

Prudence Island Water District
Minutes of meeting: December 10, 2005

1. Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Phillip Brooks, and Robert Hanson. Absent was Richard Brooks.
2. Approval of minutes November 26, 2005. Motion to approve by Phillip Brooks, seconded by Robert Hanson, approved unanimously.

3a I. Administrative goals.

- A. 2006 budget Ms. Richard presented the board with a copy of the 2006 draft budget. She said that on some of the line items she had estimated as a “worst case”. Total administrative expenditure for 2006 would be \$51,530, with the largest percentage of that being professional services. Measured against available funding, a the district would have a budget deficit of approximately \$13,000. If Rural Development Council money does come through, deficit would be \$6,000. Ms. Richard said that if the deficit was \$6,000, she didn’t think it would be difficult to find that amount of money, but that the figure represented having a zero balance at the close of the fiscal year. She said it was possible that cost of services would not be as high as estimated. She said that the district had spent approximately \$7,500 in FY 2005. Ms. Greene asked who the budget would be submitted to. Ms. Richard said that RI Interlocal Risk Mgt. would require one, and that she would send one to the Town of Portsmouth and any funding agencies that required it. Mr. Buffum asked what the accounting expenses were for the year. Ms. Richard said that the district had not been invoiced but that she did not expect the figure to be very high because the finances were very simple. She said that she had estimated 2006 expenditures based on the need for financial planning and budgeting if the acquisition of the utility took place within the 2006 fiscal year. Ms. Richard suggested that the board look over the budget to accept or deny at the next board meeting.

Ms. Richard presented the board with the annual report for FY 2004-05 and asked the board to look it over. She said that she would be forwarding a copy to the accountant so that he could check the figures and sign off on it. She said that she’d like to have a copy signed by the accountant ready for approval at the next meeting. She said that the report had been redesigned to eliminate the need to use an envelope for mailing. She also said that she’d like to investigate rules for second-class postage to save money. She said that the mailing list would need to be rebuilt in order to be able to sort by zip code.

- B. Meeting calendar. Ms. Richard made a motion to approve the 2006 calendar of meetings, seconded by Mr. Philip Brooks, approved unanimously.

3 II. Technical. Land use planning – Phillip Brooks said that another meeting was scheduled for December 19. He reported having sent a copy of the thesis “Water Resources Evaluation of Prudence Island” (Chatterton 1994) to Jim Campbell at USGS. He presented the Clerk with receipts for the copies he had made. Ms. Richard said that she would write Mr. Brooks a check to cover the expense. Mr. Buffum asked Mr. Brooks about the wellhead protection rules. Mr.

Brooks said that the rule requiring a distance of 2000 ft from the wellhead applied only to entities using more than 2000 gallons of water per day. Mr. Brooks said that would not be very helpful in our situation. Ms. Richard said that it does preclude certain types of commercial development on the island.

3b. Funding. Ms. Richard said that she had contacted Mark Spinale to apprise him of her conversation with David Steere about the use of USDA funds and matching it with EPA funds. She said that the time of year was rapidly approaching for requests for appropriations funding. She said that she would also continue to investigate funding at the state level.

4a. Correspondence.

Christmas greetings from C&E Engineering

4b – Other business: Safety equipment for PIUC facilities manager. Ms. Richard said that she had done some research on safety equipment. She said that she found disposable safety cones that were very economical. Mr. Brooks said that plastic cones were readily available because kids took them and their parents would throw them out with the trash. Ms. Richard said that she had seen advertisements for LED lights that might be of interest. Mr. Hanson said that the district should not scrimp on safety equipment. Ms. Richard said that the big ticket items were the fiberglass ladder, which would be between \$500-\$600 for a 28-ft. ladder. Mr. Brooks said that unless the district had financial support big-ticket items would have to wait until the acquisition took place. Ms. Richard said that she was concerned for Mr. Garlick's safety and if it was possible to get some safety equipment soon that she would like to do so. She said that she would try to meet with Mr. Garlick and get an itemized list with costs.

5. Mr. Buffum moved for adjournment to executive session, seconded by Ms Richard, approved unanimously. The meeting adjourned at 1:35 p.m.

Patricia Richard, Clerk