TOWN OF JAMESTOWN TOWN COUNCIL MEETING

for

TOWN, WATER AND SEWER MATTERS

Monday, May 21, 2018

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:39 PM by Commission President Kristine S. Trocki.

The following members were present:

Michael White, Vice-President Blake A. Dickinson Mary E. Meagher Eugene B. Mihaly

Also present were:

Andrew Nota, Town Administrator Peter D. Ruggiero Esq., Town Solicitor Michael Gray PE, Public Works Director Christina D. Collins, Finance Director Cheryl Fernstrom, Town Clerk Denise Jennings, Water and Sewer Clerk

READING AND APPROVAL OF MINUTES

1) 04/16/18 (regular meeting)

Motion was made by Commissioner White, seconded by Commissioner Meagher to accept the 04/16/18 regular meeting minutes. So unanimously voted.

OPEN FORUM

1) Scheduled requests to address:

(No scheduled requests)

2) Non-scheduled request to address:

(No non-scheduled requests)

REPORT OF TOWN OFFICIALS

1) **Pumping Report**:

The Public Works Director reported the following:

- Pumping was down for the month of April, compared to previous years and is at its lowest since 2008.
- JR-1 has been tested and placed into service for the season.
- Rainfall was average for the month of April.
- Transfer pumping has been placed into service and will be used on an as needed basis.

- North Reservoir @ capacity, usable storage-60MG
- South Pond is @ capacity, usable storage-6MG

2) Town project reports: (See attached Project Update Report dated May 2018) Distribution System:

The Public Works Director reported that the Water Department in conjunction with the Highway Department worked to replace the 6" cast iron piping water main along East Ferry project on Conanicus Avenue and the 4" cast iron piping in the Town parking lot.

Wastewater Treatment Plant:

The Public Works Director reported the following:

- A bid was advertised to replace 900 linear feet of sewer main on Grinnell Street. This portion of Grinnell Street could not be slip lined.
- He is reviewing the bids and will make recommendation at the next water and sewer meeting in June.

3) Water Supply System Management Plan Five-Year Update, as revised March 2018 by Pare Engineering.

The Public Works Director stated that he was prepared to make a brief presentation on the Water Supply System Management Plan Five-Year update, but due to time constraints he stated that he would like to continue his presentation to the next scheduled water and sewer meeting in June.

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

1) Presentation by David Bebyn of B & E Consulting

a) General Rate Study 2018 for the Jamestown Water Division
David Bebyn of B & E Consulting, LLC made a short presentation on the General Rate Study 2018 for the
Jamestown Water Division, submitted May 17, 2018

Mr. Bebyn stated that his company is a Certified Public Accounting firm that specializes in utility rate design and rate consulting work and that they represent water and sewer utilities, the electric company and the State of RI ferries.

Mr. Bebyn further stated that he was charged with reviewing and updating the rate study and that during this time he reviewed the following:

- Current usage trends
- Past usage activity
- Fire Protection charges
- FY 2019 Water Budget needs for the operating expenses and future capital project needs

Mr. Bebyn reported that upon his review, B & E noted that consumption during the FY 2017 had dropped from the previous rate study projections by approximately 9%. Mr. Bebyn stated that this drop in consumption is very important and is an approximate \$50,000 drop in revenue and that following B & E's review, a 2% increase was recommended for the FY 2019 Water budget, which is a minor increase to the excess water rates. B & E also recommended relabeling the Minimum in Advance charge as a Customer Service Charge and continuing the tiered rate structure starting with no charge for usage from 0 to 5000 gallons.

Brief discussion ensued regarding sharing/shifting of funds and future funding for capital projects.

Commission President Trocki thanked Mr. Bebyn for his presentation.

LETTERS AND COMMUNICATIONS

1) Memorandum of Katherine Maxwell re: Initiative to Create of Modify a Line Item to Effect a Transfer of Funds from the General Fund to the Water and Sewer Fund Commission President Trocki stated that Ms. Maxwell was not able to attend this evenings meeting due to a family matter. Commission consensus: To continue this matter to the next scheduled water and sewer meeting in June.

