

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

**Wednesday, April 10, 2013  
450 Child Street, Warren Office, Warren, RI**

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Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper 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, William Gosselin, John Jannitto, Allan Klepper, Bradford Louison, Raymond Palmieri, Sr., Frank Sylvia

Directors Absent: Paul Bishop, Georgina Macdonald

There was no public input.

**Approval of Minutes**

Chairman Klepper read an addendum to be added to the 12/20/12 minutes and an addendum to be added to the 1/16/13 minutes.

Director Sylvia made the following motion

**MOTION: That the minutes of 12/20/12, 1/16/13, 1/31/13, 2/6/13, 2/13/13, 2/27/13, 3/13/13 and 2 addendums for 12/20/12 and 1/16/13, be approved.**

**Motion passed unanimously.**

**Update**

1. Leak Detection: Operations Manager K. Booth stated that the Leak Detection Survey has been completed. The entire distribution system was surveyed and 51 leaks were identified with an estimated loss of 378,720 gallons per day.

**2. MIS Systems**

Executive Director P. Marchand stated that the 6 finalists had been interviewed and the next step will be to narrow down the candidates then check references and visit sites as feasible.

**3. Poppasquash Road, Bristol**

Executive Director P. Marchand stated that the bid specifications for the first phase of the work have been completed. Phase I Complete – design work completed to bring the water supply to Asylum Road.

**Action/Vote**

1. Melrose Ave, Barrington – Main Replacement

Director Jannitto made the following motion

**MOTION: To replace water main and portion of cast iron pipe from Mathewson Rd to Anchorage Way in Barrington at a cost of \$300,000.**

**Motion passed unanimously.**

**2. Finance Committee**

Director Allio

- stated benchmarks should be added to the Executive Director's monthly report.
- Reports should be on BCWA's website.
- Recommendation of Pension Investment Provider to be made in May.
- Annual Report need to be upgraded.
- Update of Strategic Plan, 1/2 day meeting should be planned for September. QualServe Report to be included in presentation.
- Discussion of committee meeting times.

3. Selection of Pension Investment Provider

Recommendation to be made in May.

4. Board Compensation – IRS

Chairman Klepper stated that there will be no action on the IRS letter suggesting that BCWA change from a 1099 to W-2.

5. Management Position Descriptions

Director Gosselin made the following motion

**MOTION: To accept the revised position descriptions for the following positions – Manager of Finance, Manager of Customer Service/Purchasing, Information Technology Specialist, Assistant Engineer, Engineering Technician and Executive Administrative Assistant, as presented by the Executive Director.**

**Director Jannitto seconded the motion.**

Director Palmieri asked for more clarification of the organizational chart.

**Motion passed 6 – 1, Voting Nay Director Palmieri.**

Board to review the Operations Superintendent's job description at the 4/24/13 meeting.

6. Non-Union Personnel Salaries

Chairman Klepper stated that the total increase for seven non-union employees was \$34,949, within the budget of \$35,000. The Personnel Committee endorsed the recommendation effective March 1, 2013. (attached)

Director Jannitto made the following motion

**MOTION: To accept the recommendation of the Personnel Committee for non-union salary increases effective March 1, 2013.**

**Director Sylvia seconded the motion.**

**Motion passed 6 – 1, Voting Nay Director Palmieri.**

7. Providence Water Rate Increase

Executive Director P. Marchand stated that Providence Water is going before the PUC to ask for a 34% increase in wholesale water rates and 23% increase in retail water rates. BCWA will be working with other water companies to challenge the allocation of costs between the retail and wholesale customers. In order to provide testimony, the BCWA would need to file a motion to intervene in the rate case.

Director Sylvia made the following motion

**MOTION: Authorize legal counsel to file a motion to intervene.**

Director Gosselin seconded the motion.

**Motion passed unanimously.**

8. Compensation Committee – Robert Allio  
Item to be discussed next month.

9. Bid Award – Portable Compressor  
Operations Manager K. Booth stated 4 bids had been received. The current compressor is 22 years old, and we specified a similar unit.

Director Jannitto made the following motion

**MOTION: Purchase Doosan compressor from Volvo Rents Company at a cost of \$16,687.00, as recommended by Staff.**

Director Gosselin seconded the motion.

**Motion passed unanimously.**

Director Sylvia made the following motion, seconded by Director Gosselin

**MOTION: To go into Executive Session under RIGL 42-46-5 (2) to discuss Anawan - Litigation.**

**All presented voted Aye.**

**The Board went into Executive Session at 7:10 pm.**

The Board returned to open session at 7:35 pm.

Chairman Klepper made the following motion which was duly seconded

**MOTION: Seal these Executive Session minutes.**

**Motion passed unanimously.**

Chairman Klepper 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 7:35 pm.

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Allan Klepper  
Chairman

Management Salaries											
	Aug-09		Jul-10		Jul-11		Dec-12		AWWA	Proposed	Inc less ins
	Range		CY 2013						Salary		
	Salary	Inc.	Salary	Inc.	Salary	Inc.	Salary				
No. Of Employees	8		7		7		7				
Finance Manager	\$97,635	4%	\$97,635	0%	\$97,635	0%	\$80,000	<sup>1</sup>	\$85K-\$120K	\$88,200	8.3%
Operations Manager	\$0		\$0		\$0		\$85,000	<sup>2</sup>	\$85K-\$120K	\$88,200	2.0%
Customer Manager	\$63,211	4%	\$63,211		\$63,211		\$63,202	<sup>5</sup>	\$65K-85K	\$73,000	13.7%
Production Super	\$73,445	3%	\$73,445		\$73,445		\$73,445	<sup>3</sup>	\$65K-85K	\$77,800	4.1%
Distribution Super	\$80,475	4%	\$80,475		\$80,475						
Assistant Engineer	\$50,128	6%	\$50,128		\$50,128		\$50,128		\$50K-\$65K	\$54,000	5.9%
Engineering Tech	\$51,344	4%	\$51,344		\$51,344		\$54,766	<sup>4</sup>	\$50K-\$65K	\$57,600	3.4%
Exec Adm Assistant	\$46,040	11%	\$46,040		\$46,040		\$49,109	<sup>4,6</sup>	\$45K-\$60K	\$51,800	3.5%
Pers&Pur Coordinator	\$50,253		\$0								
Total Payroll	\$512,530	4.4%	\$462,277	-9.8%	\$462,277	0.0%	\$455,651	-1.4%		\$490,600	
									Increase	\$34,949	
<sup>1</sup>	Increased to \$80K 6/1/12								FY14 Budget	\$35,000	
<sup>2</sup>	Hired 5/12								FY13-14	7.7%	
<sup>3</sup>	Position changed to Operations Superintendent 2/13								FY12-14	5.8%	
<sup>4</sup>	Changed to 40 hours per week 10/18/12, non-exempt positions (OT), additional duties										
<sup>5</sup>	Added Purchasing responsibilities 2/13, HR- 2011										
<sup>6</sup>	Added clerical: Purchasing, HR 2011										
<b>UNION</b>											
% union increase		3.5%		3.3%		3.0%					<b>0.0%</b>