

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE BRISTOL COUNTY WATER AUTHORITY**

Wednesday, October 13, 2004

SENIOR CENTER, WARREN TOWN HALL, WARREN, RI

Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Saviano at 6:05 pm, in the Senior Center, Warren Town Hall, Warren, Rhode Island. Executive Director Pasquale DeLise, and the following Directors were in attendance at the commencement of the meeting:

Bert Anger, John M. Jannitto, Allan Klepper, Joseph Rego, John Saviano, Frank Sylvia, John Veader

HOUSEKEEPING

Minutes of the following meetings were reviewed.

Upon a motion duly made and seconded, it was

VOTED: That the minutes of the Annual Meeting of September 15, 2004, be and hereby are approved.

Motion passed 5 – 2, Chairman Saviano and Director Anger abstained.

Upon a motion duly made and seconded, it was

VOTED: That the minutes of the regular meeting of September 15, 2004, be and hereby are approved.

Motion passed 5 – 2, Chairman Saviano and Directors Anger abstained.

AUDIT/FINANCE

Old Business, Director Anger reported:

1. Ordinance to Install Curb-to-Curb Paving, Director Sylvia stated that this item will be discussed at the Bristol Town Council Meeting in January.

2. Water Supply Security/Vulnerability Assessment/Available Funds, Committee requests this item off Agenda.

3. BCWA Bristol Office, Bid documents for the sale of the Bristol office were sent to all Directors for review. The following motion was duly made and seconded

VOTED: Committee recommends to proceed with the sale of the Bristol Office.

Motion passed unanimously.

4. Article 44, Committee requests Executive Director to send letter to Bristol and Warren Councils and ask to participate at November Barrington Council Meeting.

5. Question 7, November 2, 2004, Committee recommends to send postcards to all BCWA customers for Bond to pass. Postcards to be mailed Monday, October 25, 2004. Executive Director DeLise will check with our legal counsel to ensure sending out the postcards is legal. The following motion was duly made and seconded

VOTED: Committee recommends to proceed with the mailing of postcards to BCWA customers in support of Question 7.

Motion passed unanimously.

Director Veader stated if this mailing is illegal he will not support this motion.

New Business

1. Quarterly Charge-Offs, Committee recommends approval. The following motion was duly made and seconded

VOTED: Committee recommends to approve charge-offs in the amount of \$3,330.12, as presented.

Motion passed unanimously.

2. Question 7, November 2, 2004. Executive Director DeLise stated he had submitted a statement to Kathy Crawley of the RI Water Resources Board in support of Question 7.

Statement to be sent to the local papers for publication. Executive Director DeLise to contact Mr. Mike Davis of Full Channel TV to have a notice posted on the public access channel.

3. Vehicles, Committee recommends approval as presented, and to purchase vehicles, from St. Angelo Buick (East Providence) and Bristol County Dodge (Warren), at a total cost for 3 vehicles of \$69,978. (Staff estimate \$67,000 in January 2004); 2005 Durango 4x4 ST, \$26,000, 2005 GMC Cargo Van, \$21,989, 2005 GMC Cargo Van, \$21,989. These vehicles will replace: 1990 Dodge Dakota Pick-up, 1990 Dodge Dakota Pick-up, 1995 Dodge Van. The following motion was duly made and seconded

VOTED: Committee recommends approval to purchase vehicles, as presented.

Motion passed 4 – 3. Voting Aye, Chairman Saviano, Directors Anger, Jannitto, and Klepper. Voting Nay, Directors Rego, Sylvia and Veader.

4. Bond Refinancing, Committee recommends approval for legal counsels to proceed with the investigation of Bond Refinancing and to act in the best interest of the Authority, and to consult with PFM, BCWA's Financial Consultant. Upon a motion duly made and seconded it was unanimously

VOTED: Committee recommends approval for legal counsels to proceed with the investigation and to act in the best interest of the Authority with either competitive bids or negotiation, whichever is better for the Authority, and to consult with PFM, BCWA's Financial Consultant.

PERSONNEL/RETIREMENT

Old Business, Director Veader reported:

1. Staff Salary Caps, Committee recommends approval. Upon a motion duly made and seconded it was unanimously

VOTED: To approve 2% increase on minimum and maximum values, as presented.

