

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

**Wednesday, October 29, 2014
450 Child Street, Boardroom, Warren, RI**

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper at 6:00 pm, 450 Child Street, Boardroom, Warren, Rhode Island.

Executive Director Pamela Marchand, Legal Counsel Joseph Keough and the following Directors were in attendance at the commencement of the meeting:

Paul Bishop, William Gosselin, Joel Hellmann, John Jannitto, Allan Klepper, Raymond Palmieri, Sr., Frank Sylvia

Directors Absent: Bradford Louison, Georgina Macdonald

1. Public Input - None

2. Local 359 Union President Brian Sousa

Chairman Klepper introduced Brian Sousa, newly elected Local 359 Union President.

B. Sousa stated that the Union is looking forward to a professional and courteous relationship and a healthier working environment for all at BCWA. B. Sousa introduced Vice President Donna Glover, Secretary Delores Costa, Treasurer Jim Vieira, Stewarts Sharon Botelho and Lev Sanford.

3. Minutes

Director Sylvia made the following motion seconded by Director Jannitto

MOTION: To approve the minutes of the 9/11/14 Board Meeting.

Motion passed unanimously.

4. Executive Directors Report

Executive Director P. Marchand stated that water sales were up.

Unaccounted for water is up to 12½%, BCWA will have Conservation Technologies, who has worked for us in the past, do spot checks for leaks. BCWA is beginning a program using 8 leak detection correlators. BCWA has some very old meters large size meters, so we are starting a program to test and replace them. We also have some older residential meters, which we are looking to replace with a system that would allow us to monthly billing.

BCWA was unable to collect sufficient samples for our Lead and Copper Testing due to customers not participating. This is a federal program and strict criteria must be followed. BCWA now has a violation for not collecting enough samples, notice will be submitted in our Consumer Confidence Report. We are looking at options to increase customer participation.

A meeting was held today with Representative Gallison - Chair of the House Finance Committee, 2 financial advisors to the House Finance Committee, Representative Ken Marshall, Chairman Klepper, Directors Paul Bishop and John Jannitto and Pam Marchand concerning state matching funds for a redundant water supply. Mass. supplies are not viable, a new treatment plant and a new pipeline would need to be constructed. Maintaining the Mass. dams are expensive and not worthwhile for us. We need to connect to Pawtucket Water.

Chairman Klepper stated the meeting was very positive concerning connecting to Pawtucket Water, but much work still needs to be done. East Providence must be included in the discussions because it does involve them.

Director Sylvia asked that Chairman Klepper's report be sent to the Town Councils and our Senators and Representatives, everyone will have the same information.

5. Financial Report

Finance Manager M. Champagne stated that revenues are 6% over budget and expenses are 6% under budget. The Debt Service Ratio is currently at 1.8% at the end of September, the higher number helps with our bond interest rates. The billing software still has some issues that need to be addressed, there will be a live demonstration at the November meeting. The new 3 tier system will be addressed at a later date.

6. Report of the Finance Committee

Finance Committee Chairman Joel Hellmann stated that the Committee met on 9/22/14. Discussion included BCWA's Pension Plan and the Rate of Return based on a ten year average. BCWA's pension is in very good shape, we must protect both the employees and the pension.

7. TD Bond Post-Issuance Tax Compliance Procedures

Executive Director P. Marchand stated that Bond Counsel S. Mack asked that the attached Resolution is required for the TD Bank bond. It's a resolution to clarify all of the items that our Finance Manager is responsible for.

Director Sylvia made the following motion seconded by Director Hellmann

MOTION: To adopt Resolutions of post issuance tax compliance procedures.

Motion passed unanimously.

8. SCADA Instrumentation Bid Award - Addendum

Executive Director P. Marchand stated that funding is needed to add instrumentation to the Fountain Avenue Tank in Barrington which will be taken out of service for upgrades. The additional items are from the bid list.

Director Sylvia made the following motion seconded by Director Jannitto

MOTION: To award Harbor Controls for additional SCADA instrumentation in the amount of \$17,428.00 for the Middle Highway Pressure Reducing Valve (PRV).

Motion passed unanimously.

9. Engineering Services Task Orders – for Information

- 1. Distribution TO 1 – Pump Station/PRV Upgrades**
- 2. Distribution TO 2 – Fountain Tank, Barrington Upgrades**

Executive Director P. Marchand stated that this was for information only.

10. Policy for Customer Claims

Executive Director P. Marchand stated she is working with Legal Counsel J. Keough on a Draft Claims Policy for claims over \$500.

Chairman Klepper stated claims should come before the Board only after staff has tried to resolve the issue, then it must be presented to the whole Board for consistency.

Director Sylvia made the following motion seconded by Director Gosselin

MOTION: Adopt Claims Policy, with changes to the last paragraph, and Claims Form - that Claims above \$500 will be investigated and documented by Staff, then presented to the Board with their recommendation.

Motion passed unanimously.

11. DOT – Barrington Bridge

Operations Manager K. Booth stated Cardi's Corp. will be doing the necessary alterations to the pipe on the bridge. The State has been very responsive to this issue.

Chairman Klepper asked that the Board be updated of progress.

Director Sylvia stated that the Chairman's report should be sent to our Senators and Representatives for information.

12. Melrose/Hopeworth Contract Addendum

Executive Director P. Marchand stated that this project will be re-bid next year.

13. Strategic Plan Update

Item to be discussed at the November meeting.

14. Intent to Renew Contract of Executive Director

The Executive Director's contract – the Board must give the intention to renew or not renew the contract. The Executive Director has stated that she wishes to renew the contract.

Director Sylvia made the following motion seconded by Director Gosselin

MOTION: To assign the Personnel Committee to negotiate the details of the Executive Directors contract and present their recommendations to the full Board.

Director Palmieri stated the intent should be to review the contract.

Motion and second to the motion were withdrawn.

Director Hellmann made the following motion seconded by Director Sylvia
Motion: **The Board to have the intent to retain the Executive Director subject to the details provided by the Personnel Committee to the full Board.**

Motion passed unanimously.

15. Executive Session – Litigation – Claim: Gaito RIGL 42-46.5(2)

Chairman Klepper stated that there will be no further business after the Board returns to open session.

Next Board Meeting will be 11/19/14, Personnel Committee Meeting TBD.

Director Hellmann made the following motion seconded by Director Sylvia

MOTION: **To enter Executive Session – Litigation – Claim: Gaito RIGL 42-46.5(2)**

Motion passed unanimously.

The Board entered Executive Session at 7:40 pm.

The Board returned to open session at 8:06 pm.

Director Hellmann made the following motion seconded by Director Jannitto

MOTION: **Seal executive session minutes and adjourn the meeting.**

Motion passed unanimously.

There being no further business the meeting was adjourned at 8:08 pm.

Raymond Palmieri, Sr.
Secretary