

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority

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Warwick, RI 02886
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Board Meeting Minutes

Thursday, July 21, 2011, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in attendance:	Board Members not present:
Aaron Guckian, Secretary	Fred Sullivan, Chairman
Gary Jarvis	
Peter Ginaitt	Guests:
Steven Sylven, P.E.	Mr. and Mrs. Michael Manuppelli
	Mr. Dennis Setzko, P.E., AECOM
	Mr. Paul Roberts, Safety Valve Company
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Lynn F. Owens, Administrative Coordinator	

1. Call to Order At 5:36 p.m. Mr. Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held June 16, 2011.

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

3. Operation and Maintenance Division

a. Facilities Plan Amendment & Energy Savings Measures
Dennis Setzko, P.E., AECOM, to submit progress report

ACTION: Mr. Setzko provided the Board with a progress report and an updated timeline for the Facilities Plan Amendment and Preliminary Design of Nutrient Removal Alternatives at the WWTF.

Mr. Setzko discussed AECOM's efforts on the levee project. He stated they are gathering preliminary data and preparing to collect geotechnical

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data (new borings). He stated FEMA is preparing to release new preliminary flood elevations for this area very shortly. He stated this information will be very helpful with this project.

Mr. Ginaitt stated he spoke with Major General Robert Bray (RIEMA) regarding the coordination of RIDOT's efforts to address interstate highway flooding in the vicinity of WSA and WSA's flood mitigation efforts. Mr. Setzko stated AECOM is working with RIDOT to review the sizing of the drainage pipe adjacent to the WSA property. Director Burke stated RIDOT and RIEMA will be invited to the levee project kickoff meeting.

4. March 30, 2010 Pawtuxet River Flooding

a. Financial Report of Flood Expenses

Director Burke stated she had not had a chance to update the expense report for the last month, but spending on The Flood has slowed considerably. She reported that WSA has begun receiving reimbursements under the Energy Efficiency grant for some new equipment, almost a quarter of a million dollars to date. Director Burke also reported that WSA staff met with FEMA and RIEMA this week to begin closing out some of the Project Worksheets for projects that have been completed such as the laboratory, the maintenance shop, the Animal Shelter, and the spending in the first six-weeks of emergency response.

5. February 8, 2011 Cedar Swamp Sewer Line Break

a. Project Update

- i. Construction Activity Report
- ii. Financial Report

Director Burke stated that work is pretty much completed out at Cedar Swamp although some invoices continue to trickle in. She stated Mat Solitro will be back next week and they would go over the bills and what remains to be done, especially the ventilation system, which we need to put out to bid since we will be borrowing the money for that from the State Revolving Loan Fund.

6. Construction Division

- a. Purchase Authorization: ArcView Editor, ESRI \$5,500.00 (plus estimated shipping cost of \$19.95)

ACTION: Director Burke stated this purchase request is to buy ArcView Editor software, a concurrent license which would allow us to share our GIS data with the Planning Department in exchange for resources to enter and maintain that data. She stated the price is from the State of RI Master

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Price Agreement. She said it will allow WSA to expand our GIS database to include up-to-date information.

Board members asked if the Planning Department would share in the cost of the software. Mr. Ginaitt stated he understands the benefit of the software and moved to approve the purchase. After further discussion, Mr. Ginaitt withdrew his motion; this item was tabled for further review and clarification on licensing and pricing of the software upgrade.

- b. Sewer Project Update Report**
 - i. Governor Francis Farms Phase II
 - ii. Bayside IV/Longmeadow

Director Burke stated Joe Asciola, resident engineer for Gordon R. Archibald, Inc., WSA’s contractor for construction inspection services on the Governor Francis Phase II and Bayside IV/Longmeadow sewer projects, provided a written report on the projects.

7. Billing Services Division

a. Sewer Assessment Deferment (New)

Name	Year	Address	Reason
City of Warwick	1	v/l Algonquin Drive, Plat 306 Lot 0428	City property (\$109,099.58)

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

b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Kelly A. Harrington	95 Model Avenue Plat 327 Lot 0131	Abate penalty charges for not connecting within one year of sale. Owner connected on May 26, 2011.	\$111.31
Spring Green Corporation	459 Namquid Drive Plat 305 Lot 0058	Owner paid to install infrastructure on 79.02 acre parcel; WSA provided service stub. Assess at 53%.	\$410,700.42

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

- c. Michael and Barbara Manuppelli, v/l(s) Naughton Avenue (Plat 367 Lots 418-422) to appear before the Board to request an abatement of the sewer assessments due to existence of wetlands on property.**

ACTION: Director Burke stated there is a stream running through the property. She said the Manuppellis have a CRMC preliminary determination stating the lots are not buildable without major impact on the wetlands. She stated to be consistent with past practice, the Board may

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want to abate the assessments and the Manuppellis record in the land evidence records a resolution stating that if and when the property gets developed, WSA would assess at the prevailing rate in effect at that time.

