

Fred Sullivan  
Chairman

Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

### Warwick Sewer Authority

125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
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### Board Meeting Minutes

**Thursday, October 28, 2010, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in Attendance:</b>	<b>Guests:</b>
Fred Sullivan, Chairman	Dennis Setzko, P.E., AECOM
Aaron Guckian, Secretary	Erik Meserve, P.E., AECOM
Steven Sylven, P.E.	Mr. and Mrs. Carl Augustinho
Gary Jarvis	Mr. Christopher Ferreira
Peter Ginaitt	Mr. Bill Nixon
	Mr. John Henriques
	Mrs. Cathy Martin
	Mr. and Mrs. Bob Bentsen
<b>Staff Present:</b>	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Patrick Doyle, Assistant Superintendent	Mat Solitro, Collections System Manager
Lynda Ortiz, Finance/Customer Serv. Mgr.	Lynn F. Owens, Administrative Coordinator

**1. Call to Order** At 5:32 p.m. Chairman Sullivan called this meeting to order.

#### **2. Approval of Minutes**

**a. Approval of minutes from the regular meeting held September 14, 2010.**

ACTION: Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Guckian and Sylven voted in favor of the motion. Messrs. Jarvis and Ginaitt unavailable for vote. Motion passes.

#### **3. March 30, 2010 Pawtuxet River Flooding**

**a. Financial Report of Flood Expenses**

Director Burke stated we have received a number of Hart invoices since the last time she provided a Flood expenses report, which was about six weeks ago. She stated the total includes an additional \$1.7 million in expenses incurred as a result of the flood for a running total of \$5.3 million

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in direct expenses to date. She said she has also included a summary of what has been submitted to The Trust for reimbursement versus what has been actually reimbursed at this point. Director Burke stated to date we have submitted thirteen (13) FEMA Project Worksheets (PW) totaling over \$1 million for completed work and work to be done. She said we are handing in to FEMA about one new PW per week.

Director Burke stated she wanted to make the Board aware of a few other issues we are grappling with related to Flood finances. She stated the first is trying to close the books for FY10 as far as our final expenses. She said we are working with the insurance company on what they call extra expense reimbursements for things like electricity, sludge disposal, laboratory services, water usage, and overtime, to name the majority of these extra expenses. Director Burke said the argument is that we would have incurred some baseline expenses for these items if not for The Flood and some of that spending may have to be charged back to our regular operations budget. She said we also need to set up receivables at least as of June 30<sup>th</sup> for money we are expecting to receive from the insurance company and FEMA.

Director Burke stated the other thing that the Finance Department has been grappling with is how to address the massive changes to our fixed assets. She said because of the Flood we have basically retired a significant portion of our assets and replaced them with brand new ones. She said this will certainly skew our financial picture once the FY10 fiscal year has been audited but we are not yet completely sure about the implications.

Mr. Sylven expressed concern about Hart Engineering's expenses and questioned the timeline for completion. Assistant Superintendent Doyle stated approximately another four months are needed to complete their work. Director Burke stated Superintendent Burke is keeping close track of procurements and has lowered both retainage and markup on many items. Dennis Setzko, P.E., AECOM, stated Hart is familiar with the previous improvements made to the WWTF and can reference old shop drawings, creating an economy and efficiency in this project. Mr. Setzko stated AECOM has limited activity on site, providing assistance to Superintendent Burke on electrical issues. AECOM is making sure the Motor Control Centers (MCCs) are properly powered for phosphorous removal and things are up to code. Director Burke stated all expenses are being scrutinized by staff, accountants in the Finance Department, the insurance company and FEMA. Mr. Guckian asked for a statement from the insurance company or FEMA that expenses are fair and just, and looked for confirmation that local vendors were being sought out prior to going out of state. Mr. Setzko stated AECOM is sensitive to supporting local businesses.

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Mr. Ginaitt asked about expenses related to roads collapsing following the flood. Director Burke stated WSA took responsibility for road repairs in the Diamond Hill Road area. She said the roads were compromised by floodwaters and collapsed in the area of the sewer lines. Mr. Solitro stated various contractors did the original sewer work, all of which was past any warranty period.

**b. Purchase of E-200-1200-11 Rovver cable assembly**

J. F. McDermott Corporation: \$5,650.00

ACTION: Director Burke and Mr. Solitro explained how the item was compromised during the flood; J.F. McDermott is a sole source vendor. Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Mr. Jarvis not available for vote. Motion passes.

**c. Purchase of replacement inventory**

Northeast Electrical Distributors: \$6,118.00

ACTION: Following review of submitted documents, Mr. Sylven moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Mr. Jarvis not available for vote. Motion passes.

