

Prudence Island Water District

Minutes of meeting: December 13, 2008

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

Approval of minutes of meeting for December 6, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Operations Budget – Mr. Buffum asked if anyone had found any discrepancies in the operations budget. Ms. Richard said that there was unexpected tax liability that was not included in the budget. Mr. Buffum asked if the Portsmouth tax bill had been forwarded to Sandra Mack. Ms. Richard said that she had made the calculations for prorating the taxes and that PIUC's share would be less than \$200, and had e-mailed Ms. Mack but had not heard back from her. Mr. Buffum explained to the board that the town taxes were due because the tax status was determined as of December 31 of the previous year, regardless of whether the property changed hands. Mr. Brooks asked how much the taxes would be this year. Ms. Richard said she didn't have the figure handy. She said that she had received letters from the assessors office denying a tax abatement for this year but that Mr. Dolce had told her and Mr. Buffum that the district would be exempt in the coming year. Mr. Buffum confirmed what was said at the meeting with Mr. Dolce. Ms. Richard said she would call Mr. Dolce and ask for written confirmation of tax exempt status. She said that she had also received a declaration of tangible property form from PIUC but did not think the district should file it and would confirm that with Mr. Dolce as well.

Mr. Capron asked if the district had maps of the Indian Springs property and Big Blue establishing boundaries. Ms. Richard said that the tank was on Conservancy land and that PIUC had been responsible for the taxes on the tank only. She said that the deed for the engine house lot had some unusual boundary descriptions but could be seen on the plat map and that determining the exact boundary would require a survey.

Mr. Hanson asked if the district needed to pick up insurance on world headquarters. Ms. Richard said it should be covered under RI Interlocal. She mentioned that she had not yet seen an invoice for workman's comp coverage.

Ms. Richard said that she had received utility bills from National Grid and that they were still charging state taxes. She said that she would be contacting them to resolve the issue.

Ms. Richard asked Mr. Capron if he had the schedule for well testing for 2009. He said that he did. She said that she had received a bill from DOH for the bacterial testing and that it was only \$25, so she wanted to know what other tests were due to be done in 2009 to establish a budget. Mr. Buffum mentioned that Big Blue might need cleaning in 2009 as well.

Mr. Buffum said that alternate day labor could be reduced to help balance the budget. Ms. Richard said that the district could put off hiring office help for a few months to defray costs. She also noted that electrical and plumbing expenses might turn out to be a little high. She said that dues and subscriptions could be cut to a minimum if the district joined only RIWWA and Atlantic States and put off AWWA membership and NEWWA. She said that the cell phone was adequate for the moment and that it costs only \$15 per month, so that would shave a little off of the expenses.

Ms. Richard pointed out that the district had some outstanding obligations that included reimbursing the board for their 2008 insurance payment.

Mr. Hanson said that the board should be investigating office/storage space because world headquarters was not suitable and the lease would be coming due in 2010.

Mr. Hanson pointed out that the proposed budget was a best guess and that until the district ran the company for a year the board would not have a solid grasp of actual expenses. Mr. Buffum said that he'd like to table a vote until the next meeting and asked Ms. Richard to nail down a testing schedule for 2009. Ms. Richard suggested amending the proposed budget to reflect changes discussed and publishing on web site as a proposed budget in advance of the next meeting.

Purchasing – Checks written: Portsmouth taxes and DOH. Upcoming payroll taxes and payroll. Paying off conservancy lease before the end of the month. Ms. Richard expressed concern about the amount of bank charges associated with BOA depository account. She said the district had "full analysis checking" and that it was entirely unnecessary.

Customer accounts – Ms. Richard reported having received a total of \$23,830. Ms. Richard said she would be making a deposit to the dormant account at Citizen's Bank. Mr. Buffum cautioned Ms. Richard to keep enough money in the BOA account for operations. Ms. Richard said that she would maintain BOA as the principal depository account. Ms. Richard said that she had done extensive work on the customer database to include the actual property addresses as well as map and lot numbers. She said there were several discrepancies between the town tax rolls and the PIUC database. Mr. Buffum reported having sent out updated invoices to several customers with new ownership and address information. Ms. Richard said that because of the holiday season she expected that the second billing would probably be larger than it might be in the summer. Mr. Hanson asked if any progress had been made in collecting on delinquent accounts. Ms. Richard said that she had not received any payments on delinquent accounts.

Bylaws – Section F, Paragraphs 1 and 2 under consideration:

F. TERMINATION OF SERVICE

1. Application for Turning off water shall be made in writing no less than seven (7) days prior to desired termination of service. No person shall make an application to turn off service from any property which will be in use or occupied by any person after the desired shut off date.

2. Service may be discontinued, or suspended, for anyone of the following reasons:

a. Use of water for purposes other than described in the application.

b. Misrepresentation in application.

c. Willful wastes of water. This would include, but not be limited to,

i. Watering of property during drought or water shortage where use restrictions have been implemented

ii. Filling of Ponds, Swimming pools, Hot tubs etc. during drought or water shortage where use restrictions have been implemented

d. Breakage of pipes due to inadequate protection from freezing. In the case of frozen pipes, in addition to suspending service there will be a fine imposed. All such fines shall be determined by the Board annually.

e. Molesting PIWD property or seals on appliances.

f. Vacancy.

g. Nonpayment of bills when due.

h. Cross connecting the PIWD service pipe with any other supply source, such as wells.

i. Refusal of reasonable access to property.

Motion by Ms. Richard to approve bylaws Section F, paragraphs 1 & 2, seconded by Mr. Buffum, approved unanimously. Termination of Service, paragraph 2d Water dumping fine, motion by Mr. Buffum to set water dumping fine at \$100 beginning January 1, 2009, seconded by Mr. Brooks, approved unanimously.

Technical:

Mr. Brooks brought a meter pit to the meeting to give board members a close look at one. Said installing meters could be done more cheaply, meter pit is ideal case.

Systems manager's report:

Radio transmitter now installed at Big Blue and Indian Springs.

Picked up new pump at IPS, very much like existing pump; some plumbing required but not on the scale of returned spare pump. Gave invoice to Ms. Richard, no record of returned pump.

Purchased yard hydrant from Plumber's Supply in Middletown, gave invoice to Ms. Richard. Planning to install on Monday, 12/15/09.

Repaired leak on Governor Paine Rd. Brought split pipe to show the board. Said the line will continue to be problem and needs replacement.

Reconfigured log book, time sheet, and monthly expense report. Ms. Richard gave Mr. Capron typeset sheets for approval.

Need to purchase snow shovel and rake. Got credit app for Mercier's, business card for Hope Hardware. Mr. Brooks suggested Union Commercial.

Cleared tree partially blocking army camp road.

Exposed water line on Allen Ave. Buried pipe.

Dewitt well non-operational, vault filled with water, probably needs electrical work. Water sample must be taken in March from Dewitt well. Said doesn't like working on that well, vault too small. Mr. Brooks advised Mr. Capron not to work on well alone. Mr. Buffum asked Mr. Capron to compose a proposal for remediating the well.

New Business: Specs for RICWFA sign given to Mr. Brooks

Hazard Communications Training – Brian Ahern at RI Interlocal Trust will provide. Mr. Capron to contact him to take training before January 9.

Status of Operators license Mr. Capron should receive full certification within the month.

Correspondence: Received training schedule from ASRWVA. Mr. Capron must take 20 hours in 3 years.

Received system license from DOH.

Motion to adjourn by Mr. Buffum, seconded by Mr. Brooks, approved unanimously. Meeting adjourned at 2:30 p.m.

Patricia Richard, Clerk