

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

**Wednesday, December 30, 2015
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, Bradford Louison, Georgina Macdonald, Raymond Palmieri, Sr.

Directors Absent: Frank Sylvia

1. Public Input

There was no public input.

2. Minutes

Director Palmieri made the following motion seconded by Director Hellmann

MOTION: To approve the minutes of the 11/23/15 Board Meeting.

Director Palmieri added a correction to the minutes.

Motion passed unanimously as corrected.

3. Executive Directors Report

Executive Director P. Marchand - Installation of the mixing system has been completed at the Fountain Ave tank, waiting for approval from DOH to put the tank back in service. Barrington Bridge: met with DOT and Pare Corp. to discuss the installation of the new main. The Water Street main replacement project will tie in the 12" main on the Barrington-Warren Bridge to the 24" main by Blount. The 24" provides water from Providence through Barrington. Roof insulation at 450 and 472 Child Street have been completed and BCWA will be receiving a rebate from National Grid.

4. Financial Report

Finance Report will be sent to all Directors when completed. An RFP for Audit Services to be advertised on 1/4/16.

5. Report of Finance Committee

Director Hellmann stated that the Finance Committee met earlier today at 4:30 pm, items discussed OPEB, Budgets – O&M, Capital - 20 Year Capital Plan - 20 Year Financial Plan and Rate Increase. Modest increases for the 20 year plan; OPEB – a

union contract issue which should be discussed at the next negotiation of the union contract.

A Public Hearing will be held next month for the proposed rate increase. The Board will hold discussions on the budget at the next meeting.

6. Request for Proposals for Award:

a. Engineering Services for Interconnections with East Providence

Director Bishop made the following motion seconded by Director Gosselin

MOTION: Award CDM-Smith Engineers for engineering services for Phase I and Phase II of the interconnection with East Providence at a cost of \$93,680.00.

Executive Director P. Marchand stated that the Board had requested going forward with the project to interconnect with the East Providence 16" main known as Phase I (design and construction). Also discussed was the option for the engineering design for the 24" interconnection to the East Providence Kent Heights Tank known as Phase II. Engineering services were requested for Phase 1 alone and for a combination of Phase 1 and II. There is a savings if both projects are done together.

Motion passed unanimously.

b. Engineering Services for Replacement of Water St. Main

Director Jannitto made the following motion seconded by Director Gosselin

MOTION: To award CDM-Smith for engineering services for the replacement of Water St. main at a cost of \$35,385 and survey work by a sub-contractor not to exceed \$16,000.

Executive Director P. Marchand stated BCWA must use from one of the engineering firms under a 3 year contract to BCWA since we did not do a specific public bid for this project. Director Macdonald questioned the benefit of such a contract over the cost of using the engineer designing the sewer co-project and how they could keep costs low.

Motion passed unanimously.

c. Engineering Services Task Order for Design and Bid Documents for the Installation of New Meter System

Director Macdonald made the following motion seconded by Director Jannitto

MOTION: To award Weston & Sampson Engineers for Meter Services Task Order for an amount not to exceed \$50,000.00.

Executive Director P. Marchand stated this Task Order is for the procurement of water meters and an AMR system, installation of meters will be specific for our system. BCWA will have a drive-by system, with the ability to read all the meters in one day, allowing for monthly billing. 7,000 meters (no longer supported) need to be replaced as soon as possible. The system is designed to be able to migrate to a collector system, where readings are transmitted directly back to Customer Service.

Motion passed unanimously.

7. Revote of extension of Water Main on Cedar St., Bristol

Director Jannitto made the following motion seconded by Director Hellmann

MOTION: Confirm action of last vote taken on 10/28/15 (to exempt a homeowner from the requirement to tie-in to a dead end main for a property to be developed).

Executive Director P. Marchand stated the previous vote had passed with 4 votes, 5 votes are needed to pass a motion. The homeowner had requested an exemption for the tie-in to the dead end main. The work has been completed.

Motion passed 6 Ayes to 2 Nays. Directors Macdonald and Palmieri voted Nay.

8. Customer Service Issues for Discussion

a. Security Deposit – Credit Check b. Customer Payment Diagram

Customer Service Manager J. Granata explained electronic payment process. The process is not customer friendly, with many deficiencies. Director Macdonald questioned if BCWA had a policy for credit checks on all customers.

Legal Counsel J. Keough stated that BCWA is a monopoly, if a low income person could not pass a credit check, they would not receive any water. BCWA does not do a means check on customers.

Chairman Klepper stated that losses for non-payments are miniscule.

Director Macdonald made the following motion

MOTION: Effective January 1, a credit check will be required on every new account for rental, if credit check is negative then double the security deposit.

There was no second to the motion.

9. Contractor Paving - Bristol

Discussion of problems with temporary paving in Bristol have been worked out by the contractor and the Bristol DPW. The contractor will monitor and fill in problems patches. Permanent paving will be done in the spring.

10. Flood Insurance - Discussion

Finance Manager M. Champagne stated that BCWA pays \$22,000 per year for flood insurance. BCWA is not mandated to keep this unnecessary flood insurance policy, as only a corner of a small out building is in the flood plain. New flood maps are being reissued.

Director Hellmann made the following motion seconded by Director Macdonald

MOTION: Discontinue flood insurance policy.

Motion passed unanimously.

11. Status of Paving Ordinance in Warren

Legal Counsel J. Keough stated that the Town of Warren is working with National Grid, which filed a complaint with the PUC. No new information to report.

Item to remain on the agenda.

12. Tuition Aid Policy

Director Bishop made the following motion seconded by Director Gosselin

MOTION: To modify existing Tuition Aide Policy from \$2,000 to \$4,000 per person per year.

Motion passed unanimously.

13. Initiation of Annual Performance Evaluation of Executive Director and Goal Setting for Next Year

Chairman Klepper stated Board members complete a performance evaluation form for the Executive Directors' yearly evaluation.

14. Draft Proposed 2016 – 2019 Strategic Plan

Item moved to January.

Chairman Klepper stated the Board would be going into Executive Session. No action will be taken after except to seal the minutes and close the meeting.

Next scheduled meeting is January 25, 2016.

15. Executive Session – RIWRB Reimbursement Litigation RIGL 42-46.5

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To enter Executive Session –Litigation – RIWRB - RIGL 42-46.5

Motion passed unanimously.

The Board entered Executive Session at 8:05 pm.

The Board returned to open session at 8:26 pm.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To seal the Executive Session minutes.

Motion passed unanimously.

Director Hellmann made the following motion seconded by Director Gosselin

MOTION: To adjourn the meeting.

Motion passed unanimously.

The meeting was adjourned at 8:26 pm.

Raymond Palmieri, Sr.
Secretary