**d. Purchase of replacement inventory**

Kaman Industrial Supply: \$14,769.63

ACTION: Following review of submitted documents, Mr. Ginaitt moved approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Mr. Jarvis not available for vote. Motion passes.

**e. Purchase of replacement Gorman Rupp inventory**

Hayes Pump, Inc.: \$11,629.99

ACTION: Following review of submitted documents, Mr. Guckian moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**f. AECOM Contract: Energy Efficiency Projects**

Amendment No. 1: \$53,348

ACTION: Following review of submitted documents, Mr. Guckian moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

#### **4. Construction Division**

##### **a. Sewer Project Update Report**

###### **i. Governor Francis Farms II**

Mr. Solitro provided an update on progress at the pump station, infrastructure work (gas and water) and street paving. Mr. Jarvis asked about replacement curbing in the project area. Mr. Solitro stated the area will be brought back to pre-construction conditions.

###### **ii. Bayside IV/Longmeadow**

Mr. Solitro provided an update on progress in the project area, including significant groundwater and utility issues.

###### **iii. Kirby Avenue sewer extension**

Mr. Solitro provided an update on progress in the extension area. He said all the gravity main line has been installed, stopping at Belle Avenue. Mr. Solitro stated we've decided to look at the option of not extending the low pressure segment down the end of Kirby right now. Director Burke stated we were able to install a gravity system, but due to fiscal constraints, we cut the low pressure extensions. Property owners will have the option of extending the sewers to their parcels in the future using a developer's agreement.

#### **5. Billing Services Division**

##### **a. WSA Sewer Usage Rate Schedule and Fee Structure**

###### **i. Review of public comments**

Mr. Jarvis complimented staff on their efforts to respond to questions and comments from the public hearing. Mr. Sylvén stated the prepared response was an excellent representation of the questions and the discussion that took place that evening. He said he thought the responses were very appropriate.

Director Burke stated next month we'll have a proposal from Dave Bebyn for the Board's consideration, to "soften the blow" of necessary changes to our rate schedule and fee structure. She said Mr. Bebyn has a revenue neutral proposal for this current fiscal year, to at least get the structural changes done without impacting people's bills. Director Burke said she is waiting on written comments from the RI Central Chamber of Commerce.

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**b. Annual Deferment of Sewer Assessments (New)**

Name	Year	Address	Reason
St. Gregory the Great Church	8	v/l Sandro Drive, Plat 233 Lot 0033	Church property
St. Gregory the Great Church	8	41 Sandro Drive, Plat 233 Lot 0034	Church property

ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**c. Sewer Usage Abatement**

Name	Service Address	Reason	Amount
Melissa Berry	97 Northup Street Plat 360 Lot 0316	Water leak after the meter pit; water not returned to WSA for treatment	\$644.68

ACTION: Mr. Guckian moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**d. Appeal of Regulation No. 53 On-site Grant Funds**

Mr. and Mrs. Carl Augustinho, 40 Bolster Avenue (Plat 335 Lot 200)

ACTION: Director Burke stated Mr. and Mrs. Augustinho live within the Facilities Plan in the Bayside I project area, which is years away from construction. She said the Augustinhos are requesting grant funds to defray the cost of improving their failed cesspool. Director Burke stated Regulation No. 53 provides grant funds for properties outside our Facilities Plan; they are appealing the denial of their application for funds. Mr. Augustinho stated Councilman DelGiudice told him about the grant.

Mr. Guckian moved approval of the \$2,000 grant. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion passes.

**e. Appeal of Regulation No. 53 On-Site Grant Funds**

Mr. Christopher Ferreira, 94 Chapin Avenue (Plat 380 Lot 205)

ACTION: Director Burke stated Mr. Ferreira lives within the Facilities Plan in the Bayside III project area, which is years away from construction. She said he is requesting grant funds to defray the cost of improving his failed cesspool. Director Burke stated Regulation No. 53 provides grant funds for properties outside our Facilities Plan; Mr. Ferreira is appealing the denial of his application for funds.

Mr. Jarvis moved approval of the \$2,000 grant. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion passes.

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Mr. Guckian asked Director Burke to report on the best way to move forward with these types of situations, where failing systems exist in unsewered areas. Chairman Sullivan asked Director Burke to provide a status report on negotiations regarding archaeological issues in the Bayside project areas.

### 6. Administrative Items

#### a. Director's Report

##### i. Financial Report

Director Burke stated the updated FY10 numbers look much better but as she had explained previously, we are waiting to see what flood-related extra expenses will have to get charged to the regular operations budget. She stated the biggest issue she sees for FY10 is that revenues, especially sewer assessment revenues and permit revenue, were down quite a bit from projections as well as from previous years.

