

Prudence Island Water District

Minutes of meeting: November 22, 2008

Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Robert Hanson and Phillip Brooks. Absent was Richard Brooks

Approval of minutes of meeting for November 15, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Appointment of assistant facilities manager and day labor – Motion to appoint Nate Bacon as assistant to facilities manager by Mr. Buffum, seconded by Mr. Brooks, Ms Richard voting aye, Mr. Hanson abstained. The motion carried. Motion by Mr. Buffum to appoint Steve Butler as day laborer, seconded by Mr. Brooks, Ms. Richard voting aye, Mr. Hanson abstained; the motion carried. Motion to approve Shannon Cubellis as part-time assistant operator by Mr. Buffum. Ms. Richard asked that the motion be clarified to include the phrase “as the budget allows”. Mr. Buffum amended the motion to approve Shannon Cubellis as part-time assistant operator as the budget allows, seconded by Mr. Brooks, Ms. Richard voting aye, Mr. Hanson abstained; the motion carried.

Operations budget – Mr. Buffum said that office help had not been included in the 2009 budget. He asked Ms. Richard for her opinion of an appropriate salary. Ms. Richard said that at least one day a week

had to be budgeted, and several extra days during each billing cycle. Mr. Buffum suggested budgeting for 75 days a year. He asked what a suitable hourly rate might be for office work. Mr. Brooks said that competent clerical help was probably getting between \$16-\$20 per hour. Mr. Buffum suggested budgeting \$12,000 annually for clerical help including payroll expenses.

Purchasing – Ms. Richard reported having received a \$16 maintenance charge for depository account with Bank of America. She noted several other types of charges that could be expected in using the account.

Ms. Richard reported having paid a total of \$40.92 to National Grid for the 6 accounts. Said this reflected a 3-4 day timeframe depending on the account. She said that she would like to have a budget plan for electric bills, but wanted to wait until after National Grid's PUC rate hearing as this would affect budget. She said that it made sense to do electronic payment once a budget plan was in place, even though the cost was 30 cents per transaction, because postage and check processing exceeded that.

Bills coming up during the coming week: \$151.20 postage for billing, \$300 consultancy fee for Mr. Rinker, facilities manager salary \$1250, mileage allowance approx \$150, parts reimbursement \$72.XX, day labor and assistant salary to be paid December 1 so that everyone is on the same payment schedule, twice monthly.

Portsmouth tax – Ms. Richard reported having sent forms and certified charter by certified mail, but wanted to know if she should pay property taxes if there was no response by Dec. 1. Mr. Brooks asked if he should go to collector’s office. Ms. Richard said that he had already gone there 3 times and no progress had been made, and that communication from the district’s lawyer had not been acknowledged. Mr. Buffum asked if the district had been sent a bill. Ms. Richard said that she didn’t know what the procedure was when property passed from one owner to another. She suggested contacting Dennis Canario for advice on the matter.

Credit approvals from Arnold Lumber and Industrial Pump. Not heard yet from plumbing supply houses, will call M&G in Warren.

Still trying to reach Colleen Bodziony at RI Interlocal Risk Mgt; she’s been unavailable because of personal issues.

Still no resolution to bank loan, BOA rep says probably backed up in processing; RICWFA has confirmation #, Adam Gwaltney at HAS has tracking #.

Filed BAR form with RI Div. of Taxation using contributory method for employer contributions.

License from DOH went out Nov. 17; still has not arrived.

Customer accounts – Mr. Buffum reported having met with his accountant to go over quickbooks invoicing features, and presented the board with a “test” invoice. He said that he would be generating bills during the week. Said that he asked about payroll module and accountant recommended “enhanced” version. Asked if it should be purchased, Ms. Richard suggested waiting until after billing went out and receipts started coming in.

Technical:

Phil Brooks said he would be doing streamflow and well monitoring on Sunday.

Systems manager’s report:

Mr. Capron repaired leak in “undeveloped area of Governor Paine Road.

Mr. Capron received loaner cell phone, said working fine so far, gave contact # to the board. Ms. Richard said that this particular phone service is economical, only \$15 per month. Said airtime needed to be purchased in January, can buy in 6-month chunks.

Planning to buy material for well housing at world headquarters.

Water sampling – Monthly sample taken from 0654 Narragansett Ave.

on 11/20/08, Mr Rinker supervised sampling and Mr. Capron was comfortable with procedure. Delivered to DOH on 21st, went to office and introduced self to Clay Commons, Gary Chobanian; Fred Kurdziel not available. Filled out contact info.

Mr. Rinker delivered 2009 schedule for sampling. Said that he needed to clarify some of the timing with DOH.

Mr. Rinker had told him electrical components for water tank monitoring have been received and that technician would be on the island Wednesday to install, arriving on 6:30 a.m. boat, Mr. Capron will accompany

Mr. Capron reported failure of sampling hydrant on Pier Rd. Looking into replacement. Hydrant at Indian Spring locked doesn't know where key is. Wants to replace before taking another sample. Also knows of several flushing hydrants that need replacement, also would like to install hydrants at dead end.

Received technical info on Aermotor spare pump for Broadway; talked to Industrial Pump, can exchange purchased spare for restocking fee, new pump costs \$525.

Explained procedure for clamp installation on main line; needs day laborer and someone to monitor system pressure at Indian Spring. Weather not cooperating, ground frozen, must use backhoe or wait

for thaw. Board advised Mr. Capron to do what is necessary to complete job asap.

Gas dewatering pump does not work, needs replacement. Electronic sump pump available. Need portable generator.

Correspondence: none; all covered in purchasing report.

Other: Mr. Buffum said board needs to resume work on bylaws. Ms. Richard to check on last version.

Motion to adjourn by Mr. Buffum, seconded by Ms Richard, approved unanimously. Meeting adjourned at 2:30 p.m.

Patricia Richard, Clerk