NEW BUSINESS

- 1) **Proposed FY 2019 Water and Sewer Commission Budgets** (July 1, 2018 to June 30, 2019); review and discussion and /or potential action and/or vote
 - a) Proposed FY 2019 Water Budget
 - b) Proposed FY 2019 Sewer Budget

The Public Works Director reported that the proposed Water and Sewer Budgets for FY2018/2019 are pretty straight forward and he outlined the details as follows:

- There is an increase in the proposed Water Budget due to additional expenses in the amount of \$14,973., which includes personnel, operating expenses and equipment maintenance. This increase is slightly offset by additional revenue with the Minimum in advance charge from the additional hookups this year.
- The proposed Water Budget will require an increase of 2% on the metered excess water charges for the upcoming fiscal year.
- There is an increase in the proposed Sewer Budget due to additional expenses in the amount of \$14,275., which includes personnel and operating expenses.
- The proposed Sewer Budget will require an increase of 5% on the sewer usage rate (\$13.19 to \$13.85) for the upcoming fiscal year.

The Public Works Director stated the following:

He is currently working on an update to the Town's Clean Water Infrastructure Replacement Plan and an asset plan for the Water Department and that the infrastructure replacement plan will include a 5-year and a 20-year plan for proposed improvements. (For details, see attached Memorandum from Michael Gray, Public Works Director dated 05/21/18)

The Public Works Director further stated that the proposed Water Budget includes \$100,000 for capital improvements and the projects identified for the next fiscal year are as follows:

- Additional improvements at the South Pond pretreatment facility with roof replacement, trim and doors
- Inspection and cleaning of the water towers
- Replacement of the Finial Vent on water tank #1
- Design/Permitting for tank, pump and controls for recycling and reclaiming discharge water from plant operations
- Purchase of a sludge transfer pump
- Permitting for eradication of phragmites at North and South reservoir.

The Public Director also stated that the proposed Sewer Budget includes \$50,000 for capital improvements and the projects identified for the next fiscal year are as follows:

- Rebuilding of the second pump at pump station #1
- Replace aerator paddle that has been in place since the plant was constructed

The Public Works Director stated that these are under-funded, as many capital projects need attention.

Administrator Nota briefly outlined the current water and sewer debt and their retirement dates, specifically 2028 for water and 2023 for sewer. Administrator Nota stated that he is currently working with the Public Works Director and the Finance Director on investigating funding options for the upcoming capital improvement projects, for both the Water and Sewer Departments.

Commissioner President Trocki asked the Public Works Director, if the Commission could review the proposed budgets and continue discussion to the next water and sewer meeting in June. The Public Works Director and the Finance Director stated that this was fine and discussion could be continued to the next meeting in June. Commission consensus: To continue discussion on the proposed FY 2019 Water and Sewer Commission Budgets (July 1, 2018 to June 30, 2019) to the next water and sewer meeting on 06/18/18.

UNFINISHED BUSINESS

(None)

TOWN BUSINESS

(None)

ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner White seconded by Commissioner Meagher to adjourn the Water and Sewer meeting at 7:29 PM. So unanimously voted.

Attest:

Denise Jennings

Water and Sewer Clerk

xc: Commission Members (5)

Town Administrator

Town Solicitor

Public Works Director

Town Clerk

Project Update May 2018

WELLS JR-1, JR-3

 JR-1 has been tested and placed into service for the season. The well provides 50 gpm of flow directly into the transmission main below the dam to supplement our water supply from the reservoir. The 50 gpm withdrawal rate is the maximum allowed by the RIDEM Freshwater wetlands permit.

TREATMENT PLANT

- The water department Staff have been working on general equipment maintenance at the plant.
- A field trip of the treatment facility and reservoir has been scheduled for June 1st with the 5th grade class at Melrose School.

TRANSFER PUMPING/RESERVOIR

- Transfer pumping has been placed into service and will be used as needed to pump water to North Reservoir.
- Staff have been completing maintenance of the grounds at both reservoir properties.

DISTRIBUTION SYSTEM

South Pond @ 6 MG Usable Storage, 6 Million Gallons

North Pond @ 60 MG Usable Storage 60 Million Gallons

- Staff completed hydrant flushing for our annual maintenance program
- The water department worked with the highway department to replace the 6" cast iron water main along the East Ferry project on Conanicus Avenue and the 4" cast iron piping in the Town parking lot. The main was completed before the May 4th deadline on the East Ferry Project. The watermain has been tested and approved for use. Two services from the building at East Ferry will be connected to the new main next week before Memorial Day weekend so that we can remove the temporary piping and steel plates from the parking lot. In the fall the water department will replace the main between East Ferry and Lincoln Street to complete the project.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for April was 0.45 million gallons per day. The peak daily flow was 0.83 million gallons. The permitted monthly average flow is 0.73 million gallons per day.
- A Bid was advertised to replace 900 linear feet of sewer main on Grinnell Street that could not be slip lined with our last project. I am currently reviewing the bids and will have a recommendation at our next meeting.

