

**Prudence Island Water District
Meeting Minutes
May 14, 2011**

Call to Order

Moderator Dave Buffum called the meeting to order at 1:00 PM.

Members Present: Patricia Richard, Treasurer, Phillip Brooks, Dave Buffum, Moderator Leo Perrotta, Clerk. Also present Will Capron - System Administrator. A quorum was present. Absent - Ricky Brooks, Bob Hanson.

Approval of Minutes

Minutes of the March 12, 2011 meeting were unanimously approved upon a motion made by Leo Perrotta and seconded by Dave Buffum. A correction to the minutes January 8, 2011 was also made under the Technical section, as Will's report indicated that the Number 1 well was drilled in October 1994 and put into service the second half of 1995, and the dates that were entered in the minutes were October 2004 and the second half of 2005. Phil Brooks made the motion to correct the minutes and was seconded by Leo Perrotta. The motion passed unanimously.

Administrative

Purchasing/Treasury Report

Patricia Richard presented the Treasurer's Report. Bank of America balance was \$38,500.03, Citizens Bank balance was \$77,203.80 and there were \$2,275.32 in undeposited funds, for a grand total of \$117,979.15. If you subtract our opening balance of \$32,700, that leaves the district with \$85,279.15 in operating funds to last us until the end of June.

Customer Accounts/Billing

We have 6704.14 in unpaid water bills for 17 customers and we have begun shut-offs.

We have received the license renewal from the Rhode Island Department of Health and that has been paid. We have received documentation that we have completed the HAZCOM training.

Received from the RI Interlocal Trust our new membership application. There are new exclusions in the application, one most notable is Intentional Acts that result in personal injury. The Trust will not be liable where Personal Safety Equipment is not used/worn on the job. A discussion ensued and the Board members recommended that every effort should be made to wear personal safety equipment at all times. Phil Brooks made a motion that all members be required to purchase steel toed boots and the district will pay for them. Motion was seconded by Dave Buffum and approved unanimously.

Received an email from Larry Anderson from NE Water Solution Inc. and they have been awarded a contract through DOH to do free engineering work facility improvement projects. We are not eligible the first year, as it the engineering work is reserved for very small water districts and we do not fall into that category. However, we would probably be eligible in the second year and it is something that we would want to take advantage of We should be in touch with Steve Boudreau to let him know we are interested. Our projects would probably receive higher priority as a result.

Upcoming Elections - need for more Board Members

Patty Richard indicated that one person has filed for Moderator and a few had expressed interest in becoming Board members, but the filing deadline had past, so they would have to be write-in candidates. The first Board of Canvassers meeting will be next week and Jessie Brooks and Sharon Holman have agreed to administer the elections one more time. The elections are usually held in conjunction with the annual PIA meeting.

**Update bylaws for Section I Administrative,
20. Procedure for Hiring Contractors, 21. Procedure for Purchases.**

Dave Buffum presented language to amend the By-laws for Section 1, Administrative, #'s 20 & 21 for Hiring Contractors and Procedure for Purchases. After consulting with others, it is advantageous for the Board to update its procedures. A motion was made by Leo Perrotta and seconded by Phil Brooks, that the language in Section 20 G (2) and Section 21 F (2) be amended to read "In the case where there is a Master Government Purchasing Agreement in Place, the PIWD shall have the option to make purchases under the Master Government Purchase Agreement." The motion passed unanimously.

The Procedure for Hiring Contractors as amended was passed unanimously upon a motion made by Leo Perrotta and seconded by Phil Brooks. The Procedure for Purchases as amended was passed unanimously upon a motion made by Leo Perrotta and seconded by Phil Brooks.

