

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

**Wednesday, April 12, 2012**

**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. Executive Director Pamela Marchand and the following Directors were in attendance at the commencement of the meeting:**

**Robert Allio, Paul Bishop, Joseph DeMelo, William Gosselin, John Jannitto, Allan Klepper, Raymond Palmieri, Sr., Frank Sylvia**

**Director Absent: Kevin Fitta**

**Executive Director P. Marchand presented her Director's Report (attached). This report will be sent to all Directors prior to the monthly meeting.**

**HOUSEKEEPING**

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

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

**VOTED: That the minutes of the Board Meeting of March 14, 2012, be approved.**

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

**VOTED: That the minutes of the Executive Session of March 14, 2012, be approved.**

## **AUDIT FINANCE**

**Director Sylvia reported:**

### **Old Business**

**1. Computer Software RFP, Staff reported on total spent for Aurora support. Executive Director reviewed the issues of the computer system and the requirements to hire a consultant to assist BCWA with a design of a new system. The Committee requested that Staff review the references and project schedule. Executive Director recommends awarding the contract to Aurora for the amount of \$20,400.**

**Director Palmieri stated that Aurora was capable of doing the work, but he still preferred to obtain two additional bids.**

**Director Palmieri made the following motion**

**MOTION: To re-advertise the Computer Software RFP in the Providence Business News and the Providence Journal.**

**Director DeMelo seconded the motion.**

**Motion failed 6 – 2. Directors Palmieri and DeMelo voted Aye. Voting Nay Chairman Jannitto, Directors Gosselin, Bishop, Allio, Klepper and Sylvia.**

**Director Sylvia stated that the Board should not be micro managing BCWA. The Executive Director is comfortable with and has recommended awarding the contract to Aurora.**

**Director Klepper made the following motion, which was duly seconded**

**MOTION: To award the contract to the only bidder, Aurora Technologies, at a price not to exceed \$20,400.00, as presented.**

**Motion passed 6 – 2. Voting Aye Chairman Jannitto, Directors Gosselin, Bishop, Allio, Klepper and Sylvia. Voting Nay Directors Palmieri and DeMelo.**

**2. Meter Replacement Program Update, Verbal progress report by Manager of Customer and Commercial Services Mr. Joseph Granata.**

**Mr. Granata stated that 240 bases have been ordered and there are 793 meters left to install.**

### **New Business**

**1. RFP for Legal Services, Committee recommends issuing an RFP for legal services. Committee will be working on gathering information for the RFP on design and evaluation.**

**Director Klepper stated that he had reviewed the legal expenses for 2008 – 2012 and analyzed them by category. Directors were asked for their input in creating a suitable RFP.**

### **Engineering**

**Director Bishop reported:**

#### **Old Business**

**1. Franklin St. Main Cleaning and Lining, Executive Director P. Marchand stated that Staff is working on funding for this project.**

**Legal Counsel Ms. Sandra Mack stated that since financing rates are now low BCWA should refinance their bonds. The proposed savings would lower BCWA debt service and allow for the Authority to borrow additional funds for this new project and still meet the 125% debt service coverage ratio. Ms. Mack stated that she will start the refinancing process to provide for a lower debt service on the bonds being refunded. The process could be completed within a 6 to 8 week period. Ms. Mack explained to the Board the benefits of financing**

through a private placement versus a public market, and the costs and timing associated with each method. Although the directors preferred an open competitive process, it also favored a quick timeline and asked that the process be flexible for a later determination.

Item to be added to the May Agenda or, if necessary, a special meeting will be called.

2. **Anawan Dam Maintenance & Repair, Executive Director P. Marchand** stated that BCWA has received money from FEMA, BCWA will now begin obtaining permits for repair work to be done at Anawan.

3. **Water Resources Board Meetings, Executive Director P. Marchand** stated that water levels are down in RI. A drought advisory may be issued due to projections for very low rainfall.

### **New Business**

1. **Annual Paving Contract – Contract Award, Committee** recommends approval. Upon a motion duly made and seconded, it was unanimously

**VOTED:** To award the annual paving contract to Hartford Paving Corp. of Johnston, RI at a price of \$140,575.00, as presented.

## **Public Relations/Personnel**

**Director Gosselin reported:**

### **Old Business**

**1. Selection of Labor Attorney, Committee recommends approval.**

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

**VOTED: To appoint labor attorney, Mr. Joseph Whelan of Whelan & Siket, LLP to negotiate Local 359 Union Contract for a sum not to exceed \$15,000.**

**2. RI Science Fair, Presentation will be made at the Annual Meeting.**

**3. Operations Manager, Executive Director P. Marchand stated that 4 candidates were interviewed for the position of Operations Manager. She selected a candidate who is experienced in water and distribution management. The candidate has a level 4 license and his salary recommendation is \$85,000. The Distribution Superintendents' position will be eliminated and the position of Manager of Operations and Maintenance will be added to the organizational chart.**

**Director Klepper stated that the Board would have to approve this new position. The following motion was duly made and seconded, it was unanimously**

**VOTED: To add the position of Manager of Operations and Maintenance to, and to eliminate the Distribution Superintendent**

**position from, the organizational chart.**

**Legal Counsel Ms. Mack stated that since the salary for this position is currently in the budget, no additional vote is required by the Board.**

**The Executive Director brought this information before the Board for clarification purposes.**

**Executive Director P. Marchand explained about a new paid time-off concept for Staff employees, this policy should be in place within a month's time.**

**Executive Director P. Marchand stated BCWA will be going to a single shift in the Production Department and an employee will be on-call for emergencies.**

