

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

**Thursday, November 10, 2011**

**450 Child Street, Warren Office, Warren, RI**

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**Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Jannitto at 6:00 pm, 450 Child Street, Warren Office, Warren, Rhode Island. Legal Counsel Ms. Sandra Mack and the following Directors were in attendance at the commencement of the meeting:**

**Paul Bishop (at 6:07), Joseph DeMelo, William Gosselin, John Jannitto, Allan Klepper, Lloyd Matsumoto, Frank Nencka, Frank Sylvia**

**Directors Absent: None**

**Barrington appointment not yet made.**

**HOUSEKEEPING**

**Minutes of the following meeting were reviewed.**

**Upon a motion duly made and seconded, it was unanimously**

**VOTED: That the minutes of the Board Meeting of October 12, 2011, be approved.**

**Upon a motion duly made and seconded, it was unanimously**

**VOTED: That the minutes of the Special Board Meeting of November 2, 2011, be approved.**

### **Public Relations/Personnel**

**Director Gosselin reported:**

#### **New Business**

**1. Poster Calendar – Award of Contract, Committee recommends approval. Director Sylvia made the following motion, seconded by Director DeMelo**

**MOTION: To award 136 Express of Bristol, RI at a price of \$1,060.00 for 200 calendars, as presented.**

**Director Bishop entered the meeting at 6:07 pm.**

**Motion passed unanimously.**

**2. Health Insurance Renewal, Decision to vote for renewal with \$250 deduction, unless Union concurs with higher deduction by 11/10/11. Director Gosselin made the following motion, seconded by Director**

**Sylvia**

**MOTION: That, subject to receipt of written approval by the Union, that the Board approve Blue Cross Vantage Blue Plan with a \$1,000 deductible and the deductible reimbursement option by a third party for the plan year commencing December 1, 2011 to November 30, 2012.**

**Legal Counsel Ms. Mack stated she had spoken to Mr. Brian Mellor, Union President concerning this motion and the Union is in agreement with the motion.**

**Motion passed unanimously.**

**3. Pension Plan Actuarial Report, Mr. Robert Bostian of Benefit Management presented his report to the Board.**

**Mr. Bostian explained benefits, employee ages/years of service, and reduction for early retirement. The BCWA Pension Plan continues to be well funded. Mr. Bostian is recommending \$183,000 to fund the plan.**

**Director Sylvia requested that the Pension Report be sent to the Town Councils.**

**Legal Counsel Ms. Sandra Mack requested that pages 1 – 15 of the**

**pension report be added to the BCWA website.**

**4. Arbitration Matters, To settle for \$500.00 as proposed. Director Gosselin made the following motion**

**MOTION: To settle arbitration with Local 359 for \$500.00, as proposed.**

**Director Sylvia seconded the motion.**

**Motion passed unanimously.**

**5. Potential Litigation (Executive Session RIGL 42-46-5(1)), There was no discussion on this item.**

## **AUDIT FINANCE**

**Director Sylvia reported:**

### **Old Business**

**1. Meter Replacement Program Update, Verbal progress report given at subcommittee meeting by Manager of Customer and Commercial Services Mr. Joseph Granata.**

**2. Janitorial Services, New specs publically advertised. Pre-bid 11/10/11 and bid opening on 11/17/11. Mr. Granata stated that 2 bidders were present for the pre-bid meeting.**

## **New Business**

**1. Interim Finances Report, Accounting report presented by Manager of MIS and Accounting Mr. Mark Champagne. Mr. Champagne stated he is working with Mr. Webster Goodwin and at this time does not anticipate making any changes to the reporting format, but he welcomed comments from the Board. A draft of the O&M Budget will be presented at the December Board Meeting.**

**Legal Counsel Ms. Mack stated that she had received the consent letter from Washington Trust for BCWA's line of credit for \$500,000 with a rate of approximately 2.16%.**

## **Engineering**

**Chairman Jannitto reported:**

**Chairman Jannitto appointed Director Bishop Chairman of the Engineering Committee.**

## **Old Business**

**1. Water Treatment Plant Project Update, Chairman Jannitto, Vice Chairman Klepper and P. DeLise attended RIWRB meeting held 10/31/11. Chairman Jannitto stated that they met with the head of Planning and discussed BCWA matrix, desalination, Pawtucket connection and Shad Pipeline.**

