

Wastewater Management Commission (WWMC)

Meeting Minutes August 19, 2013

(Approved by WWMC on September 3, 2013)

Meeting time: 5:00 PM

Location: Tiverton Community Center

WWMC members present: Noel Berg (NB), Margaret Murphy (MM), Chris Nearpass (CN), Colleen Stanton (CS), Jeff Stearns (JS), Michelle Tepfenhart (MT), & Leroy Kendricks (LK)

Absent members: Peter Andromalos (PA), John Christo (JC)

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

Guests: Four (4) Tiverton Residents

- 1) **Meeting Minutes:** The minutes of the 5 August 2013 meeting as recorded by the WWMC member CN was approved as motioned by NB and 2nd by CN passed unanimously by NB, LK, CN, MT and JS after minor grammatical changes. MM and CS abstained.
- 2) **Facilities Plan Update (FPU):**
 - LK stated the Facilities Plan Update (FPU) was brought before the Tiverton Town Council (TC) on 8/13/13 for review. The WWMC is invited to return to the next TC meeting for a vote to submit the FPU to the Rhode Island Department of Environmental Management RIDEM.
 - MM suggested inviting representatives from the Tiverton Conservation Commission (TCC) and Economic Development Commission (EDC) along with the Director of Public Works (DPW) for their support and expertise.
 - LK suggested wordsmithing the power point presentation and removing the bullets. JS is concerned of wording that will over commit the WWMC and believes sewer and storm water are two separate issues. LK agrees, adding that the Cesspool Act is already addressed in the presentation and will discuss priorities with the DPW Director.
 - A contingency plan if the TC does not approve the FPU was discussed and the need for a clean environment for the current and future residents.
 - JS stated he received Atlantic States Rural Water and Wastewater Association Director Steve Levy's (SL) final proposal to us for his support and expertise in forming a Sewer District. JS stating his schedule does not make sense and still needs tweeking, MT agreed. MM questioned if there was time to seek other options. LK suggested having a discussion with James J. Geremia P.E.(JJ) the Principle of J.J. Geremia and Associates. NB stated JJ was the planner/Engineer who put together the New Shoreham Sewer District in Block Island in 1972 with Chris D. Azevedo. LK stated he thought the

WWMC should take a step back and seek other alternatives. The WWMC members agreed to seek other alternatives.

- A discussion to ease a Riverside Drive resident's concerns with the larger sewer district. Resident fears the sewer system vote would not pass if the larger properties North of Main Road are included in the District. Resident's questions were heard. The WWMC will review the data to better address her questions and concerns. The Resident volunteered to organize and support the voting efforts next spring.

3) Community Septic System Loan Program (CSSLP):

- Exemption Letters of Request
 - a) Motion by LK, seconded by CN to approve exemption request for loan #11-018. The motion was approved and carried by CN, LK, CS, NB and JS. MM and MT abstained.

4) Sewer Tie-In Loan Fund (STILF):

- Exemption Letters of Request
 - a) Motion by CN, seconded by MM to approve exemption request for loan #12-001 for a maximum amount of \$7,100. Motion passed unanimously, by NB, MM, CN, CS, JS, MT, and LK.

5) Monthly Operations Reports (MOR):

- The formatting of the Monthly Operations Report (MOR) and what needs to be addressed, reported and tracked was discussed. Easements should be looked at and maintained/inspected. JL will need to put funds aside to maintain and clear as needed. The MOR spreadsheet is to include emergency calls and manhole inspections. Flow meters with precipitation should be tracked. LK is very interested in what is not working and is in need of repair, adding the formatting is a very good start and can change as we go further.
- LK requested JL print out what the pump stations look like in the RIDEM Geographic Information System (GIS) and bring the printouts to the next TC meeting.
- The MORs will be added to the Root Operations folder in the dropbox.

6) Finance:

- MM stated the AECOM payments still needs to be addressed properly within Quickbooks. JL and JS will address issues. JL to set up a meeting for 8/29/13 with the Town Treasurer.
- MM requested a list of contracts and costs such as BOYDCO and Love Sanitation. JL will email contract and cost data to MM.

7) General Administration

- LK questioned BOYDCO's "Preventative Maintenance Report" and if it's giving us anything of value for the money questioning what we are getting as far as collection data. LK wants the WWMC to take another look at our contracts and what we are doing.

- JL stated DO-Forms operational software for collection systems maintenance is very customizable. Adding he tried a free version in which he was able to download into excel format making tracking of asset maintenance easier.
 - JL stated having a Tablet would make the pump station data collection easier and less redundant. JL after researching various tablets requested to purchase a Samsung Galaxy Note 8 tablet. After discussion, the request to purchase the tablet with cost not to exceed \$500.00 the motion made by CN and 2nd by MT was approved and carried by NB, MM, CN, CS, MT, and LK. JS abstained.
- 8) A motion to adjourn was approved as motioned by CN and 2nd by CS @ 7:07 pm. The next regular WWMC meeting date is to be added to the scheduled for 3 September 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.
- LK to invite James J. Geremia to have a discussion with the WWMC at a near future meeting.
- JS to wordsmith the Powerpoint presentation for the next TC meeting.
- Representatives from TCC, EDC, and DPW to be invited to the TC meeting for their support and expertise.
- A review of the FPU regarding the costs associated with the pump stations to better address residents questions and concerns.
- JL to print out pump station maps from the GIS system for the next TC meeting.
- JL to purchase a Samsung Galaxy Note 8 Tablet.
- JL to submit Monthly Operations Reports (MOR) for next meeting
- 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.
- JL to set up a meeting with the Town Treasurer, MM and J.
- JL to email contract information and costs to MM.

Submitted by:

Jeanne Spencer, WWMC Clerk