

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, November 15, 2012, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Board Members not present:
Aaron Guckian, Secretary	Fred Sullivan, Chairman
Gary Jarvis	
Steven Sylven, P.E.	
Peter Ginaitt	
Staff present:	Guests:
Janine L. Burke, Executive Director	Erik Meserve, P.E., AECOM
John Revens, Legal Counsel	Todd Ravenelle, P.E., GRA, Inc.
Patrick Doyle, Superintendent	Brian King, P.E., Crossman Engineering
Lynda Ortiz, Finance Customer Service Mgr.	
Lynn F. Owens, Administrative Coordinator	

1. Call to Order At 5:38 p.m. Mr. Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held October 25, 2012.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Jarvis seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt not available for vote. Motion passes.

3. Phosphorous Removal Project

a. AECOM to submit progress report

A progress report and schedule for the phosphorous removal project was included in the agenda packets. Erik Meserve, P.E., stated that AECOM has been working on the 90% design plans; he said they were aiming to submit (to WSA) around the 5th of December. Mr. Sylven stated that he was pleased to see AECOM asked for comments from equipment suppliers.

4. Flood Protection and Mitigation

a. Financial Report of Flood Expenses

Director Burke stated she has no updates on the flood financial report.

b. Flood Protection design contract progress report

Director Burke stated she received permission from the Mayor's office to spend up to \$103,000 in funds from the CDBG disaster relief grant for the geotechnical work (associated with Amendment No. 1 to Agreement RFP #2011-198 Engineering Services Including Flood Protection and Mitigation Design at WWTF, approved by the WSA Board on 9-27-2012).

Mr. Meserve stated AECOM will open that job with a tentative schedule to begin drilling the week after Thanksgiving. He presented an updated schedule to the Board. He stated the goal is to incorporate the levee work into the phosphorous work prior to it going to bid. Mr. Meserve stated 100% design of the levee improvements are planned for April 2013. He stated after the wetlands delineation, we will know which permits are required (e.g., Federal wetlands permit, State wetlands permit and RIPDES permit(s) because more than an acre of land will be disturbed during construction).

c. Bellows Street Pumping Station

i. Crossman Engineering to submit progress report

Brian King, P.E., Crossman Engineering, presented a construction progress summary sheet for the Board's review. He stated National Grid relocated the wiring to the other side of the road prior to Hurricane Sandy's arrival. He said the sheeting has been installed; the next steps are the dewatering operations and excavation of soils within the cofferdam. He stated shop drawings submittal and review is ongoing. Mr. King stated the contractor, J. H. Lynch, is getting the building permit process straightened out (project certifications and waivers).

5. Operation and Maintenance Division

No items for Board consideration.

6. Collection Systems Division

a. Bayside IV/Longmeadow Sewer Construction Project Balancing Change Order D'Ambra Construction Co., Inc., \$(383,699.03)

ACTION: Todd Ravenelle, P.E., GRA, Inc., referred to the final closeout change order in the Board's packet which represents a deduct amount; the contractor came in under budget. He stated in the contract we had been conservative on the amount of water lines we would have to relocate, which is a considerable cost. He stated we were fortunate in that we could adjust the sewer and not relocate as much water infrastructure. He stated we did that with the drainage also; that in turn saved money. Mr. Ravenelle stated with respect to a lot of the nominal quantities in the contract, like miscellaneous earth and rock excavation, we did not encounter those conditions; we had nominal quantities, so those line items were not utilized. He stated we did have some change orders, but overall, the contract came in under budget. He stated we came in under on inspection services also.

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

b. Bayside I-III Sewer Project: Amendment to GRA contract/design services

ACTION: Held from 8-23-12.

Director Burke asked that the Board continue to hold this item.

c. Update on status of future sewer construction

DISCUSSION/ACTION: Director Burke stated there is no new information, other than continued discussion with property owners in the Governor Francis Farms Phase III project area.

d. Warwick GIS Program Presentation

DISCUSSION/ACTION: Director Burke stated I'm postponing this item to the next Board meeting.