Mr. Guckian stated it is fair to ask the property owner to pay the recording fee. Mr. Sylven agreed that WSA should reserve the right to assess upon development. He asked about the house at 57 Naughton. Director Burke suggested that house be connected as part of the resolution.

Mr. Manuppelli stated the new owner has committed to connecting to sewers. Director Burke stated that will be included in the resolution.

Mr. Sylven moved to abate the assessments until such time as the land is developed, at which time it will be assessed at the prevailing rate, contingent upon connection of the house lot (57 Naughton) and payment of the recording fee. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

Director Burke will contact the Manuppellis when the resolution is ready to be recorded.

8. Administrative Items

- a. WSA Resolution seeking the consent of Mayor Avedisian and the Warwick City Council to authorize the adoption and application of connect capable charges.

ACTION: Mr. Ginaitt stated his opinion that this is an issue of equity; Mr. Ginaitt moved passage. Board members discussed the standard language used in the resolution for an appeals process. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

- b. Paul Roberts, The Homeowner Safety Valve Company, to report to the Board on enrollment in the sewer line insurance program.

Mr. Roberts provided the Board with an update of the WSA sewer line insurance program and detailed the activity since the start of the program (523 new customers; WSA revenue share, \$4,919.48). Director Burke commented that there seems to be a need for this service.

- c. Director's Report
 - i. Financial Report
 - ii. Administrative Schedule

Director Burke stated as of May 31st, the budget numbers look pretty good for fiscal year ending June 30, 2011. She stated we would like to schedule the scholarship awards ceremony and the unveiling of the high-

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water marker (NOAA) for before the next Board meeting on August 18th. She suggested we could have it at 4 or 4:30 PM in the hopes that more Board members could make it. She stated that if there are no objections to that, they would proceed with the event planning.

Director Burke stated at the September 15th meeting, she was planning to have a presentation by The Cadmus Group, the EPA consultant for the Effective Utility Management program that we are undertaking. She reminded the Board that we will be focusing on Financial Viability and Infrastructure Stability as well as Stakeholder Understanding and Support issues. She stated The Cadmus Group will present their recommendations for an implementation plan and the technical assistance and tools they will be providing us with moving forward.

- d. Chairman's Report: No report.
- e. Sewer Assessment Committee Report

Mr. Jarvis stated the committee met this morning to discuss with financial consultant Dave Bebyn some of the results of looking at some form of averaging, as opposed to the current straight linear assessment. He stated a lot of communities throughout the country assess through averaging; it is much more equitable. He said it doesn't impact too many people negatively. Mr. Jarvis stated we have to focus on changing the legislation that would allow us to use the averaging methodology (after GFII and Longmeadow are assessed). Director Burke stated the average frontage appears to be eighty-six feet (86') in the Longmeadow model.

Director Burke stated the point is that all are getting the same benefit from the installation of their one service connection.

9. Consent Agenda – Correspondence

- a. WSA Monthly Report to Mayor Avedisian (6-28-11)
- b. WSA Financial Report to City Council (7-5-11)
- c. WSA MSCP quarterly report to CRMC (7-8-11)
- d. House Bill 6005 Sub A as amended (7-1-11)

ACTION: Mr. Jarvis moved to accept the consent agenda items. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

10. Consent Agenda - Drainlayer License Renewal (2011)

- a. Stephen Cary, d/b/a Cary Construction, 7 Englewood Lane, Warwick
- b. Tom DiPetrillo Construction, 45 Tarawa Drive, Warwick

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ACTION: The Board members inquired about Mr. Cary's application. Director Burke stated per our agreement, he is eligible to apply for a renewal of his license on July 1; he has paid WSA what he owes. Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

11. Old Business

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Amendments to By-Laws
- d. Modifications to Septage Hauling Regulations
- e. Flood Mitigation Efforts
- f. GIS Program Status

12. PUBLIC COMMENT PERIOD: No comments.

13. Adjournment

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

At 6:46 p.m. this meeting ended.

Aaron Guckian, Secretary

Date of Approval