.00	#DIV/0!
2102 7000 70501 Water Charge Backs	427.88	0.00	0.00	0.00	0.00	#DIV/0!
7000 Salaries	318,442.32	314,035.00	331,923.00	326,998.23	17,888.00	5.70%
2102 7001 70900 Social Security	20,636.53	24,024.00	25,392.00	22,653.66	1,368.00	5.69%
2102 7001 70901 Blue Cross/Delta Dental	42,266.09	41,239.00	46,700.00	43,082.82	5,461.00	13.24%
2102 7001 70902 Worker's Compensation	30,000.00	30,000.00	20,000.00	20,000.00	-10,000.00	-33.33%
2102 7001 70903 Retirement Fund	40,550.20	31,250.00	36,750.00	35,715.21	5,500.00	17.60%
2102 7001 70906 Life Insurance	669.60	620.00	670.00	669.60	50.00	8.06%
2102 7001 70910 Clothing Allowance	1,799.95	1,500.00	1,500.00	1,808.67	0.00	0.00%
7001 Benefits	135,922.37	128,633.00	131,012.00	123,929.96	2,379.00	1.85%
7000/7001/7002 SALARIES/BENEFITS	454,364.69	442,668.00	462,935.00	450,928.19	20,267.00	4.58%
2102 7005 70601 Maintenance	8,690.08	6,000.00	6,000.00	3,753.79	0.00	0.00%
2102 7005 70606 Alarm Lines	2,491.49	2,500.00	2,500.00	3,124.53	0.00	0.00%
7005 Reservoirs/Rights of Way	11,181.57	8,500.00	8,500.00	6,878.32	0.00	0.00%
2102 7006 70601 Maintenance	521.42	1,000.00	1,000.00	1,964.85	0.00	0.00%
2102 7006 70636 Electricity	9,550.45	10,000.00	10,000.00	10,535.86	0.00	0.00%
7006 Wells	10,071.87	11,000.00	11,000.00	12,500.71	0.00	0.00%
2102 7010 70008 Lab Supplies	10,429.13	10,000.00	12,500.00	15,583.18	2,500.00	25.00%
2102 7010 70631 Chemicals	50,337.64	50,000.00	55,000.00	56,617.27	5,000.00	10.00%
2102 7010 70632 Heat	10,195.67	13,500.00	12,000.00	9,014.95	-1,500.00	-11.11%
2102 7010 70633 Equipment Maintenance	23,646.03	30,000.00	40,000.00	48,314.78	10,000.00	33.33%
2102 7010 70634 Professional Services	745.00	5,000.00	5,000.00	301.00	0.00	0.00%
2102 7010 70635 Telephone	3,502.63	3,500.00	3,500.00	3,113.74	0.00	0.00%
2102 7010 70636 Electricity	38,317.43	40,000.00	40,000.00	41,204.30	0.00	0.00%
2102 7010 70637 Building Maintenance	10,089.10	8,000.00	8,000.00	12,903.79	0.00	0.00%
2102 7010 70638 State Testing	9,260.45	10,000.00	11,000.00	11,130.00	1,000.00	10.00%
2102 7010 70639 License Fees	6,584.00	6,000.00	6,000.00	4,092.00	0.00	0.00%
2102 7010 70643 Pump Out Treatment Plant	3,120.00	3,200.00	3,500.00	3,839.02	300.00	9.38%
2102 7010 70645 Sludge Disposal	15,810.33	16,000.00	15,000.00	13,789.06	-1,000.00	-6.25%
7010 Pump Station & Treatment Plant	182,037.41	195,200.00	199,000.00	219,903.09	3,800.00	1.95%
2102 7011 70636 South Pond - Electricity	1,965.06	2,000.00	1,750.00	1,338.66	-250.00	-12.50%
2102 7011 70637 South Pond - Transfer Pump	0.00	3,300.00	3,000.00	1,717.04	-300.00	-9.09%
7011 South Pond Pre-Treatment Bldg	1,965.06	5,300.00	4,750.00	3,055.70	-550.00	-10.38%
2012 7012 70636 Water Tower - Electricity	1,317.18	3,000.00	2,000.00	1,423.95	-1,000.00	-33.33%
2102 7012 70643 Water Tower - Maintenance	0.00	500.00	500.00	0.00	0.00	0.00%
7012 Water Tower	1,317.18	3,500.00	2,500.00	1,423.95	-1,000.00	-28.57%
2102 7013 70644 Gasoline/Oil	1,055.83	1,500.00	1,500.00	869.89	0.00	0.00%
2102 7013 70645 Repairs/Maintenance	3,768.09	4,000.00	4,000.00	633.19	0.00	0.00%
7013 Vehicles	4,823.92	5,500.00	5,500.00	1,503.08	0.00	0.00%
2102 7020 70651 Clamps	422.52	1,000.00	1,000.00	2,133.61	0.00	0.00%
2102 7020 70652 Pipe	3,940.34	5,000.00	5,000.00	3,598.30	0.00	0.00%
7020 70653 Backfill & Excavation	3,238.21	2,000.00	2,000.00	0.00	0.00	0.00%
7020 Maintenance & Laterals	7,601.07	8,000.00	8,000.00	5,731.91	0.00	0.00%

