

**FINAL APPROVED MINUTES**

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

**Wednesday, February 13, 2013  
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 Vice-Chairman Gosselin at 5:15 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, Kevin Fitta, William Gosselin, John Jannitto, Raymond Palmieri, Sr., Frank Sylvia

Directors Absent: Paul Bishop, Joseph DeMelo, Allan Klepper

**B. Public Input**

Robert Harootunian, representing RMT, spoke concerning BCWA's Maintenance Contract. Bids for the Contract were opened and read out loud and now RMT has received a letter stating all of the bids were denied because of a wrong date on the bid. RMT had the lowest bid.

Executive Director P. Marchand stated that the bids were opened but there was a significant error regarding the dates service is required. The proposals have not been investigated for compliance or nor has the bid been awarded. Legal counsel determined the error as material and therefore the bid will be re-advertised. The bid documents allow BCWA to withdraw the bid. Gary Morse asked if minutes for the December 18, 2012 meeting would be posted.

Executive Director P. Marchand stated the December 18 meeting, interview of legal candidates, was not noticed because at the time the Board believed it was not a meeting. BCWA re-noticed that meeting and re-interviewed all of the candidates. A new meeting was held and minutes were taken.

Approval of Minutes

1. Upon a motion made by Director Jannitto and seconded by Director Allio:

**MOTION: That the Board minutes of the January 16, 2013 Special Meeting, be approved.**

An item on the minutes was questioned and required legal advice. Vice Chairman Gosselin stated that discussion and vote will be moved to February 27, 2013 meeting.

**Motion and second to the motion were withdrawn.**

Upon a motion made by Director Sylvia and seconded by Director Jannitto it was

**VOTED: That the Board minutes of the January 9, 2013 Public Hearing, be approved.**

**Motion passed unanimously.**

Upon a motion made by Director Sylvia and seconded by Director Jannitto it was

**VOTED: That the Board minutes of the January 9, 2013 meeting, be approved.**

**Motion passed unanimously.**

Upon a motion made by Director Palmieri and seconded by Director Jannitto it was

**VOTED: That the Board minutes of the January 3, 2013 Public Hearing, be approved.**

**Motion passed 5 -1, Director Sylvia abstained.**

Upon a motion made by Director Allio and seconded by Vice Chairman Gosselin:

**MOTION: That the Board minutes of the December 20, 2012 meeting, be approved.**

Director Palmieri questioned if a footnote could be added to these minutes clarifying the vote for legal services.

Vice Chairman Gosselin stated that discussion and vote will be moved to February 27, 2013 meeting pending legal advice. **Motion and second to the motion were withdrawn.**

Upon a motion duly made by Director Palmieri and seconded by Director Allio it was

**VOTED: That the Board minutes of the December 20, 2012 Public Hearing, be approved.**

**Motion passed 5 -1, Director Sylvia abstained.**

Upon a motion duly made by Director Sylvia and seconded by Director Jannitto it was

**VOTED: That the Board minutes of the December 12, 2012 meeting, be approved, with corrections.**

**Motion passed 5 -1, Director Fitta abstained.**

Upon a motion duly made by Director Sylvia and seconded by Director Jannitto it was

**VOTED: That the Board minutes of the November 28, 2012 meeting, be approved, with corrections.**

**Motion passed unanimously.**

Business-Action/Voted

1. Quarterly Charge-Offs

Upon a motion made by Director Jannitto and seconded by Director Allio it was

**VOTED: To approve the Quarterly Charge-Offs in the amount of \$10,936.17, as presented.**

**Motion passed unanimously.**

2. Auditors – Award of Contract

Director Allio stated the Finance Committee had met with M. Champagne and reviewed the bids. The Finance Committee unanimously recommends Cayer & Caccia.

Upon a motion made by Director Allio and seconded by Director Palmieri it was

**VOTED: To approve Cayer & Caccia for three year contract to provide Auditing Services to BCWA at a cost of \$42,000, as presented.**

**Motion passed unanimously.**

3. Vote - To Expense Certain Expenditures Under \$2500.

Director Allio stated the Finance Committee reviewed this information and recommends approval.

Upon a motion made by Director Allio and seconded by Director Palmieri it was

**VOTED: To set BCWA Policy to “Expense” certain purchases under \$2,500 rather than capitalize.**

**Motion passed unanimously.**

Discussion:

1. Draft – FYE 2014 Capital Budget

Executive Director P. Marchand explained that a vote would be taken on 2/27/13 to approve the Capital Budget.

2. Meeting Minutes Delay

Director Allio questioned the delay of the Board approving minutes. Executive Director P. Marchand informed the Board that the Executive Director would review the minute’s then pass on to legal to shorten the time required.

3. Customer Bills – Owners/Renters

Executive Director P. Marchand discussed transferring responsibility of bills from tenants to property owners to reduce charge-offs and office staff involvement. She stated that modifications to the customer Rules & Regulations and BCWA Policies will need to be addressed.

Director Sylvia requested more information in writing.

4. RI State Science Fair, March 16, 2013 (for Information Only),  
Volunteers are needed to judge the Science Fair for BCWA.

5. Status of Web Design

Director Allio stated that there were still some flaws that must be addressed before the site could go live.

Director Fitta requested a final presentation of the website at the next Board Meeting.

6. Response to Bristol Town Council

The Board members received correspondence from the Bristol Town Council asking BCWA to reconsider hiring additional management positions and rejecting any rate increases for the next few years. Director Bishop has responded in writing to the Town Council.

7. Management Position Descriptions

Executive Director P. Marchand stated that a number of the non-union position descriptions are being revised. Several were included in the Board packet and the rest will be available for the 2/27 meeting.

There is currently one union position open, with a new job description. The Executive Director is working with the union on the salary rate.

8. Status of Management Performance Appraisals, Salary Recommendations

Non-union staff performance reviews and salary recommendations will be completed by 2/27.

Director Allio stated he would like a report with salary ranges and levels for the next Board Meeting.

9. Draft Paid Time Off Policy for Non-Union Employees

Executive Director P. Marchand presented a Draft Proposal. Director Gosselin asked for a comparison of current policy to Draft Policy.

Director Fitta requested Melrose Avenue item to be placed on agenda for 2/27/13.

There being no further business, the meeting was adjourned at 7:10 pm.

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Kevin Fitta  
Secretary