Director Burke stated in light of the revenue issues, we will need to continue to keep a close watch on the FY11 expense budget and make adjustments sooner as opposed to later.

##### ii. Administrative Schedule

Director Burke stated next Tuesday, Election Day, City offices are closed. She stated the kickoff of the T.G.I.F. Program will be held on Monday, November 15, 2010, 9:00 a.m., at the Warren A. Sherman Elementary School, 120 Killey Avenue. She reminded everyone that the next Board meeting is November 18, 2010.

A draft 2011 meeting schedule was distributed in agenda packets. The meeting schedule will be set at next month's meeting.

#### b. Chairman's Report No report.

### 7. Consent Agenda – Correspondence

- a. WSA to RIDEM: Longmeadow SRF Funding (9-17-10)
- b. RIDEM : Certificate of Approval for Contract 86D Longmeadow (10-8-10)
- c. WSA September 2010 Financial Report to City Council (10-12-10)
- d. WSA Quarterly report to CRMC on MSCP (10-18-10)

**ACTION:** Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

## **8. Consent Agenda – Drainlayer License Renewals (2011)**

- a. Cardi Corporation, 400 Lincoln Avenue, Warwick
- b. Dennis Diffley, Jr., 2650 Warwick Avenue, Warwick
- c. Narragansett Improvement Company, 223 Allens Ave., Providence
- d. Dennis Diffley Sr., 2650 Warwick Avenue, Warwick
- e. R. Quirk Excavating, 3681 Quaker Lane, North Kingstown
- f. Joseph Ramos: J.H. Lynch & Sons, Inc., 50 Lynch Pl., Cumberland
- g. East Coast Landscaping & Const., Inc., 202 Chace Rd., Portsmouth

ACTION: Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

## **9. New Business**

## **10. Old Business**

- a. Buttonwoods Beach Association/Buttonwoods Fire District: Director Burke stated WSA legal counsel is reviewing this file.
- b. WSA Deferment Policy: Director Burke stated we will form a committee and arrange a kick-off meeting to address this matter as well as look at sewer assessment policies in general.
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund: Director Burke stated this program is back on track. She said we should have access to loan funds within a few months.
- e. Facilities Plan Update: Director Burke reported that once we get back to steady state operations, we will get back to facilities planning, and will have to discuss financing the remainder of that engineering work.
- f. Amendments to By-Laws
- g. Modifications to Septage Hauling Regulations
- h. RFP #2011-121 Residential Sewer Line Insurance Program: Director Burke stated we received two proposals which are very different from each other. She said she will interview representatives in early November.
- i. Cowesett Rd. sewer extension objections (McPhillips, Morgan, Richmond) (scheduled for consideration 11-18-10)
- j. Flood Mitigation Efforts: Director Burke stated we will be applying for RIEMA grant funds.

## **11. PUBLIC COMMENT PERIOD**

**Comments only may be addressed to the WSA Board who will take them under advisement.**

At 6:16 p.m., Chairman Sullivan opened the meeting for public comment.

Mr. Bob Bentsen, 200 Kirby Avenue, speaking on behalf of Mr. and Mrs. Joe Almonte and Mr. and Mrs. Gary Taravella, expressed his thanks for the Board's efforts in extending sewer service to Kirby Avenue.

Mr. Jack Henriques, 275 Narragansett Bay Avenue, told the Board his onsite system is collapsing and he would like to tie into the Kirby Avenue sewer line. Director Burke stated WSA installed a 3-way manhole at the end of the Kirby Avenue gravity line in anticipation of additional requests to connect to the sewer line. She suggested a developers' agreement could be used for those property owners looking to extend the sewer line to their parcels. Mr. Jarvis asked that Mr. Henriques' request be docketed for the next meeting.

Mr. Bill Nixon, 281 Kirby Avenue, asked about his sewer assessment and the WSA deferment policy. Director Burke stated in Mr. Nixon's case, his house sits on an acre of land that will receive sewer service. She said if Mr. Nixon requests a deferment upon assessment, he will pay on 150' of frontage, with the balance of the assessment deferred for twenty years. She said our current enabling legislation requires that the balance becomes due and payable in the twenty-first year.

Director Burke stated Cathy Martin was in attendance. She said the Martins will pay to extend a sewer line through Mr. Taravella's property (230 Kirby Avenue) to acquire sewer service to their property at 373 Narragansett Bay Avenue.

## **12. Adjournment**

Mr. Sylven moved to adjourn the meeting. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 6:26 p.m. this meeting ended.

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Aaron Guckian, WSA Secretary