TOWN OF JAMESTOWN - WATER DIVISION
Proposed Budget
July 1, 2021 - June 30, 2022

<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>Actual FY19.20</u> <u>6/30/2020</u>	<u>BUDGET</u> <u>FY20.21</u>	<u>PROPOSED</u> <u>FY21.22</u>	<u>FY20.21 YTD</u> <u>6/30/2021</u>	<u>\$ Change</u> <u>Prev. Yr.</u>	<u>% Change</u> <u>Prev. Yr.</u>
2102 7030 70661 Service Repairs	11,456.54	10,000.00	10,000.00	12,655.65	0.00	0.00%
2102 7030 70663 New Services	7,767.45	5,000.00	5,000.00	882.72	0.00	0.00%
7030 Water Division Services	19,223.99	15,000.00	15,000.00	13,538.37	0.00	0.00%
2102 7040 70672 Supplies/Expenses	13,366.85	14,000.00	14,000.00	12,727.50	0.00	0.00%
7040 Meters	13,366.85	14,000.00	14,000.00	12,727.50	0.00	0.00%
2102 7050 70681 Maintenance	2,243.59	7,500.00	7,500.00	2,053.10	0.00	0.00%
7050 Hydrants	2,243.59	7,500.00	7,500.00	2,053.10	0.00	0.00%
2102 7060 70923 Billing	4,748.72	6,500.00	6,500.00	4,432.40	0.00	0.00%
2102 7060 70924 Insurance	7,200.00	7,200.00	7,920.00	9,700.00	720.00	10.00%
2102 7060 70925 Audit	4,000.00	4,000.00	3,000.00	3,000.00	-1,000.00	-25.00%
2102 7060 70926 Supplies & Training	5,769.11	6,000.00	6,000.00	6,224.01	0.00	0.00%
7030 Administration	21,717.83	23,700.00	23,420.00	23,356.41	-280.00	-1.18%
2102 7070 70350 Principal	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2102 7070 70940 Interest	111,859.68	0.00	0.00	153,046.50	0.00	#DIV/0!
Dam Repair (P&I) (\$550K)	10,000.00	9,625.00	27,280.00	0.00	17,655.00	183.43%
Water Tank Painting (\$1.5M) Int. only	0.00	6,000.00	41,250.00	0.00	35,250.00	587.50%
Membrane Filter	0.00	3,644.00	0.00	0.00	-3,644.00	-100.00%
2102 7070 70300 Transfer to \$6.2 Water Debt	0.00	434,011.00	433,881.00	0.00	-130.00	-0.03%
7070 Debit Service	121,859.68	453,280.00	502,411.00	153,046.50	49,131.00	10.84%
7080 70800 Infrastructure Replacement Fund/Capital Improvements	47,244.84	100,000.00	100,000.00	62,965.25	0.00	0.00%
7080 Total	47,244.84	100,000.00	100,000.00	62,965.25	0.00	0.00%
TOTAL EXPENSES	899,019.55	1,293,148.00	1,364,516.00	969,612.08	71,368.00	5.52%
TOTAL REVENUES	1,218,967.52	1,293,148.00	1,364,516.00	1,355,766.70	71,368.00	5.52%

