

Wastewater Management Commission (WWMC)

Meeting Minutes June 2, 2014

(Approved by WWMC on June 16, 2014)

Meeting time: 5:03 PM

Location: Tiverton Community Center

WWMC members present: Noel Berg (NB), John Christo (JC), Chris Nearpass (CN), Michelle Tepfenhart (MT), & Leroy Kendricks (LK)

Absent members: Peter Andromalos (PA), Colleen Stanton (CS), Jeff Stearns (JS)

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

Guests: Paul Northrup (PN), North Tiverton Fire District (NTFD) Treasurer
Lisa Andromalos (LA), WWMC Business Manager
Lucy Pavao, President of Environmental Awareness Committee of
Tiverton (ENACT)

- 1) **Meeting Minutes:** The minutes of the 19 May 2014 meeting as recorded by WWMC Clerk J was approved as motioned by CN and 2nd by NB after minor grammatical corrections. The motion was carried unanimously by all members present.
- 2) **Tiverton Wastewater District (TWD)**
 - LK stated the proposal to hire LA as WWMC's Business Manager to assist with the tasks to set up the TWD was approved by the Town Council (TC) and signed by the Town Administrator (TA) today. LK to forward the proposal to JL to put into the dropbox. A review and discussion regarding the proposal was had.
 - LK stated LA is off to a great start and looks forward to LA and JL working well together.
 - JL stated he talked to the State Ethics Commission and it was their verbal recommendation the LA's husband PA resign from the WWMC.
 - LK stated legislation passed the Senate as stated in the notice submitted May 30th. The updated House Bill will go for review within the next few weeks and if approved with no opposition, will then go to the Governor for signature.
 - LK stated a celebration would be a great way to start the publicity and get positive press ahead of the vote. Possibly doing an editorial in the Sakonnet Times showing the TWD's independence from the town. LK would like to arrange for a Bill signing inviting USDA Members, Senate and House Representatives, Town Council Members, and ENACT Members, etc.
- 3) **Financial:**
 - A review of delinquent list of customers was discussed. J to update the delinquent customer information and submit to LA. J to submit the updated

General Ledger (G/L) to LA. A discussion in regards to the Lien process was had including the possibility adding properties to the Tax Sale list. PN stated the need to be persistent. LA stated that it would be best to call the customers personally not just send a letter. LK stated the Public Utilities Commission (PUC) has water shut off rules. LK stated these are all tools needed decrease the delinquent accounts and get control, adding a tax sale may not be possible by this November.

- LA stated she plans to connect with Vision Government Solutions tomorrow to find out more about Utility Billing's capabilities,
- JL to contact the Town Treasurer to see what assets are Wastewaters. Inventory, assets, pump stations, pipe in streets, all the records need to be listed as assets as part of the agreement process.
- LA stated the need for an actual written policy that is clearly documented.
- LA stated she has set up a meeting with RI Interlocal Trust for next week, and hopefully she'll have more information in regards to Insurance and Private Pensions by the next WWMC meeting.
- LA stated in regards to Marketing there is a need to put together a phone script/a way to talk to the customers. LK stated there is a National Seminars Training course coming up on June 16th in Providence to learn to collect debt effectively. Adding it might be worth investing in training to do it right. LK to get JL the information.
- A place for the business was looked at on Main Road. It was a reasonable location with wheel chair access. The WWMC is leaning toward not handling cash payments and looking into other options.
- LA stated the need for public relations (PR) training prior to the district voting to answer vocal opposition. A protocol plan needs to be put into place for one person to answer questions.
- PN stated he was in impressed with all LA has accomplished so far, MT 2nd that statement.

4) **General Administration:**

- The President of ENACT stated they are holding a meeting at the Holy Ghost Club on Bottom Street June 12th at 7pm. Adding it would be a nice PR event for the WWMC to put approx. 75 flyers together of current events, a status report of what is going on and what's going on in the near future regarding sewers in that area.
- CN and LK to get together to discuss JL's position description and changes to his duties.
- JL stated he received an extension until September to utilize the Community Block Grant Funds. AECOM needs to be hired to design Hooper Street.
- JL stated a letter went out to the customer who was improperly billed after having the Town Solicitor review it. The letter was signed and agreed upon. The reimbursement check was sent out to that customer.

5) **Monthly Operations Report (MOR):**

- JL to update MOR for next meeting

6) A motion to adjourn was unanimously approved as motioned by NB and 2nd by CN @ 6:35 pm. The next regular WWMC meeting date is scheduled to be held Monday, 2 June 2014, 5:00 PM at Tiverton Community Center.

7) **Action Items:**

- WWMC to look into additional resources for support and services.
- Thomas Parece to contact Steve Levy to discuss legislation in regards to Betterment Assessments..
- LK to reach out to people of interest for the General Manager position.
- LK, JL, Margaret Murphy, LA to meet with the Abrahams Group to transition financial books.
- LK to negotiate with LA for her consulting services.
- LK to forward the proposal to JL to put into the dropbox.
- J to update the delinquent customer information and submit to LA.
- J to submit updated General Ledger to LA.
- LK and LA to get together to discuss Mark Abraham's task list.
- LA to contact Vision Government Solutions.
- JL to contact the Town Treasurer to see what assets are Wastewaters.
- WWMC to put together a written policy.
- LA to meet with RI Interlocal Trust next week.
- WWMC to put approx. 75 flyers together for the ENACT event on June 12th.
- JL to look into the National Seminar's Training Debt Collection Course.
- CN and LK to get together to discuss JL's position description.
- Hire AECOM to design Hooper Street

Submitted by:

Jeanne Spencer, WWMC Clerk