**2. RIWRB Refund Requisitions, Refund requisitions for Shad Pipeline**

**repair and engineering/design of Pump Station in Rehoboth.**

**3. Status of Hope Street Project, BCWA has completed its portion of the work.**

**4. Dam Safety Phase I Inspection Report, BCWA will solicit proposals from PARE, Dewberry and CDM. Anawan Reservoir in Rehoboth, inspection required by 11/29/11, report deadline 12/29/11. Upon a motion duly made and seconded, it was**

**VOTED: That the dam inspection contract be awarded to lowest responsible bidder. Executive Director has pre-qualified those bidders.**

**Motion passed unanimously.**

**Chairman Jannitto stated he had received a letter from Anawan, item to be added to the Engineering subcommittee for December. BCWA to notify Anawan president of date and time of meeting.**

#### **AD HOC COMMITTEE**

**Director Gosselin reported:**

#### **Old Business**

**1. IRF & Emergency Fund, To prepare a 5 year plan for future infrastructure improvements.**

- 2. Senior Citizen Discount, Staff to present report at December meetings on the volume of water used by seniors.**
- 3. Computer System/Software, To investigate what system(s) other water companies are using. Mr. Granata stated he and Mr. Champagne will be meeting with Pawtucket Water and Kent County Water.**
- 4. Report from Tri-Town Legislation Committee, Mr. Granata stated meetings are scheduled for 11/17 and 11/29. Committee will present their recommendations to the Town Councils and legislators.**

**Director Gosselin stated that the Warren Town Council had asked if an RFP for legal services will be going out to bid.**

## **SEARCH COMMITTEE**

**Director Nencka reported:**

### **New Business**

- 1. Search Committee Progress Report, Decision was made to advertise for the position of Executive Director in the Providence Journal (and the internet for 30 days) and possibly New England Water Works. A rating sheet will be prepared in advance to provide for consistency. Review/Screening Committee will include a request that the town managers of Warren and Barrington, and the town administrator of Bristol, and that each of the managers solicit a business man or woman of that community to also review the**

**applications.**

**Director Nencka stated that 13 requests for applications had been received.**

**Vice Chairman Klepper stated he had written a rating sheet to be used for rating the Executive Director. Letters will be sent to Town Managers asking them to be on the Review/Screening Committee.**

**Ms. Mack stated that BCWA's legal policy states that anything over budget must be approved by the Board. She added that based on the records she maintains, she is still within budget, subject to the efficiency report cost being borne by the 3 towns and the authority, as originally determined.**

**Director Klepper made the following motion**

**MOTION: Chairman be empowered to send a letter to the 3 Town Administrators requesting their participation in the screening committee for the Executive Director and further to suggest a business person who might also participate.**

**Director Matsumoto seconded the motion.**

**Motion passed unanimously.**

**Director Gosselin questioned the salary range and benefits for the new Executive Director.**

**Legal Counsel Ms. Mack stated that the salary range and budget have not yet been adopted.**

**The Chair recognized Mr. Ray Palmieri who questioned if a letter Chairman Jannitto had printed in the local newspaper was a collaborative effort voted on by the Board. Also, was legal counsel consulted with the drafting of the letter.**

**Director Sylvia noted the long standing policy of the board that it speaks through the chairman as the primary spokesperson for all matters.**

**Chairman Jannitto stated that the Board had not voted on the letter and that legal counsel had been consulted.**

## **NEXT STEPS**

**1. Public Relations/Personnel Committee Meeting, Thursday, December 8, 2011, 5:15 p.m., Warren Office, Boardroom, 450 Child Street.**

**2. Audit Finance Committee Meeting, Thursday, December 8, 2011, 5:20 p.m., Warren Office, Boardroom, 450 Child Street.**

**3. Engineering Committee Meeting, Thursday, December 8 , 2011, 5:25 p.m., Warren Office, Boardroom, 450 Child Street.**

**4. Ad Hoc Committee Meeting, Thursday, December 8, 2011, 5:30 p.m., Warren Office, Boardroom, 450 Child Street.**

**5. Special Board Meeting, Thursday, December 8 , 2011, 5:35 p.m., Warren Office, Boardroom, 450 Child Street.**

**6. Board of Directors Monthly Meeting, Wednesday, December 14, 2011, 6:00 p.m., Warren Office, Boardroom, 450 Child Street.**

**The Chairman made the following motion, which was duly seconded**

**MOTION: To accept the dates for the December meetings.**

**Motion passed unanimously.**

**The Chairman made the following motion, which was duly seconded**

**MOTION: To adjourn the meeting.**

**Motion passed unanimously.**

**There being no further business, the meeting was adjourned at 7:50 pm.**

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**Lloyd Matsumoto**

**Secretary**