**TOWN OF JAMESTOWN WATER DIVISION
PROPOSED OPERATING BUDGET
July 1, 2021- June 30, 2022**

NUMBER	ACCOUNT	PROPOSED 2021/2022	
70070940	Principal Due	\$342,000.00	
	Interest Due	\$91,880.80	\$433,880.80
	Income to offset Debt	\$433,880.80	

TOWN OF JAMESTOWN - SEWER DIVISION
Proposed Budget
July 1, 2021 - June 30, 2022

<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>FY19.20</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>FY20.21</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>YTD</u>	<u>FY 20,21</u>	<u>FY21.22</u>	<u>YTD</u>		
OPERATING REVENUES	6/30/2020	FY 20,21	FY21.22	6/30/2021	Prev. Yr.	Prev. Yr.
2103 0000 40400 Sewer Line Frontage Assessmen	81,085.24	81,085.00	81,389.00	81,389.20	304.00	0.37%
2103 0000 40405 Inspection Fees	275.00	300.00	300.00	125.00	0.00	0.00%
2103 0000 40406 Sewer Use Sales	639,129.44	713,409.00	753,189.00	773,029.94	39,780.00	5.58%
2103 0000 40408 New Service Connect Fees	15,000.00	15,000.00	15,000.00	9,000.00	0.00	0.00%
2103 0000 40414 Dumping Fees	1,032.50	5,000.00	5,000.00	2,051.00	0.00	0.00%
2103 0000 40850 Golf Course Allocation	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00%
40100 TOTAL REVENUES	744,522.18	822,794.00	862,878.00	873,595.14	40,084.00	4.87%
OPERATING EXPENSES						
2103 7000 70100 Public Works Director	25,805.11	26,103.00	26,756.00	26,441.76	653.00	2.50%
2103 7000 70101 Wastewater Super w/Long	77,421.42	80,781.00	84,869.00	80,962.11	4,088.00	5.06%
2103 7000 70102 Accounting w/Long	42,976.39	40,571.00	44,411.00	45,407.50	3,840.00	9.46%
2103 7000 70103 Asst. Super w/Long	71,680.59	73,435.00	75,636.00	73,487.97	2,201.00	3.00%
2103 7000 70104 Plant Operator w/Long	63,084.44	64,750.00	66,678.00	64,675.73	1,928.00	2.98%
2103 7000 70111 Sewer - Temp Labor	8,281.88	8,500.00	8,500.00	0.00	0.00	0.00%
2103 7000 70511 Wastewater Super OT	12,010.83	9,000.00	13,000.00	12,019.66	4,000.00	44.44%
2103 7000 70513 Asst. Superintendent OT	8,508.11	9,000.00	13,000.00	16,354.67	4,000.00	44.44%
2103 7000 70514 Plant Operator OT	9,671.00	9,000.00	10,000.00	4,519.34	1,000.00	11.11%
7000 Salaries	319,439.77	321,140.00	342,850.00	323,868.74	21,710.00	6.76%
2103 7000 70900 Social Security	20,993.21	23,917.00	26,228.00	21,626.06	2,311.00	9.66%
2103 7000 70901 Health & Dental	49,631.41	52,527.00	48,079.00	44,036.59	0.00	-8.47%
2103 7000 70902 Worker's Compensation	10,000.00	10,000.00	10,000.00	8,000.00	0.00	0.00%
2103 7000 70904 Retirement	43,581.20	38,768.00	38,000.00	29,604.06	-768.00	-1.98%
2103 7000 70906 Life Insurance	669.60	670.00	695.00	669.60	25.00	3.73%
2103 7000 70336 Clothing Allowance	1,627.00	1,500.00	1,500.00	2,230.31	0.00	0.00%
2103 7000 70335 License Fees	1,800.00	1,800.00	1,800.00	1,800.00	0.00	0.00%
7000 Benefits	128,302.42	129,182.00	126,302.00	107,966.62	-2,880.00	-2.23%
7000 TOTAL SALARY & BENEFITS	447,742.19	450,322.00	469,152.00	431,835.36	18,830.00	4.18%
2103 7002 70001 Power - Electricity	40,767.72	42,000.00	42,000.00	41,251.14	0.00	0.00%
2103 7002 70002 Chemicals	1,585.70	2,500.00	2,500.00	1,121.57	0.00	0.00%
2103 7002 70003 Heat	5,198.73	9,500.00	9,500.00	7,838.25	0.00	0.00%
2103 7002 70004 Water	2,158.20	2,000.00	2,000.00	2,165.78	0.00	0.00%
2103 7002 70005 Chlorine	6,061.47	7,000.00	7,000.00	3,290.95	0.00	0.00%
2103 7002 70006 Equipment Maintenance	25,306.37	24,000.00	30,000.00	36,173.65	6,000.00	25.00%
2103 7002 70007 Misc Supplies, Office Cleaning	9,451.52	10,000.00	10,000.00	8,685.92	0.00	0.00%
2103 7002 70008 Laboratory Supplies	902.97	4,500.00	4,500.00	3,670.41	0.00	0.00%
2103 7002 70009 Telephone	965.17	2,200.00	2,200.00	462.26	0.00	0.00%
2103 7002 70010 Alarm Lines	7,130.34	7,000.00	7,000.00	6,569.43	0.00	0.00%
2103 7002 70011 Sludge Composting	35,540.88	35,000.00	45,000.00	51,179.40	10,000.00	28.57%
2103 7002 70012 Truck Operation & Main.	1,827.06	2,000.00	2,000.00	121.32	0.00	0.00%
2103 7002 70013 Gas - Truck	538.30	2,500.00	2,500.00	1,347.41	0.00	0.00%
2103 7002 70014 State Mandated Testing	26,704.22	26,000.00	26,000.00	26,577.80	0.00	0.00%
2103 7002 70201 Professional Services - Legal	0.00	2,500.00	2,500.00	0.00	0.00	0.00%
2103 7002 70315 Training	300.00	1,000.00	1,000.00	70.00	0.00	0.00%
2103 7002 70600 Professional Services	3,000.00	2,000.00	2,000.00	0.00	0.00	0.00%
7002 Wastewater Treatment Facility	167,438.65	181,700.00	197,700.00	190,525.29	16,000.00	8.81%
2103 7003 70017 Pumping Station #3 (W Ferry)	4,559.57	5,000.00	5,000.00	5,362.16	0.00	0.00%
2103 7003 70018 Pumping Station #1 (Bayview)	21,759.41	25,000.00	25,000.00	21,158.58	0.00	0.00%
2103 7003 70019 Pumping Station #2 (Hamilton)	10,099.25	11,000.00	11,000.00	10,999.89	0.00	0.00%
2103 7003 70020 Pumping Station #4 (Maple)	638.02	750.00	750.00	660.73	0.00	0.00%
7003 Pumping Stations	37,056.25	41,750.00	41,750.00	38,181.36	0.00	0.00%
2103 7004 70598 Equipment Insurance	4,000.00	4,000.00	4,000.00	6,500.00	0.00	0.00%
7004 Insurance	4,000.00	4,000.00	4,000.00	6,500.00	0.00	0.00%
2103 7005 70021 Maintenance Sewer Mains	200.00	5,000.00	10,000.00	9,300.00	5,000.00	100.00%
2103 7005 70xxx Jet Vac Truck Lease	0.00	25,844.00	22,130.00	0.00	-3,714.00	-14.37%

