

**Prudence Island Water District Board of Directors
Minutes of Meeting held 1/7/12**

Call to Order: Meeting called to order at 1:05 p.m. Present were Moderator Harry Sterling; Board Members George Dechambeau (Treasurer), Martha Fuller (Clerk), David Buffum, and Philip Brooks. A quorum was present. Also present was William Capron, System Manager.

1. **Approve minutes of 12/3/2011.** Motion to approve, Philip Brooks; seconded, George Dechambeau. Approved, David Buffum abstaining, having been absent.
2. **Report on Hydrant and Greer Tank Building.** Dave Buffum reported that the work is done except for building the concrete enclosure for the valves, which is to be completed. Slight tilt on hydrant is for draining purposes.
3. **Treasurer’s report and report on transition.** Reports will be e-mailed to Board members in the future. Treasurer George Dechambeau reports that all materials have been moved to World Headquarters and to Donna Hammann’s residence. Reference materials will be made available at World Headquarters. The Web page update is pending; Donna Hammann will work on learning Dreamweaver to use for this. George Dechambeau and Donna Hammann are developing a policy for overdue accounts.

BoA	30,678.78
Citizens	78,450.35
Total	109,129.13

4. **Discuss issues with bylaws for purchasing/contracting.** The Board discussed possible modifications to be made to the bylaws to update current purchasing and contracting policies – raising maximum dollar amounts requiring different levels of approval.
5. **Review and approve bid for tank pad removal.** Robar Construction bid \$9,111.60 to remove the concrete tank pad at the Broadway location. Rossis bid \$2,100. George Dechambeau moved, Philip Brooks seconded, to authorize payment to the Rossis, not to exceed \$2,500, for the removal. Approved unanimously.
6. **Comment on SOP and Personnel Policy.** The Board discussed the draft of Standard Operating Procedures, suggesting some simplifications. Board members and staff will provide feedback on the personnel policy manual to Martha Fuller so that she can prepare a more nearly final version, to submit to Board members prior to the next meeting.
7. **Moderator’s report.** Written report distributed.
8. **System Manager’s Report.**

Repaired leak in undeveloped section on Governor Paine Road. Tree trunks down from Hurricane Irene, over a water line, needed to be removed, as well as bull briar and bittersweet.

Repaired leak on Beach Road at Bristol Colony.

Repaired leak at Narragansett Avenue and Landing Lane, probably resulting from increased pressure from Greer Tank – the Governor Paine leak probably also resulting from that pressure. Maximum pressure in the system is 60 psi. Board discussed need to improve system to increase maximum pressure – a long-term project.

Installed new line at 053 Daniel Avenue, temporary above-ground line froze solid, was removed. Phoned homeowner, suggested they flush air from line – access is inside the house.

Purchased new cutoff saw; old one needed expensive repairs.

Received results from December sample: absent of bacteria.

Performed stream flow and well monitoring for December, using revised, improved data sheets. Hard to perform accurate reading on Mill Creek at Narragansett Avenue.

Received a call from homeowner at 010 3rd Street requesting curb stop shutoff and replacement of homeowner's valves.

Cleaned up some of contractor's garbage at Greer Tank House.

Suggest Board consider, and perhaps modify, project priority list.

Found length of cable, about 100 feet, at Broadway tank site. Will offer it to local contractors.

9. **Executive Session RIGL 42-46-5 (a) (1) – Personnel.** Philip Brooks moved, George Dechambeau seconded, that the Board meet in Executive Session to discuss personnel issues. Approved unanimously. The Board unanimously determines that Alton Barrett is to receive a salary increase to \$16 per hour.
10. **Adjournment.** Philip Brooks moved to adjourn, George Dechambeau seconded. Approved unanimously.