

Prudence Island Water District

Minutes of meeting: February 14, 2009

Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; and Robert Hanson. Absent were Richard Brooks and Phillip Brooks.

Approval of minutes of meeting for January 31, 2009: Motion to approve minutes of the meeting by Mr. Buffum, seconded by Mr. Hanson, approved unanimously.

Purchasing/treasury

Ms. Richard presented the board with interim expense report for February.

Ms. Richard and Mr. Hanson withdrew \$10k from operating funds and put into CD savings for September RICWFA loan payment. Total operating funds now at 56,400.98

Office supplies purchased from Staples, need to call them to renew tax exemption even though certificate doesn't expire. Need to get envelopes.

Workers comp insurance will cost more than anticipated, invoiced \$1268.40 through June, about \$2100 a year. Mr. Buffum and Mr. Hanson signed participation agreement. Ms. Richard will get copies of claims procedure for employees.

Sales tax has been removed from National Grid bills.

Portsmouth town taxes paid

Upcoming: RICWFA debt service \$700. Need to correct RI Employer tax and file RIW3

Ms. Richard spoke with accountant, meeting in March

Customer accounts: Mr. Buffum reported that second billing has gone out. Gave Ms. Richard open invoice report. Ms. Richard gave Mr. Buffum updated payments report.

Bylaws: Mr. Buffum presented board with updated bylaws. Mr. Capron asked definition of project engineer. Mr. Buffum said that in many cases term would be changed to facilities manager. Section C, #4 regarding curb stops, Mr. Capron said term was not correct when referring to customer's shutoff valve, only district service connection is a curb stop. Metered service references not relevant at this time. Section H #2, conservation stages have confusing language regarding vegetable gardens. Discussion of applications for service, estimates and deposits, termination of service, payment for service connections. More revisions needed, discussion tabled until next meeting.

Systems manager's report: Mr. Capron reported potential leak, unable to find, but system recovered by itself. He believes it was leak on private property that customer found and shut off.

Started PIWD operations files. Lots of old documentation at world headquarters, not sure how much is useful.

Customer at John Oldham reported no water at his home. Leak under house, possible that customer water line froze. Mr. Capron told customer that stop and waste valve improperly placed, customer requested PIWD make the repair. Mr. Capron said it was opportunity for district to make extra money. Need to quote the job and get customer approval before proceeding, also sign hold harmless agreement. Discussion of conditions under which hold harmless agreement should be signed.

Customer request for valve key so they can turn water off and on. Mr. Buffum expressed concern that customers would use on PIWD valves. Mr. Capron said that there's a bolt on PIWD connections, but sometimes customers able to remove. No decision.

Tree removal along water lines complete, some stumps need to remove. Mr. Capron and S. Butler willing to remove burnable wood on their own time if they can keep wood. Board agreed to the plan.

Pile of dirt might be suitable to rebury some partially exposed pipe on Allen Lane.

John Cubellis unable to find suitable breaker for box at Indian Spring pumphouse. Main breaker is upside down. Need to rewire box to correctly orient the breaker; currently reads off when on and on when off. Mr. Hanson asked if notice was placed on box, Mr. Capron said no. Mr. Hanson said liability issue, must be highest priority. Ms. Richard asked Mr. Capron to get written estimate for rewiring job.

Pump at Dewitt well needs to be pulled and have John Cubellis evaluate, possible electrical problem.

Mr. Capron requested water samples to be taken at homes of board members.

New Business:

Correspondence: E-mail from rep at DL Thurrott soliciting pump business; sent service rates, \$70 per hour for pump rebuilding. Credit application too intrusive, have 2 accounts with pump service people.

Notice from Div Labor Training saying district hadn't filed Hazcomm declaration, but they cashed the check. Ms. Richard called and left message.

Project priority list from DOH, need to have decision on any changes before March 30.

ASRWWA spring conference registration info; ideal way for Mr. Capron to get required training hours.

Other: Proposed annual report distributed to board. Ms. Richard wants to have report out early in March to afford potential candidates plenty of time to file necessary papers. Report does not cover financials surrounding acquisition because it took place in first quarter of district's 08-09 fiscal year.

Call from Bill McGlynn at Portsmouth Water District regarding hydrants, offered to advise district if needed. Ms. Richard suggested that Mr. Capron call him and introduce himself, will provide contact info.

Mr. Buffum turned over laptop computer to Ms. Richard.

Motion to adjourn by Mr. Buffum, seconded by Ms. Richard, approved unanimously. Meeting adjourned 2:40 p.m.

Patricia Richard, Clerk