

**JOINT MEETING OF THE
NEW SHOREHAM SEWER AND WATER COMMISSION**

Tuesday: January 19, 2016 at 3:00 p.m.

Town Hall, Old Town Rd, Block Island

PRESENT were SEWER Commission members: Peter McNerney (Chair), Steve Draper (Vice-Chair), Martha Ball, Terri Chmiel and Kathy Szabo (Alternate)

PRESENT were WATER Commission members: Tom Doyle (Vice-Chair), Martha Ball, Steve Draper, Terri Chmiel and Kathy Szabo (Alternate)

For this meeting Terri Chmiel was a full voting members due to the absence of Brad Marthens.

ABSENT was Commission member: Brad Marthens

ALSO PRESENT were: Sewer Superintendent Chris Blane, Water Superintendent John Breunig, Finance Director Amy Land, Legal Counsel David Petrarca, Administrative Assistant Kara Stinnett and Deputy Finance Director Mona Helterline.

With a quorum present the meeting was called to order at 3:00 p.m. by P. McNerney.

WATER AND SEWER DISTRICT

1. Discussion and potential action regarding correspondence from Dana Hagopian.

At November's meeting the Commission voted to rescind Mr. Hagopian's bill for a total of \$2352.29. J Breunig believes this amount was more than fair, and that the Commission made the right decision. Mr. Hagopian was not satisfied with this amount and felt the meter was not in proper working order. J Breunig had the meter sent off and tested and it came back fully operational and he feels we need to stand by our meters. P. McNerney stated that if Mr. Hagopian would like to send the meter to an independent company to be tested at his own expense the Commission will allow it on the grounds that it is sent from the Water Company.

MOTION was made by P. McNerney to deny any further abatement of the Island Restorations (Elis' Apartment) September bill than was previously granted in November 2015; to send a letter reflecting said denial; and to authorize the release of the water meter in question to an independent tester if requested, but not the end user.

**Ayes: 5 (McNerney, Draper, Ball, Chmiel and Doyle) Nays: 0
Abstain: 0**

2. Discussion and potential action regarding the minutes of the

December 21st, 2015 monthly meeting.

MOTION was made by T. Chmiel to approve the minutes of the December 21st meeting. Motion seconded by P. McNerney.

Ayes: 5 (McNerney, Draper, Ball, Chmiel and Doyle) Nays: 0

Abstain: 0

3. The New Shoreham Sewer Commission and New Shoreham Water Commission may vote to move into Executive Session pursuant to RIGL §42-46-5(a)(1) Personnel (Employee Handbook).

MOTION made by P. McNerney, pursuant to RIGL §42-46-5 (a) (1) and/or (2) that this public body convene in executive session in order to discuss Personnel (Employee Handbook). Motion seconded by T. Doyle.

Ayes: 5 (McNerney, Draper, Ball, Chmiel and Doyle) Nays: 0

Abstain: 0

Meeting convened into Closed Session at 3:15 p.m.

The Meeting reconvened into Open Session and called to order by P. McNerney at 4 p.m.

MOTION made by P. McNerney to seal the minutes of the executive session. Motion seconded by S. Draper.

Ayes: 5 (McNerney, Draper, Ball, Chmiel and Doyle) Nays: 0

Abstain: 0

4. Discussion and potential action, announcement and/or vote(s) from Executive Session and/or Open Session concerning proposed Employee Handbook.

MOTION made by P. McNerney to adopt the Employee handbook as discussed and amended by D. Petrarca, including the change to page 6 Item 2, adding “if any” to the last sentence, to cap the sick bank at 500 hours, and limit an employee’s usage of the sick bank to three months, with a possible review after the three months by the commission.

Ayes: 5 (Chmiel, Ball, McNerney, Draper and Doyle) Nays: 0

Abstain: 0

5. Discussion and potential action regarding the purchase of a New England Airlines commuter book for Legal Counsel.

Legal Counsel requested to buy a commuter book for airline travel as boat travel was not always feasible for meeting days. It was agreed to buy a book.

MOTION was made by P. McNerney to buy a New England Airlines Commuter book. Motion seconded by T. Doyle.

Ayes: 5 (Chmiel, Ball, McNerney, Draper and Doyle) Nays: 0

Abstain: 0

WATER DISTRICT

6. Discussion and potential action regarding financials and aging.

User fees are at 77% of budget compared to 76.5% percent last year so it is right on track. Expenditures are in line with where they should be. Electricity was a bit higher than usual, but was expected. We are at 70% of budget compared to last year's 61%. A. Land stated that of the 40 delinquency notices that were sent out there were about 30 customers who did not respond or did not pay enough to bring them out of the delinquency process. Discussion was had to whether the next step is to send out shut off notices or to wait and start the tax sale process in April. Legal Counsel Petrarca pointed out that during the tax sale someone may end up having both an account for sewer and for water and at that point the question becomes who gets the property; Water or Sewer? It was suggested and agreed upon to alternate between sewer and water each year, starting with the sewer plant as the balances are much high than they are for water. It was decided to start with shut offs and get people on payment plans and give them till April to become current. At that point if they are still

behind on their bill the tax sale process will begin in April.

7. Operations report.

J. Breunig indicated that there was a slight decrease in production and flows but still very similar to last year. J. Breunig reported that all water shut offs for the winter had been done. As stated last month the Hygeia house is now a water customer and a 2 inch line on an existing curb stop for the property was added. Breunig believes this should bring in about 143,000 gallons a year. Breunig has been in touch with Alfred Kwoleck from the DOH about having the Water Company Rules and Regulations reflect the emergency standby connection protocols. This will give Breunig and Legal Counsel a chance to open and update other sections of the Rules and Regulation at that time as well. The loop survey has had a response of about 70% and results will be presented at next month's meeting. The RO3 project is moving forward, a large portion of plumbing has been done, and the contract with Watermark electric was approved by the USDA and is being signed. Fresh pond had its quarterly testing done and tested for DEHP so it will be tested again next quarter to see if it was an error.

SEWER DISTRICT

8. Discussion and potential action regarding financials and aging.

A. Land stated that user fees are at 80% in comparison to 78% last year. Again the electricity/fuel is up because the electrical usage is higher than projected. Work on the apartment is done which totaled about \$12,000; ultimately this will come out of the reserve leaving the reserve at about \$23,000. All in all the expense side looks good.

9. Operations report.

Sewer Superintendent Chris Blane stated that flows were down from last year by about 22%. The door for the chemical delivery building was finally installed; Blane point out they have been waiting since last May for the door. Blane went to the mainland and picked up the new trash pump. The company Process Engineers began and finished work on the booster pump piping to install new stainless steel piping.

10. Discussion and potential action regarding the manhole cover update.

No update at this time. C. Blane said he will pull a few of the manhole covers that were not repaired and see how they look.

ANNOUNCEMENTS AND OPEN FORUM.

11. Commissioners Announcements.

P. McNerney stated that a town council member requested that we share a copy of the newly adopted handbook when it was finished. It was agreed to give a copy to the Town Council when it was finalized.

12. Public Comments for items on the agenda.

13. Adjournment.

MOTION was made by P. McNerney to adjourn the meeting at 04:40 p.m. Motion seconded by T. Chmiel.

Ayes: 5 (Marthens, Draper, Ball, Chmiel and Szabo) Nays: 0

Abstains: 0

Respectfully Submitted,

Kara Stinnett

ACCEPTED: 02/22/16

The New Shoreham Sewer and Water Districts are an equal opportunity provider and employer

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found

online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.