TOWN OF JAMESTOWN - SEWER DIVISION
Proposed Budget
July 1, 2021 - June 30, 2022

<u>ACCOUNT NUMBER & DESCRIPTION</u>	FY19.20 YTD	BUDGET	PROPOSED	FY20.21 YTD	\$ Change	% Change
2103 7005 70xxx Sewer Truck (JP Morgan 2020)	0.00	5,895.00	8,321.00	4,800.00	2,426.00	41.15%
2103 7005 70xxx Slip Lining	0.00	40,425.00	39,825.00	9,402.85	-600.00	-1.48%
2103 7005 70xxx Pump Station	0.00	2,750.00	0.00	0.00	-2,750.00	-100.00%
2103 7005 70605 West Ferry Extension Notes	55,897.68	5,108.00	0.00	75,377.40	-5,108.00	-100.00%
7005 Sanitary Sewers, Laterals&Mains	56,097.68	85,022.00	80,276.00	98,880.25	-4,746.00	-5.58%
7081 70801 Capital Expense	19,833.27	60,000.00	70,000.00	21,821.65	10,000.00	16.67%
TOTAL EXPENSES	732,168.04	822,794.00	862,878.00	787,743.91	40,084.00	4.87%
TOTAL REVENUE	744,522.18	822,794.00	862,878.00	873,595.14	40,084.00	4.87%

