

**Prudence Island Water District
Meeting Minutes
November 28, 2009**

Call to Order

Moderator Dave Buffum called the meeting to order at 1:00PM.

Members Present: Patricia Richard, Treasurer, Phillip Brooks, Dave Buffum, Moderator Leo Perrotta, Clerk. Also present Will Capron – System Administrator. A quorum was present. Absent – Ricky Brooks.

Approval of Minutes

Due to a technical problem, the minutes of the November 14, 2009 were not available

Administrative

Treasurers Report

Patricia Richard presented the Treasurer's Report. An analysis from November 2008 to November 2009 was presented. After subtracting the opening balance, we have about \$15,100 available to spend for the remainder of the year. We should end with a small surplus. There are no major purchases to report for the month. Also made request to be reimbursed for the purchase of window envelopes - \$35.99 and a toner cartridge \$59.79, which should last until June. Both are used in connection with the billing and toner for annual report. Total reimbursement \$95.78.

Customer Accounts/Billing

Invoices have been generated and are ready to go out with a couple of exceptions.

There are still a few people who have not paid their water bill. Shut-offs to commence immediately.

Estimate for Homestead Avenue job came in at \$6,000.00. Price will be presented to customer.

District Policy for Cross-Contamination Control Plan

Dave Buffum presented Parts 3 -10 of the Cross-Contamination Plan. Discussion on whether there should be a reference to a connection location (address) in the plan. As noted

in the previous meeting, #'s 2 and 3, which references "Copies of Permits" and "Copy of all Cross Connection Permits issued" are to be removed from the language. In addition, under #5 Records, language "Connection location" to be added.

Under #3 Responsibilities B 5 section, there is language regarding a person who has a private well and is tied into the public system. Phil Brooks suggested that the language in the section 5 be changed to conform to the standards, to read "Any owner having a private well must install a Reduced Pressure Principle Backflow Preventer (RPZ)". The system administrator would dictate its location.

A discussion ensued about the implications of this language for people who have private wells that are not cross-connected into the system. After much discussion, it was agreed that customers that are cross-connected should be first priority for the installation of RPZ's.

Deadline for approving the Cross Contamination Plan is December 31st.

Facilities Lease Renewal

Patricia Richard noted that we had received our Certificate of Insurance, adding Stan Nacewicz (landlord) as an additional Payee. We are good with the lease, as far as the Trust is concerned.

Meeting Schedule for 2010

Discussion on meeting schedule for the PIWD for the new year was discussed. Members discussed options of meeting once a month, once every three weeks and different times. It was noted that the time of the meeting is contingent upon the availability of the Fire Hall. It was recommended that the Clerk of the Board put together a schedule of meeting once every three weeks at 1:00PM on Saturdays for the new year.

Technical

System Managers Report

Will Capron presented the System Managers Report for November

Testing for #1 and #4 wells were good

Mr. Moclair contacted the District regarding the telemetry unit and he will make repairs

Will contacted National Grid about the trees on Second Street

Santos Brothers were contacted about their ability to surge the Indian Spring Well. They do not have the capability to do this work, but they know of a company that does perform this work. Will presented old invoices from 2003 and 2005 from Mark Young who did this work in the past. Due to cost, the Board will probably have to obtain more than one quote.

Camera received for evaluation

Attended DOH training on Tuesday – new procedures for reporting, testing procedures when coliform is detected, record keeping, license requirements. Also Emergency Response Plan needs to be updated.

Other

Phil Brooks noted that he and Robin Weber will be going around tomorrow to look at the streams, but someone will have to do this in December and February, as he will be unavailable.

New Business

Correspondence

Letter from Bob Marshall from the PIVFD asking to be placed on the agenda to discuss the operational needs of the fire department. Discussion ensued on the merits of the request and the implications the request could have on the water system if the request was granted. After much discussion, the Board agreed to invite Mr. Marshall to the next meeting.

Meeting was adjourned at 2:16 PM upon a motion made by Dave Buffum and seconded by Phil Brooks. (approved unanimously) Next meeting is December 12th.