2. Request for Employee Classification Change, Committee recommends approval of Classification change and salary range and

for the Executive Director to establish salary.

Discussion followed concerning the need to change the job description. Director Rego stated he would vote against the change, the Board would be abdicating its responsibilities allowing the Executive Director to hire anyone and put in any pay scale he wanted.

The Board would have no say in the matter. The new position is not needed.

Director Klepper stated that the Executive Director has responsibilities to hire, fire and reward. The Executive Director gives the Board his recommendation for salary increases.

Director Veader stated that new duties have been added to the job description.

Director Veader made the following motion

VOTED: Creation of a new title and job description, (attached).

Motion passed 4 – 2 – 1. Voting Aye, Chairman Saviano, Directors Anger, Klepper and Veader. Voting Nay, Directors Rego and Sylvia. Abstaining, Director Jannitto.

Director Veader made the following motion

VOTED: Change salary range, minimum \$30,600 and maximum \$41,820.

Motion passed 5-1-1. Voting Aye Chairman Saviano, Directors Anger, Jannitto, Klepper and Veader. Voting Nay, Director Sylvia. Abstaining, Director Rego.

Director Sylvia made the following motion

MOTION: Eliminate position of Administrative Assistant since a new position has been created.

Director Klepper stated that there are positions that are “inactive” in case they are needed in the future.

Director Sylvia withdrew the motion.

Director Sylvia made the following motion, which was duly seconded

MOTION: To make the position of Administrative Assistant inactive, to take effect within 30 days.

Motion passed unanimously.

New Business

1. 2005 Poster Calendars, Committee recommends approval. Upon a

motion duly made and seconded it was unanimously

VOTED: To award contract to 136 Express of Bristol at a price of \$1,950 for 500 posters, as presented.

Director Jannitto made the following motion which was duly seconded

MOTION: To waive the water fees incurred at the “Vietnam Moving Wall” in Warren.

Motion passed unanimously.

Chairman Saviano stated that the fire alarm at the Child Street School keeps on going off. The Warren fire chief will be contacting the Executive Director.

Director Veader stated that he, along with the other 2 Barrington Directors had received messages from Mr. Brian Hunt concerning backflow prevention valves. Mr. Hunt will be placed on the agenda for November to address the Board.

Director Sylvia stated he attended the Bristol Town Council Meeting in October and Ms. Diane Medeiros requested a Providence Journal article concerning lead in Providence water. Director Sylvia requested that Executive Director mail to Ms. Mederos a copy of this

article.

ENGINEERING

Old Business, Executive Director DeLise reported:

1. Kickemuit Reservoir Fish Ladder. All comments received, Project advertised on September 28, 29, and 30. Pre-proposal/site visit conference scheduled for October 15, 2004. Proposals due by October 28, 2004.

2. Child Street School Rehabilitation, RFP issued and advertised on October 4, 5 and 6. Pre-proposal/site visit conferences scheduled for October 13 and 15, 2004. Proposals due by October 26, 2004.

Ms. Susan Andrade, BCWA Engineering Technician stated that 9 bidders were present for the pre-proposal conference. One addendum is being made for the 10/15/04 pre-proposal conference.

3 Shad Pipeline, Draft evaluation of proposals completed and sent to RIWRB for review on September 28, 2004.

New Business

1. Water Supply System Management Plan (WSSMP), After two additional submittals to the RIWRB during a 9-month period, the BCWA 5-year update to the WSSMP was approved by the RIWRB on September 14, 2004. The Executive Director was present at RIWRB Board Meeting. The next update to the WSSMP is due by March 2007.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's Report was self-explanatory.

NEXT STEPS

- 1. Engineering Committee Meeting, Wednesday, November 3, 2004, 5:15 p.m., Senior Center, Warren Town Hall**
- 2. Public Relations/Personnel Committee Meeting, Thursday, November 4, 2004, 5:15 p.m., Senior Center, Warren Town Hall.**
- 3. Audit Finance Committee Meeting, Thursday, November 4, 2004, 5:45 p.m., Senior Center, Warren Town Hall.**
- 4. Annual Meeting (Continued), Board of Directors Monthly Meeting, Wednesday, November 10, 2004, 6:00 pm, Senior Center, Warren Town Hall.**

There being no further business, the meeting was adjourned at 7:55 pm.

William J. Lavey, Jr.

BCWA Secretary