

# Wastewater Management Commission (WWMC)

## Meeting Minutes July 15, 2013

(Approved by WWMC on August 5, 2013)

**Meeting time:** 5:00 PM

**Location:** Tiverton Community Center

**WWMC members present:** Noel Berg (NB), John Christo (JC), Margaret Murphy (MM), Chris Nearpass (CN), Colleen Stanton (CS), Jeff Stearns (JS), & Leroy Kendricks (LK) by phone

**WWMS:** John Lincourt (JL), Jeanne Spencer (J)

**Guests:** Thomas Parece (TP), AECOM  
Tom Killin Dalgish, Sakonnet Times

- 1) **Meeting Minutes:** The minutes of the 17 June 2013 meeting as recorded by the WWMC Secretary was approved as motioned by CN and 2<sup>nd</sup> by CS passed unanimously by JC, CN, CS, MM, JS, and LK; NB abstained.
- 2) **Facilities Plan Update (FPU):**
  - TP reported he received the comments from JL and incorporated them in the last draft, also included are the Questions & Answers (Q&A), and Appendix 6 and 7 include information from the public hearing. JL called RIDEM to confirm number of copies needed once Draft FPU is approved by the Town Council (TC), only one is required.
  - JL stated he had noticed grammatical errors and few format errors. JL stated he would like to see, someplace, a map that shows the new boundary to the sewer district and a write up as to where the boundaries are. LK proposed to wait to see the comments and suggestions from RIDEM and incorporate everything at that time.
  - A motioned to except the Draft FPU by CN and 2<sup>nd</sup> by CS was passed unanimously by NB, JC, MM, CN, CS, JS, and LK.
  - A motion by CN and 2<sup>nd</sup> by NB was unanimously approved to instruct JL to present the Draft FPU to the TC at next Monday night's TC meeting.
- 3) **Community Septic System Loan Program (CSSLP):**
  - Exemption Letter of Request - *Tabled*
- 4) **General Administration:**
  - MM stated she looked into the cost to enable the budget within Quickbooks stating it would be an additional \$11.00 per month. JL to purchase the additional feature.
  - MM stated the need to send a letter to the next round of delinquent customers and following through on the first round with placement of liens. CS stated the need to place liens on property foreclosures, NB agreed. J to give CS a copy

of agreement letters and list of property foreclosures with any contact information. MM questioned if a listing could be placed in the paper.

- LK stated he was not satisfied with ASRWVA Director Steve Levy's (SL) proposal. LK suggested JS put together a proposal using SL's scope of work giving it back to SL for his approval to be presented to the TC. LK to forward to JL and JL to put it in the Dropbox for next WWMC meeting.
- CN questioned the cost per home owner per year. LK stated once SL is on board, he will assist with the documents needed to form a sewer district enabling additional funding. LK stated the need to negotiate lowering costs with Fall River. JL to set up a meeting with Fall River for next Wednesday or Thursday.
- A discussion to create a plan to encourage inspections especially within the Robert Gray and Bay Street areas. JL stated he would like to continue to follow a certain sequence of areas and continuing with the Nonquit area. LK stated Nonquit was not as pertinent as Riverside Drive, Bay Street and Robert Gray at this time and can be continued later. JL to draw up a letter to be sent to the residents on the delinquent inspection list. JL to work with NB to put together an amendment to the ordinance regarding inspections.
- A motion to go adjourn was approved as motioned by CN and 2<sup>nd</sup> by NB @ 6:30 pm.

5) The next regular WWMC meeting date is to be added to the scheduled for 5 August 2013, 5:00 PM at Tiverton Community Center.

6) **Action Items:**

- LK to request, from ASRWVA Director, two or three examples of Charter from other districts.
- JS to put together a proposal for the ASRWVA Director that meets the TC's requirements.
- JL/MM to purchase budgeting feature for Quickbooks.
- JL and NB to look into amending inspection information within the Sewer Ordinance.
- JL and LK to have negotiations with Fall River.
- WWMC to look into additional resources for support and services.
- JL to submit a letter to RIDEM stating the fact that we are looking into sewers along the waterfront and specifically Riverside Drive area after the initial base of the Facilities Plan.
- J to look into Bookkeeper Certification and QuickBooks training courses and find out costs associated.
- J to give CS a copy of agreement letters and list of property foreclosures with any contact information.
- JL to invite loan applicant to August meeting.

Submitted by:

Jeanne Spencer, WWMC Clerk