7. Billing Services Division

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Kenneth Castellone	5 Grand View Drive Plat 364 Lot 118	Initially assessed at 100 feet of frontage; correct frontage is 88 feet. Assessed at \$44.00/ft. rate	\$528.00

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

b. Sewer Assessment Deferment (New)

Name	Year	Address	Reason
William J. & Madeline F. Nixon	1	281 Kirby Avenue, Plat 382 Lot 0114	Single family; 1.34 acres

ACTION: Tabled from September 27, 2012.

Director Burke asked the Board to remove this item, as the property owner has appealed his sewer assessment to the Sewer Board of Review.

8. Administrative Items

a. Review Draft 2013 Board meeting calendar

DISCUSSION/ACTION: Board members reviewed the draft schedule; the Board will take action on this at the December meeting.

b. Director's Report

- i. Financial Report
- ii. Administrative Schedule

Director Burke stated a one-page financial report was included in your agenda packets.

c. Chairman's Report

- i. Changes to Enabling Legislation relative to Section 2.17 (b)
 Mandatory connection to sewers
 DISCUSSION/ACTION: Held from 8-23-12. No new discussion.
- ii. Phosphorous Removal Project: Deadline extension
 DISCUSSION/ACTION: Held from 8-23-12. No new discussion.
- iii. WSA Sewer Assessment Deferment Policy
 DISCUSSION/ACTION: Held from 9-27-12. No new discussion.

d. Sewer Assessment Committee Report

Mr. Jarvis stated the Committee would like to put out Request for Proposals (RFP) on two different projects, changing WSA enabling legislation and changing the regulations, to make sewer assessments more equitable and to eliminate some of the challenges we've faced. Director Burke stated by separating the two tasks, we can get input and guidance on our enabling legislation from someone specializing in environmental law. She stated the regulations are based on the enabling legislation, but are more like technical specifications, and could be reviewed by an engineering firm. She stated we may get more interesting proposals by staging the tasks. Director Burke stated \$30,000 has been

budgeted for both these tasks. She will send the RFPs to the Board members once drafted.

9. Drainlayer Consent Agenda – 2013 License Renewals

- a. ELJ, Inc., 703 Metacom Avenue, Bristol
- b. Dennis Diffley Jr., 2650 Warwick Avenue, Warwick
- c. Adler Brothers Construction, 604 Putnam Pike, Greenville
- d. Dennis Diffley, Sr., 2650 Warwick Avenue, Warwick
- e. Cardi Corporation, 400 Lincoln Avenue, Warwick
- f. East Coast Landscaping & Const., Inc., 202 Chase Road, Portsmouth
- g. Narragansett Improvement Company, 223 Allens Avenue, Providence
- h. WSA letter to drainlayers regarding start up inspections for grinder pumps

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

10. Consent Agenda - Correspondence

- a. RIDEM to RIAC re: Order of Approval for Deicing Collection System at T.F. Green Airport (10-26-12)
- b. WSA October 2012 Financial Report to City Council (11-5-12)
- c. WSA to Doreen Pettit regarding connection order (11-9-12)

ACTION: The Board discussed the Petit matter and the state law requiring connection within one year of sale or transfer.

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

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Director Burke reviewed with the Board the matter of a privately funded extension of sewers on Canna Street (paid for through a developer’s agreement), and the property owners’ concerns about the cost of the extension and corresponding sewer assessments. The Mayor’s office has responded to the property owner’s inquiry (copy of response received at WSA today); Board members will get a copy of the correspondence following the meeting. This matter will be reviewed at an upcoming meeting.

Mr. Guckian suggested WSA recognize the outgoing Chairman for his years of service to the City. Director Burke and staff will work on that.

12. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. IPP Local Limits Study
- d. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects
- e. Mandatory Sewer Connection Program/Connect Capable Fee
- f. Infrastructure Improvement: 48" line under Rte. 95

No items discussed.

13. PUBLIC COMMENT PERIOD

No citizens present for public comment.

14. Adjournment

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

At 6:12 p.m. this meeting ended.

Aaron Guckian, WSA Secretary

Date