0.00

**TOWN OF JAMESTOWN SEWER DIVISION
PROPOSED OPERATING BUDGET
July 1, 2021- June 30, 2022**

NUMBER	ACCOUNT	PROPOSED 2021/2022	
70070940	Principal Due	\$450,605.19	
	Interest Due	\$15,032.80	\$465,637.99
	Income to offset Debt	\$465,637.99	

CURRENT WATER RATES 2020/2021

	Unit	Rate	Qtrly Amount	Yrly.
3,000/12,000 gallons				
Minimum in Advance	1	\$79.94	\$79.94	\$319.75
Excess Water	0	\$0.00	\$0.00	\$0.00
State Surcharge 1	3	\$0.11	\$0.32	\$1.26
State Surcharge 2	3	\$0.17	\$0.50	\$2.00
Sewer Charge- usage	3	\$16.38	\$49.14	\$196.55
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	3	\$6.49	\$19.47	\$77.88
			\$187.38	\$749.52

	Unit	Rate	Qtrly Amount	Yrly.
8,000/32,000 gallons				
Minimum in Advance	1	\$79.94	\$79.94	\$319.75
Excess Water	3	\$7.10	\$21.29	\$85.18
State Surcharge 1	8	\$0.11	\$0.84	\$3.37
State Surcharge 2	8	\$0.17	\$1.33	\$5.32
Sewer Charge- Usage	8	\$16.38	\$131.03	\$524.13
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	8	\$6.49	\$51.92	\$207.68
			\$324.38	\$1,297.51

	Unit	Rate	Qtrly Amount	Yrly.
13,000/52,000 gallons				
Minimum in Advance	1	\$79.94	\$79.94	\$319.75
Excess Water	8	\$7.64	\$61.15	\$244.61
State Surcharge 1	13	\$0.11	\$1.37	\$5.48
State Surcharge 2	13	\$0.17	\$2.16	\$8.65
Sewer Charge- usage	13	\$16.38	\$212.93	\$851.71
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	13	\$6.49	\$84.37	\$337.48
			\$479.94	\$1,919.76

	Unit	Rate	Qtrly Amount	Yrly.
16,000/64,000 gallons				
Minimum in Advance	1	\$79.94	\$79.94	\$319.75
Excess Water	11	\$9.68	\$106.49	\$425.96
State Surcharge 1	16	\$0.11	\$1.69	\$6.75
State Surcharge 2	16	\$0.17	\$2.66	\$10.65
Sewer Charge- usage	16	\$16.38	\$262.06	\$1,048.26
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	16	\$6.49	\$103.84	\$415.36
			\$594.70	\$2,378.80

**PROPOSED WATER RATES
FY2021/2022**

	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.	Yrly % inc.
Water - Minimum in Advance- 5% inc.	1	\$83.93	\$83.93	\$335.73	\$15.99	
Water- Excess Water - 5% inc.	0	\$0.00	\$0.00	\$0.00	\$0.00	
Sewer - 5% inc.	3	\$0.11	\$0.32	\$1.26	\$0.00	
	3	\$0.17	\$0.50	\$2.00	\$0.00	
	3	\$17.20	\$51.60	\$206.39	\$9.84	
	1	\$38.02	\$38.02	\$152.08	\$0.00	
	3	\$6.49	\$19.47	\$77.88	\$0.00	
			\$193.84	\$775.34	\$25.83	3.45%

	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.	Yrly % inc.
Water - Minimum in Advance- 5% inc.	1	\$83.93	\$83.93	\$335.73	\$15.99	
Water- Excess Water - 5% inc.	3	\$7.45	\$22.36	\$89.43	\$4.26	
Sewer - 5% inc.	8	\$0.11	\$0.84	\$3.37	\$0.00	
	8	\$0.17	\$1.33	\$5.32	\$0.00	
	8	\$17.20	\$137.59	\$550.37	\$26.24	
	1	\$38.02	\$38.02	\$152.08	\$0.00	
	8	\$6.49	\$51.92	\$207.68	\$0.00	
			\$336.00	\$1,343.99	\$46.48	3.58%

