

## **Prudence Island Water District**

### **Minutes of meeting 2/5/05**

**1. Call to order – Meeting was called to order at 1:10 p.m. Present were Richard Brooks, acting moderator; Patricia Richard, clerk; David Buffum and Robert Hanson.**

**2. Approval of minutes – Mr. Buffum moved to approve the minutes of the meeting held 1/22/05, seconded by Ms Richard, approved unanimously.**

**3a. Appointments – Ms. Richard said that she had approached Mr. Friswell about helping with the election and that he had declined. Mr. Brooks said that he had spoken to Mr. Casey and that Mr. Casey would help with the election but that he would not serve as an officer. Ms. Richard said that the critical thing was to have officers and that if she had to serve as an officer she would not stand for election. Mr. Hanson said that the problem with getting people to serve as officers was the fact that no one wanted to serve as tax collector. Mr. Robert Garlick, facilities manager for PIUC, said that in his capacity as collector for the utility he had been threatened on more than one occasion and cited some examples. He suggested that the titles of the officers be changed. He said that the positions should be paid. Ms. Richard said that in order to change the titles the charter would have to be amended. Mr. Garlick said that if at the last possible moment no one could be found that he might be persuaded to serve**

**as an officer on a temporary basis.**

**Mr. Garlick said that the bylaws for the district should include a mechanism for punishing customers who became abusive to the collector of fees. Ms. Richard said that to do so would in effect give the collector carte blanche to behave badly, and that from a legal standpoint any abuse the collector received from a customer was a matter for the police. She said that a collection procedure should be in place that did not involve personal confrontation with a customer.**

**Ms. Richard said that Mr. Buffum had volunteered to serve as treasurer. She made a motion to appoint Mr. Buffum as district treasurer, seconded by Mr. Brooks, approved unanimously.**

**3all. Appointment of moderator – Ms. Richard made a motion to accept Mr. Buffum’s resignation as a board member and appoint him as moderator of the district for the remainder of the term to expire in June. The motion was seconded by Mr. Brooks, approved unanimously.**

**3b. Bylaws – Mr. Buffum said that he had rewritten the purchasing bylaws to be a 3-tiered procedure depending on the amount of money to be spent. Mr. Brooks noted that the bid process should commence at a figure in the “greater than” \$10,000 range. Ms. Richard said that she had not had a chance to consult the CDBG handbook about purchasing guidelines. Mr. Buffum said that he would send a revised**

**copy of the bylaws to members of the board.**

**3c1. Administrative priorities – Ms. Richard said that she had received correspondence from RI Risk Mgt Trust requiring that an officer of the district sign an agreement with the trust. She said that the agreement included an exit premium that diminished over time. Mr. Buffum moved that the clerk be authorized to sign the agreement, seconded by Mr. Brooks, approved unanimously.**

**3c2. Technical – Ms. Richard presented board members with CDs of the NBNERR site profile. She said that in order to read some of the files referred to in the document board members needed to download the application ArcExplorer.**

**Mr. Brooks asked about the status of the environmental survey grant. Mr. Brooks said that he was still unclear about whether the survey needed to be put out to bid. Ms. Richard said that she had checked with both USDA and the Community Development Office and that it was not necessary to put the project out to bid. She said that Mr. Delisle told her it would be highly unusual if the firm chosen to do the pre-development engineering survey were different from the firm doing the environmental survey. Mr. Brooks asked if it might be possible to deliver the environmental survey for less than the \$10000 named in the proposal. Ms. Richard said that in that event the USDA grant and match would be correspondingly less. Mr. Buffum said that in his opinion no firm could do the work for substantially less than**

**C&E. Ms. Richard moved to accept C&E Engineering to do the environmental survey, seconded by Mr. Buffum, approved unanimously. Ms. Richard said that at some point a meeting needed to be scheduled with C&E and the PIUC to plan a work schedule. Mr. Brooks asked if a representative of the PIUC was expected at the executive session of the current meeting and Ms. Richard said that she had not heard anything from them. Mr. Buffum suggested that C&E work up a tentative schedule for approval by C&E. Mr. Brooks said that he would contact C&E and request that they work out something with PIUC. Ms. Richard said that that he should also inform PIUC to expect C&E to contact them about the proposed schedule.**

**3d – Funding. Ms. Richard said that she had contacted the town administrator about first quarter funding and had been told that the new town council had been informed about the funding and that a check should be coming soon.**

**Mr. Brooks suggested that the board should invite town councilor Dennis Canario to attend a district meeting. Mr. Buffum said that he had spoken to Mr. Canario and that he had offered his assistance.**

**Ms. Richard said that she had spoken with Ari Matusiak about the RI Foundation grant and gotten a timeline for the award of the ADDD grant. She said that the awards should be made within a few weeks and that if the district was denied they should immediately submit a**

**mini-grant application.**

**Mr. Brooks said that at the meeting he had with USDA Mr. Delisle had stressed the need for the district to obtain legal counsel with experience in water utility issues. Ms. Kim Greene, general counsel, said that she had arranged for Sandra Mack to meet with the board in open session at their meeting on March 5. Ms. Richard asked if she should write Ms. Mack a letter confirming that date, and Ms. Greene said that she would email Ms. Richard the contact information. Ms. Richard thanked Ms. Greene for her efforts on behalf of the district.**

**4a. Correspondence – Letter from RI Risk Mgt. Trust.**

**4b. Other business. Non-disclosure agreement. Ms. Greene suggested that the district wait for advice from Sandra Mack on that issue. Mr. Brooks expressed concern about the delay. Ms. Greene said that she would take up the issue if necessary but felt that Ms. Mack would be the best person to deal with it.**

**Mr. Buffum moved for adjournment, seconded by Ms. Richard, approved unanimously. The meeting was adjourned at 2:05 p.m.**

**Patricia Richard, Clerk**