Technical

System Managers Report

Will Capron presented the System Managers Report for April 2nd

- Yearly well water samples were taken and were absent of bacteria
- The Indian Spring Well was tested twice, March 4 th and March 8th and was free of bacteria both times. We have begun to use the Indian Spring Well again.
- Pressure tank at Broadway Pump house is 119 gallons and needs to be replaced. Quotes received from Plumber's Supply in Middletown - \$877.00. Santos Brothers quoted us \$1200 for the tank. District will purchase tank and get quote from for installation
- Virginia from AE Bragger Construction came last Saturday to see the Greer Tank for the installation of the Ready-Flange. The regional representative from Atlantic States Rural Water and Waste Water association said that their work was excellent and the price was also very reasonable. Tried to get three other companies to bid on the job, but they all declined. Motion made by Phil Brooks and seconded by Leo Perrotta that we utilize AE Bragger for the work motion passed unanimously.
- Repaired leak on Narragansett between Goulet well and little stream
- Repaired leak on Broadway and Cliff Rd. in Bristol Colony, installing isolation valve on Cliff Rd.
- Cut trees on Prospect Terrace and at fence near Big Blue. Prospect Terrace line is now accessible. Dave Buffum inquired as to how much backfill was in the trench. We should check and fill in to get better cover.
- Cleared trees and briars from Mancini job. Received multiple compliments on a job well done in respect to restoring the road
- Property markers on Homestead and Holbrook do not line up
- All equipment with internal combustion engines have been started with the exception of the gas powered pump. This pump is not functioning and there is no need to replace it.
- Electric Sump pumps were operated at Indian Spring and they both worked fine.
- Asked to install proper curb stop at Library

April 23rd Report

- Cleaned headquarters, oiled wrenches, and salvaged over \$ 100.00 in brass parts
- Talk to National Grid about location of Pole & new guide wire at Daniel & Chase Avenues. Job is on hold until National Grid comes out to view matter, due to its close proximity to the water line.
- Cleaned algae off Big Blue
- Picked up branches at all locations

- Branches/limbs blocking Brown Lane removed.
 - Two fire trucks refilled with water 750 gallons and 2000 gallons in order to handle planned brush fire on South end.
 - Made estimate to replace valve and water line at 0768 Narragansett Avenue.
 - Installed water lines on Mancini job. Done with a 3 man crew and they performed exceptionally well.
- DPW attempted to stop the project, but due to the Charter of the PIWD, we were able to prevail.

May Report

- Indian Spring Well #1 is operating and Will rated it as fair. We can get approximately 24 hours use out of it.
- Attended Atlantic States Rural Water and Waste Water association Conference and spoke with Diane Johnson about the removal of the Broadway Tank and the construction of a new Broadway Tank. She will help with bid and grant processes
- Took quarterly water sample for the Prudence Park Association Water Company
- Grounds maintenance at all installations was performed as needed.
- Purchase of new lawn mower approved to replace mower damaged
- Left shut off notice for 039 Mt. Tom Road - curb stop already on off position
- Leak reported at 0146 Daniel Ave. by Fire Chief Marshall. Old gate valve found at Daniel & Holbrook. Gate valve and curb stop were replaced.
- Termination of service given to homeowner for failure to close 2 drain valves under the house, which resulted in large water loss. The Board determined that this was not a willful act and that service should not be terminated.
- Allen Lane Governor Paine Road project has commenced.
- Will presented system map and discussed areas where work will continue, as well as water line that exists that is parallel to an existing line and serves no residences.

Other

Phil Brooks noted that water levels are down everywhere. New signs will have to be erected for Stage 2 if we do not receive enough rainfall next week. The current signs we have are for Stage 3. After some discussion, it was determined that the language of the signs has to be in accordance with the guidelines as established by the board.

Correspondence

Received communication back from Congressman Cicilline stating that he agreed that Atlantic States Rural Water and Waste Water Association should be funded.

Gene Rinker inquired as to whether the district would be interested in receiving old landscaping timbers for the Old Indian Spring Well so that people are not walking in the muck. The Board unanimously agreed not to accept the timbers, as they may be detrimental to the water system.

Meeting was adjourned at 2:25 PM upon a motion made by Phil Brooks and seconded by Leo Perrotta. (approved unanimously) Next meeting is June 4, 2011.