

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

**Monday April 11th, 2016 at 4:00pm**

**Town Hall, Old Town Rd, Block Island**

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**PRESENT were SEWER Commission members: Peter McNerney (Chair), Steve Draper (Vice-Chair), Terri Chmiel, Tom Doyle and Martha Ball.**

**PRESENT were WATER Commission members: Tom Doyle (Vice-Chair), Terri Chmiel, Steve Draper, Martha Ball and Peter McNerney.**

**ABSENT were Commission members: Kathy Szabo and Brad Marthens.**

**ALSO PRESENT were: Sewer Superintendent Chris Blane, Water Superintendent John Breunig, Legal Counsel David Petrarca and Administrative Assistant Kara Stinnett.**

**With a quorum present the meeting was called to order at 4:00 p.m. by P. McNerney.**

**WATER DISTRICT**

**1. Discussion and potential action regarding the minutes of March 24,**

**2016 monthly meeting.**

**T. Chmiel had one question in regards to Blane's contract on Item 13. Discussed at the March meeting under the salary section of Blane's contract it was agreed that the portion that mentions following the COLA increase was going to be deleted, she wanted to make sure that this was done. Legal Counsel Petrarca stated that it had been done. M. Ball abstained from voting as she was not at the March 24th, 2016 meeting.**

**MOTION was made by P. McNerney to accept the minutes of the March 24th, 2016 meeting. Motion seconded by S. Draper.**

**Aye: 4 (McNerney, Draper, Doyle and Chmiel) Nay: 0 Abstain: 1 (Martha)**

**2. Discussion and potential action regarding dates of Budget Workshops, Public Hearing and Annual Financial Meeting.**

**All dates were agreed upon. The dates for the 2016 NSSC/BIWC Work Session and Financial meeting were set as shown on Exhibit A attached hereto.**

**3. Discussion and potential action regarding Financials and Aging.**

**Finance Director Land was unable to attend the meeting. J Breunig did point out that Customer #5 had paid the substantial bill that was owed. Chmiel was wondering about Customer #422 and why it was so high. Breunig stated that it was a new account so that amount included installation fees, part and labor. Chmiel also noticed that**

the hotel accounts had larger charges to them; Breunig noted that these charges are the quarterly standby and fire system charges.

#### **4. Operations Report.**

Water Superintendent J. Breunig stated that production is up 15% and meter flows were up 122,000 gallons. Ball O'Brien is now installed and on. Breunig stated that he would like to see an increase in charges for the fire/hydrant line in the budget agenda. Breunig and crew did a full membrane change at the water company. The previous one lasted almost four years which is excellent, usually they last about 2 years. There will be back flow testing, Breunig hopes, on the 23rd, 24th and 25th of this month. He is waiting to hear back to confirm those dates. Chmiel was wondering how many hydrants there were. Breunig said there are over 40. Chmiel also requested a list of quarterly charges that occurred for the Water Company on a yearly basis.

#### **5. Discussion and potential action regarding Financials and Aging.**

Finance Director Land was unable to attend the meeting, and Sewer Financials were not finished in time for the meeting.

- **Tax sale update**

Legal Counsel had received dates for the tax sale process. The process will be as follows:

**First Notices will go out April 29th**

**40 Day Notice will go out June 17th**

**The 1st ad in the BI Times will be July 1st**

**Actual tax sale is set for July 29th**

## **6. Operations Report.**

**Flows were up 20% from last year. The sewer has a new customer who will be building on Beach Ave and was requesting information on whether a lateral connection exists. Blane met with Bain Transue and received permission from John Swinton to dig on his property in order to confirm location and depth of the sewer lateral.**

## **7. Discussion and potential action regarding the manhole cover update.**

**Sewer Commissioner McNerney, Superintendent Blane, Jim Geremia and Legal Counsel Petrarca had a meeting on April 8th, 2016 with both Cardi and DOT. There were various ranking officials from all departments and Legal Counsel Petrarca is confident that everything was spelt out correctly and no one can say they didn't understand or not know about anything that is set to take place. They were also provided a punch list for everyman hole to see that they are done properly. Blane will be supervising each manhole as well. They will be on the boat today April 11th to set up and say they will be finished by Friday April 15th.**

## **8. Discussion and potential action on landlord/tenant liaison responsibilities.**

**Chmiel stated that set forth in the September minutes she was the volunteer to be the landlord for the apartments and and wanted to make sure the Commission was still on board with the**

**decision. She also has spoken to Dylan Chase and Mona Helterline and let them know that if there is anything that needs to be done to contact her. There were a couple of small concerns; the exterior door leaks, the door stop in Chase's apartment had punched a hole in the door, Chase would like to add a phone line and Helterline noted that the exhaust fan in her bathroom squeaked. It was also decided that the inside door locks would be changed and that the Commission would give Terri Chmiel the ok to fix what needed to be fixed.**

**MOTION was made by P. McNerney that Terri Chmiel continues to be the liaison for the sewer apartments from the apartment doors continuing into the apartments and that she has the authority to fix what needs to be fix as long as it is under \$1000, if it is above that amount it would be brought to the Commission; and that anything outside the apartments shall be coordinated by the Superintendent. Also the line of communication shall go from tenant to liaison and if necessary from liaison to Superintendent or liaison to the Commission.**

**Aye: 5 (McNerney, Ball, Draper Doyle and Chmiel) Nay: 0 Abstain: 0**

**9. Discussion and potential action regarding the acceptance of Resignation from Steve McDonald and future procedure for informing the Commission of personnel changes.**

**Steve McDonald has given his resignation and his last day of work was April 10th. Some of the Commissioners were not informed of this move right away and had to read it in the newspaper. They were concerned as to why and what the process should be in the future. McNerney said he was under the assumption that because he received notice through Nancy Dodge that all the Commissioners were informed the same way and that he apologizes for any misunderstanding. Legal Counsel Petrarca stated that with other larger municipalities he works with, notifying the boards or counsel is not always the number one step, and he also apologizes and realizes that, this being a small community, those procedures are different. It was decided that if any type of change in employment occurred that all board members would be notified right away.**

**10. Workshop on Access to Public Records Act, Open Meeting Act and RI Code of Ethics.**

**Legal Counsel Petrarca presented a slide show for the commissioners with updated information on Access to Public records Act, Open meeting Act and RI Code of Ethics.**

**11. Commissioners' Announcements.**

**No Announcements.**

**12. Public Comment for items not on the agenda.**

**No comments.**

**13. Adjournment.**

**MOTION was made by P. McNerney to adjourn the meeting at 04:03**

**p.m. Motion seconded by T. Chmiel.**

**Aye: 5 (McNerney, Ball, Draper, Doyle and Chmiel) Nay: 0 Abstain:  
0**

**Respectfully Submitted,**

**Kara Stinnett**

**ACCEPTED: 05/23/16**

**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](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](mailto:program.intake@usda.gov).**

## **Approved Dates for 2016 NSSC/BIWC Work Sessions and Financial Meeting**

**Budget Workshop #1 May 9th, 2016**

**Budget Workshop #2 May 16th, 2016**

**Budget Workshop #3 May 19th, 2016**

**Public Hearing May 23rd, 2016**

**Annual Financial Meeting June 20th, 2016**