**Item to be added to the May agenda.**

### **New Business**

**1. Record Board Meetings, committee recommends purchasing equipment to record board meetings.**

**2. Changes to BCWA Rules & Regulations, Executive Director P. Marchand stated that the proposed changes will allow BCWA to become more efficient.**

## **NEXT STEPS**

- 1. Audit Finance Committee Meeting, Wednesday, May 2, 2012, 5:15 p.m., Warren Office, Boardroom, 450 Child Street.**
- 2. Engineering Committee Meeting, Wednesday, May 2, 2012, 5:20 p.m., Warren Office, Boardroom, 450 Child Street.**
- 3. Public Relations/Personnel Committee Meeting, Wednesday, May 2, 2012, 5:25 p.m., Warren Office, Boardroom, 450 Child Street.**
- 4. Board of Directors Annual Meeting, Wednesday, May 30, 2012, 6:00 pm, Barrington Town Hall, Council Chambers, 283 County Rd.**
- 5. Board of Directors Monthly Meeting, Wednesday, May 30, 2012, 6:30 p.m., Barrington Town Hall, Council Chambers, 283 County Rd.**

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

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

**Motion passed unanimously.**

**Recent Litigation – Executive Session RIGL 42-46-5 (2)**

**Director Klepper made the following motion, seconded by Director Gosselin**

**MOTION: To go into Executive Session under RIGL 42-46-5 (2) to discuss a new litigation matter brought against BCWA.**

**All presented voted Aye.**

**The Board went into Executive Session at 7:00 pm.**

**The Board returned to open meeting at 7:20 pm.**

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

**MOTION: To seal the Executive Session minutes.**

**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 7:30 pm.**

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**John M. Jannitto**

**Chairman**

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**BRISTOL COUNTY WATER AUTHORITY**

**Executive Director's Report for April 12, 2012**

**Contract Negotiations**

**We met with the Labor Attorney, Joe Whelan, on Tuesday, 4/10, to go over preliminaries and documentation needed to begin negotiations.**

**We (Joe, Mark and myself) have a second meeting scheduled on 4/25 to go over issues, then on 5/2 to meet with the Board (after the committee meetings).**

**Pension**

**We (Joe, Mark and myself) met with our pension plan consultant, Bob Bostian, on Tuesday. We discussed the position of the existing plan, and possible improvements and alternatives.**

**I am recommending that the pension consultant and a member of the Washington Trust Investors plan a meeting with the Board to go over our pension plan and any questions of the Board.**

**We are also planning to meet with a consultant from the Angell Pension Group to go over our options for the future.**

**Safety**

**Beacon Insurance, our compensation insurance carrier, provides a**

**number of safety programs for employees. We have contacted them to help us set up a safety programs to include all departments. A Beacon specialist was in this week for an ergonomic program with all of our office staff. All of our employees will be attending presentation by Beacon on Friday, 4/20.**

### **Customer Survey**

**We are working with a student of Johnson & Whales (who was a former lobbyist) to perform a customer survey. I have suggested that the survey include the creation of a restricted infrastructure account (as required by state law) to fund the replacement or addition of infrastructure such as pumps and equipment, services, and the replacement or cleaning and lining of water mains. This would be funded by a rate increase exclusively for the restricted infrastructure fund (which could not be utilized for any other purpose).**

### **Accounting**

**The audit is 80% complete. It has taken a considerable amount of time due to computer program glitches.**

**All balances look good to date.**

**There will not be financial reports for February, as the program needs to be fully closed out following the audit, to begin the next fiscal year.**

**The auditors, Cayer & Caccia will be starting on 4/23. They will be sending two people as they are starting a week late. They are expected to be completed by the middle of May, and we will have at least a draft report to the Board for the May annual meeting.**

**This will be the third year of a three year contract for the auditors, and we are planning to go out to bid for the next three year contract.**

### **Customer Service**

**We signed the contract to provide credit card service for customer payments to be provided by an outside service. The cost will be \$3.95 to the customer, with an unlimited cap. The system has been tested by our department and should be available shortly.**

### **Construction/ Engineering**

**The Hope St. service installation project, in conjunction with the state DOT street project, has been completed. 33 services were replaced for a total of \$153,644. This is funded from a bond with the Clean Water Finance Agency.**

**We are in the process of renovating one of the upstairs classrooms for a training room. Most of the materials were purchased previously and the work is being performed in-house.**

### **Transmission & Distribution**

**Crews have been focusing on replacing services and operation and maintenance of system valves.**

**Flushing will begin on April 29th at 10 pm. Flushing hours will be 10 pm through 6 am Sunday through Thursday. We will begin with Barrington, then proceed to Warren then finish with Bristol. It is expected to be completed around the middle of June, depending on how long it takes to clear the mains. The purpose of flushing is to create enough velocity to pick up the iron sediment from the bottom of the mains caused by the interior deterioration of the cast iron mains. It has been a number of years since the system was last**

flushed.

## **Production**

An alarm dialer system is being set up for our pump stations and storage tanks for the off shifts until a SCADA (supervisory control and data acquisition system) can be set up. We are looking to move all personnel to one day shift. However, we still need to monitor the system 24/7. We will be working with an answering service for off—hours to forward emergency calls to an BCWA operator on-call that can check out any problems.

Stage II of the Disinfection By-Products Regulations is now in effect. This rule requires surface water systems to meet maximum contaminant levels as an average at each monitoring location (instead of as a system-wide average as in previous rules) for two groups of DBPs, trihalomethanes (TTHM) and five haloacetic acids (HAAS).

## **CCR (Consumer Confidence Report)**

Preparation has begun for this annually required report of compounds monitored in the system. As we were operating the water plant for part of the year during 2011, information from our water supply as well as Providence Water will be included. Most of the language is also required, but I will be including a message from the Executive Director.

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