	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.	Yrly % inc.
Water - Minimum in Advance- 5% inc.	1	\$83.93	\$83.93	\$335.73	\$15.99	
Water- Excess Water - 5% inc.	8	\$8.03	\$64.21	\$256.84	\$12.23	
Sewer - 5% inc.	13	\$0.11	\$1.37	\$5.48	\$0.00	
	13	\$0.17	\$2.16	\$8.65	\$0.00	
	13	\$17.20	\$223.59	\$894.35	\$42.64	
	1	\$38.02	\$38.02	\$152.08	\$0.00	
	13	\$6.49	\$84.37	\$337.48	\$0.00	
			\$497.65	\$1,990.61	\$70.86	3.69%

	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.	Yrly % inc.
Water - Minimum in Advance- 5% inc.	1	\$83.93	\$83.93	\$335.73	\$15.99	
Water- Excess Water - 5% inc.	11	\$10.17	\$111.82	\$447.26	\$21.30	
Sewer - 5% inc.	16	\$0.11	\$1.69	\$6.75	\$0.00	
	16	\$0.17	\$2.66	\$10.65	\$0.00	
	16	\$17.20	\$275.18	\$1,100.73	\$52.48	
	1	\$38.02	\$38.02	\$152.08	\$0.00	
	16	\$6.49	\$103.84	\$415.36	\$0.00	
			\$617.14	\$2,468.56	\$89.76	3.77%

CURRENT WATER RATES 2020/2021

**PROPOSED WATER RATES
FY2021/2022**

Water - Minimum in Advance- 5% inc.
Water- Excess Water - 5% inc.
Sewer - 5% inc.

	Unit	Rate	Qtrly Amount	Yrly.	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.
32,000/128,000 gallons									
Minimum in Advance	1	\$79.94	\$79.94	\$319.75	1	\$83.93	\$83.93	\$335.73	\$15.99
Excess Water	27	\$13.47	\$363.73	\$1,454.92	27	\$14.15	\$381.92	\$1,527.67	\$72.75
State Surcharge 1	32	\$0.11	\$3.37	\$13.49	32	\$0.11	\$3.37	\$13.49	\$0.00
State Surcharge 2	32	\$0.17	\$5.32	\$21.30	32	\$0.17	\$5.32	\$21.30	\$0.00
Sewer Charge- usage	32	\$16.38	\$524.13	\$2,096.51	32	\$17.20	\$550.37	\$2,201.47	\$104.95
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00
Sewer Debt Usage Fee	32	\$6.49	\$207.68	\$830.72	32	\$6.49	\$207.68	\$830.72	\$0.00
			\$1,222.19	\$4,888.77			\$1,270.61	\$5,082.46	3.96%

	Unit	Rate	Qtrly Amount	Yrly.	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.
68,000/272,000 gallons									
Minimum in Advance	1	\$79.94	\$79.94	\$319.75	1	\$83.93	\$83.93	\$335.73	\$15.99
Excess Water	63	\$16.52	\$1,040.54	\$4,162.16	63	\$17.34	\$1,092.57	\$4,370.27	\$208.11
State Surcharge 1	68	\$0.11	\$7.17	\$28.67	68	\$0.11	\$7.17	\$28.67	\$0.00
State Surcharge 2	68	\$0.17	\$11.32	\$45.26	68	\$0.17	\$11.32	\$45.26	\$0.00
Sewer Charge- usage	68	\$16.38	\$1,113.77	\$4,455.09	68	\$17.20	\$1,169.53	\$4,678.11	\$223.03
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00
Sewer Debt Usage Fee	68	\$6.49	\$441.32	\$1,765.28	68	\$6.49	\$441.32	\$1,765.28	\$0.00
			\$2,732.07	\$10,928.28			\$2,843.85	\$11,375.40	4.09%

	Unit	Rate	Qtrly Amount	Yrly.	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.
169,000/676,000 gallons									
Minimum in Advance	1	\$79.94	\$79.94	\$319.75	1	\$83.93	\$83.93	\$335.73	\$15.99
Excess Water	164	\$21.15	\$3,468.11	\$13,872.43	164	\$22.20	\$3,641.51	\$14,566.05	\$693.62
State Surcharge 1	169	\$0.11	\$17.81	\$71.25	169	\$0.11	\$17.81	\$71.25	\$0.00
State Surcharge 2	169	\$0.17	\$28.12	\$112.49	169	\$0.17	\$28.12	\$112.49	\$0.00
Sewer Charge- usage	169	\$16.38	\$2,768.05	\$11,072.20	169	\$17.20	\$2,906.62	\$11,626.49	\$554.29
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00
Sewer Debt Usage Fee	169	\$6.49	\$1,096.81	\$4,387.24	169	\$6.49	\$1,096.81	\$4,387.24	\$0.00
			\$7,496.86	\$29,987.44			\$7,812.83	\$31,251.33	4.21%

