

Prudence Island Water District
Minutes of meeting 1/22/05

1. Call to order – Meeting was called to order at 1:10 p.m. Present were David Buffum, acting moderator; Patricia Richard, clerk; and Robert Hanson. Absent was Richard Brooks.
2. Approval of minutes – Mr. Buffum moved to approve the minutes of the meeting held 1/8/05, seconded by Mr. Hanson, voted unanimously.
- 3a. Appointments – Mr. Buffum said that he would assume the responsibility of treasurer on at least a temporary basis in order to have a second person available with the power to sign checks. Ms. Richard said that she would be amenable to that, but that she felt it would be appropriate to wait until the full board was in attendance before having a vote. Mr. Buffum said that Ms. Richard had mentioned that the treasurer should be familiar with QuickBooks, and that he had some experience with the application. Ms. Richard said that the issue of accounting software had become more complicated because of her understanding that PIUC was currently rebuilding their database in QuickBooks Pro and that the database files were not “backwards compatible”. She said that the program was considerably more expensive than the standard version.

Ms. Richard gave board members a copy of the voters list and said that they might find it helpful in coming up with names of people to approach about serving on the board of canvassers. She said that the list was from 2004 and needed to be updated before the 2005 election. She said that she had approached a few people but that no one wanted to serve but was hoping that Mr. Friswell, who served at the last election, would be willing to help with the upcoming election. Ms. Richard said that she was becoming concerned that the district would not be able to field an adequate slate for the election given the current level of public apathy. Mr. Hanson said that an island resident would be best suited to a board position because the work needed to continue throughout the year. Ms. Kim Greene, general counsel to the board, pointed out that the meeting schedule was very demanding and might discourage people from coming forward. Ms. Richard said that she felt that meeting twice a month was necessary because of the many issues to be addressed.

3aII. Appointment of moderator – Mr. Buffum volunteered to serve as moderator until the June election and presented the clerk with both a letter of resignation from the board and a letter declaring his willingness to serve as moderator. Ms. Richard said that she would put the issue of the appointment on the agenda for the next meeting and thanked Mr. Buffum for his willingness to assume the moderator post.

3b. Bylaws – Mr. Buffum said that he had studied the documentation on state purchasing practices and had rewritten the section of the bylaws regarding procurement. He said that state guidelines called for a maximum of \$5000 to be spent on construction projects without going to bid and that a maximum of \$2500 could be spent on non-construction purchases without a bid process. Ms. Richard said that she had spoken to Mike Tonda of the Office of Municipal Affairs Community Development Dept. about using their funding to leverage funds for USDA grant and that Mr. Tonda had said whatever USDA required would be acceptable to the state office, and that in a general sense the federal guidelines were less stringent than the state guidelines. He also

sent a copy of the CDBG handbook to the district. She said that it seemed \$5000 was too low for a bid on construction project. Mr. Buffum agreed and said that \$10,000 seemed more appropriate. She said that she would look at the guidelines and pick out sections that might be appropriate for inclusion in the bylaws regarding purchasing.

Mr. Buffum asked if state purchasing guidelines needed to be followed if state money was being used. Ms. Richard said that she believed so, but that most money would be coming from federal agencies. She said that her interest in state purchasing was mostly concerned with the district's ability to access state master pricing agreements for large purchases.

Ms. Richard said that she had researched the new laws on corporations and would forward the url of the new law to Mr. Buffum because she was unable to print the document.

3c1. Administrative priorities – Ms. Richard said that she had received the checks from Citizen's Bank and that initially they had an incorrect address but that she had gotten a new batch and would be bring the bad batch to the bank for disposal.

Ms. Richard said that she had researched getting an engraved official seal and that the cost would be about \$150. She said that she was unclear about the whole issue of the seal and about registering as a corporation with the office of the secretary of state. She said that the office would give the district a seal if they registered but that she wondered whether doing so would be redundant as the legislature already declared them a body corporate. She said that she had searched the state corporations database and that only 2 water districts were actually registered with them. Ms. Greene said that she didn't know and that it would be best to ask Sandra Mack.

Ms. Richard said that she had received a letter from general counsel about Ms. Mack and that she was amenable to meeting with the board about working with the district. Ms. Greene said that Ms. Mack had a great deal of experience working with utilities and that she was aware of the current financial situation and would work with the district to keep rates affordable.

Ms. Richard said that preparations for the election needed to begin soon and that she needed to get about \$300 worth of office supplies to get started.

Ms. Richard said that she had received a bill from RI Risk Mgt. Trust for \$1160 through June 2005.

Ms. Richard said that she needed to publish a notice in the newspaper stating the district's intent to file for a USDA grant as part of their applications process. She estimated that the cost would be about \$75.

3c2. Technical – Ms. Richard said that she had received the site profile from NBNERR but that the files needed to be downloaded and that her internet connection was not fast enough to access those files. She said that she would put the site profile on a cd and give it to Mr. Brooks because he had a cable modem that was faster than a dialup connection. Ms. Greene said she could probably do the download from her office. Mr. Buffum asked if the files were relevant for the enviro survey. Ms. Richard said that she believed many of the files would be relevant. She said

that one thing that was missing was a population density map and that she would ask Ken Raposa, NBNERR research coordinator, if the reserve planned to do such a map.

3d – Funding. Ms. Richard said that she was in the process of completing the USDA grant application and that the first step was to get clearance from the statewide planning office. Mr. Buffum asked if there was a timeline for the planning office to clear the project. Ms. Richard said that Mr. Delisle from USDA had said that it usually takes a couple of weeks.

Ms. Richard said that she had spoken with Ari Matusiak about the RI Foundation grant and that he was going to find out when the ADDD grants were to be reviewed and awarded. She said that they also discussed the mini-grant program.

Ms. Richard said that she had contacted the town administrator, Robert Driscoll, about operations funding for 1st quarter 2005 and had not yet received a reply.

4a. Correspondence – Letter from Ms. Greene concerning legal counsel Sandra Mack. Invoice from RI Risk Mgt. Trust. Mr Buffum asked if district would be invoiced again in June. Ms. Greene said yes. Bank statements from Citizen's Bank.

4b. Other business. No other business.

Mr. Buffum moved for adjournment, seconded by Ms. Richard, voted unanimously. The meeting was adjourned at 2:00 p.m.

Patricia Richard, Clerk