

# Wastewater Management Commission (WWMC)

## Meeting Minutes August 5, 2013

(Approved by WWMC on August 19, 2013)

**Meeting time:** 5:00 PM

**Location:** Tiverton Community Center

**WWMC members present:** Noel Berg (NB), Chris Nearpass (CN), Jeff Stearns (JS), Michelle Tepfenhart (MT), Peter Andromalos (PA) & Leroy Kendricks (LK)

**WWMS:** John Lincourt (JL)

**Guests:** Three (3) Tiverton Residents (CSSLP Applicants)

- 1) **Meeting Minutes:** The minutes of the 15 July 2013 meeting as recorded by the WWMC Secretary was approved as motioned by NB and 2<sup>nd</sup> by CN passed unanimously by NB, CN, LK, and JS. MT and PA abstained.
- 2) **Community Septic System Loan Program (CSSLP):**
  - Exemption Letters of Request
    - a) Motion by CN, seconded by NB to approve exemption request for loan #13-001. Motion passed unanimously.
    - b) Motion by NB, seconded by CN to approve exemption request for loan #11-024. Motion passed unanimously.
- 3) **Facilities Plan Update (FPU):**
  - Facilities Plan Update is on Tiverton Town Council agenda for approval at next meeting (8/13/13) LK and JL will attend.
  - JS conducted initial revision of contract with Steve Levy (SL) of Atlantic States Rural Water and Wastewater Association (ASRWWA) and sent to SL for additions to scope of work and details; to include task list, developmental meetings, and legislation preparation.
  - There was discussion of how legislation would be introduced and also regarding obtaining various funding sources.
- 4) **Finance:**
  - JL stated that he had talked with CS regarding A/R.
  - JS has placed signed repayment contract letters in Dropbox.
- 5) **Sewer Ordinance**
  - After reviewing two suggested changes to wording in the Sewer User Ordinance a motion was made by CN, seconded by NB, to recommend to the Tiverton Town Council that option 2 (as modified) be adopted. Motion carried unanimously. JL will forward to Town Administrator to include on next Tiverton Town Council meeting agenda (8/13/13).

- There was discussion of letters for homeowners in planned sewer expansion areas in order to waive inspections and save costs for homeowners.
- Need to have onsite inspections coincide with updated Facilities Plan was noted.

6) **General Administration**

- WWMC received correspondence from Woodard & Curran regarding changes to the Master Plan for the Villages at Mount Hope Bay (VMHB). LK and JS abstained from discussion and voting. It was noted that the VMHB was in arrears on their sewer bill. Motion made by NB, seconded by PA directing WWMS to send letter to Tiverton Planning Board confirming that Tiverton WWMC will provide sewer service for the project, subject to VMHB becoming current in all sewer bills. Motion passed by NB, CN, PA, MT.
- JL gave presentation on DO-Forms software for collection systems maintenance recording in the field.

7) A motion to adjourn was approved as motioned by CN and 2<sup>nd</sup> by NB @ 6:30 pm. The next regular WWMC meeting date is to be added to the scheduled for 19 August 2013, 5:00 PM at Tiverton Community Center.

**Action Items:**

- LK to request, from ASRWVA Director, two or three examples of Charter from other districts.
- CN & JL to formulate Monthly Operations Reports (MOR) for next meeting
- JL/MM to purchase budgeting feature for Quickbooks.
- 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:

Christopher Nearpass, WWMC Member