	Unit	Rate	Qtrly Amount	Yrly.	Unit	Rate	Qtrly Amount	Yrly.	Yrly \$ inc.
210,000/840,000 gallons									
Minimum in Advance	1	\$79.94	\$79.94	\$319.75	1	\$83.93	\$83.93	\$335.73	\$15.99
Excess Water	205	\$26.91	\$5,516.86	\$22,067.43	205	\$28.26	\$5,792.70	\$23,170.80	\$1,103.37
State Surcharge 1	210	\$0.11	\$22.13	\$88.54	210	\$0.11	\$22.13	\$88.54	\$0.00
State Surcharge 2	210	\$0.17	\$34.94	\$139.78	210	\$0.17	\$34.94	\$139.78	\$0.00
Sewer Charge- usage	210	\$16.38	\$3,439.59	\$13,758.36	210	\$17.20	\$3,611.78	\$14,447.12	\$688.76
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00
Sewer Debt Usage Fee	210	\$6.49	\$1,362.90	\$5,451.60	210	\$6.49	\$1,362.90	\$5,451.60	\$0.00
			\$10,494.38	\$41,977.53			\$10,946.41	\$43,785.64	4.31%

JAMESTOWN WATER AND SEWER RATES

Minimum in advance:					
Meter size	Current Billing Rates		Proposed 5% inc.		
	Quarterly	Seasonal	Quarterly	Seasonal	
5/8"	\$79.94	\$319.74	\$83.94	\$335.73	
3/4"	\$119.98	\$479.92	\$125.98	\$503.92	
1"	\$149.02	\$596.02	\$156.47	\$625.82	
1 1/2"	\$183.55	\$733.38	\$192.73	\$770.05	
2"	\$239.10	\$956.38	\$251.06	\$1,004.20	
3"	\$440.81	\$1,763.19	\$462.85	\$1,851.35	
4"	\$663.51	\$2,654.06	\$696.69	\$2,786.76	

Current Excess Water Rates: * per 1,000 gallons			
Minimum	Maximum	Rates	Proposed 5% inc.
0	5,000	\$0.00	\$0.00
5,001	9,999	\$7.10	\$7.46
10,000	14,999	\$7.64	\$8.02
15,000	19,999	\$9.68	\$10.16
20,000	49,999	\$13.47	\$14.14
50,000	99,999	\$16.52	\$17.35
100,000	199,999	\$21.15	\$22.21
200,000	999,999,999	\$26.91	\$28.26

Excess Seasonal Water Rates: *per 1,000 gallons			
Minimum	Maximum	Rates	Proposed 5% inc.
0	20,000	\$0.00	\$0.00
20,001	49,999	\$13.47	\$14.14
50,000	99,999	\$16.52	\$17.35
100,000	199,999	\$21.15	\$22.21
200,000	999,999,999	\$26.91	\$28.26

CURRENT SEWER RATES:		Proposed 5% inc.
Sewer use rate (per 1000 gallons):	\$16.38	\$17.20
Sewer flat rate for pump out: Flat B	\$189.54	\$199.02
Sewer flat rate for those without meters and without water: Flat A	\$75.89	\$79.68
Sewer metered rate for those without water (per 1000 gallons):	\$16.38	\$17.20
Sewer Debt Flat Fee:	\$38.02	
Sewer Debt Usage Fee (per 1000 gallons):	\$6.49	

Misc. Charges: No Change	Rates
Turn on/off (\$15. per service)	\$30.00
Install/Remove (\$50. per service)	\$100.00
Early Install/Remove (\$25. per service)	\$50.00
Sprinkler Charge (per unit)	\$0.18
Frozen Meter	\$125.00
Special Reading	\$20.00
Call out	\$150.00
Lien discharge recording fee	\$49.00

State Surcharge Rates - No Change
SC 1 .010540 per 100 gals.
SC 2 .016644 per 100 gals.