Town of Jamestown, Rhode Island

PO Box 377 Jamestown, RI 02835- 1509 Phone: (401) 423-7220

Fax: (401) 423-7229

Date: May 21, 2018

To: Board of Water and Sewer Commissioners

From: Michael Gray

Public Works Director

RE: FY 18/19 Water and Sewer Budget

The water and sewer budgets for the FY 18/19 have been prepared for your review and approval. The proposed budgets have been prepared based upon the costs for operating both facilities and a maintenance of effort for capital that include \$100,000 for water and \$50,000 for sewer.

WATER CAPITAL

I am currently working on an update to our Clean Water Infrastructure Replacement Plan and an asset management plan for the Water Department. The infrastructure replacement plan will include a 5-year and 20-year plan for proposed improvements.

The water department is currently in the process of completing upgrades to the South Pond Pre-Treatment facility, replacing the 6" cast iron main in Conanicus Avenue, and preparing to begin the improvements to the South Pond Dam.

In this next fiscal year, we have the following projects identified for the water department capital program.

- Continue with improvements at the South Pond Pretreatment facility with roof replacement, trim, and doors.
- Inspection and cleaning of the water towers
- Replacement of the Finial Vent on Water Tank #1
- Design and permitting for tank, pump, and controls for recycling and reclaiming discharge water from the treatment plant operations.
- Purchase of a sludge transfer pump
- Permitting for eradicating phragmites at South and North Reservoir



SEWER CAPITAL

I have attached a copy of the Asset Management summary for the wastewater department. The Asset Management summary includes a schedule for the major components and equipment for all 4 pump stations and the Wastewater Treatment Facility. The summary tables provide budget level estimates and a schedule for repairing or replacing the major pieces of equipment based upon their existing condition and anticipated life cycle.

The capital budget for fiscal year 2018/2019 will be used to rebuild the second Pump at Pump Station #1 and to replace an aerator paddle that has been in service since the plant was constructed.

The Asset Management Plan has identified the total capital investment needed for the next 20 years at more than 3 million dollars to maintain the operation of the wastewater facilities.

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	Pump, Trash	Pumping Equipment	rair (Average)	High Risk – Immediate Attention	20	Donler	\$5,300.00	2/1/2016
	Aerator #2	Treatment Folipment	D005	High Risk – Immediate Attention	10	veplace	\$25,000.00	2/1/2016
	Paddle, Aerator 2	Treatment Equipment	Very Poor	High Risk - Immediate Attention	30	poplace	\$5,000.00	2/1/2016
	Probe, Level Sensing	Sensors	very Poor	High Risk - Immediate Attention	20	Poplace	\$80,000.00	2/1/2017
	Pump, froth, Golf Course	Pumping Equipment	Excellent	High Risk - Immediate Attention	10	Poplace	\$22,691.00	2/1/2017
	Sampler, 5-5, Isco 3710	Sampler	Excellent	Medium Risk - Aggressive Monitoring) or	neplace	\$3,000.00	2/1/2017
	Tank, Hypo 1	Disinfection Comment	Poop	Medium Risk - Aggressive Monitoring	8 5	Replace	\$18,000.00	2/1/2017
	Tank, Hypo 2	Disinfection Company	Good	Medium Risk - Aggressive Monitoring	10	Replace	\$2,800.00	2/1/2017
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	Heater, Water	neating system	Fair (Average)	High Risk - Immediate Attention	10	Replace	\$50,000,000	2/1/201/
	lant Hydra CV40	Heating System	Good	Medium Risk - Aggressive Monitoria	20	Repair	\$15,000.00	2/1/2017
		Meters	Excellent	High Rick - Immediate Attention	20	Replace	213,000.00	2/1/2020
		Motor Controls / Drives	Excellent	low Biol Boots	15	Repair	\$1,000.00	2/1/2020
		Motor Controls / Drives	Excellent	Low Nisk - Routine Maintenance	10	Replace	\$6,000.00	2/1/2020
	Y TERMINAL, Altivar® 61, UNIT B		Excellent	Low Kisk - Routine Maintenance	10	Republic	\$250.00	2/1/2022
	Motor, Blower 1	Treatment Equipment	Cxcellent	Low Risk - Routine Maintenance	10	Benjace	\$250.00	2/1/2022
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		Treatment Comment	Good	High Risk – Immediate Attention	02 0	Repair	\$22,691,00	2/1/2023
	ved Oxygen	ab / Monitoring Facility	Good	High Risk – Immediate Attention	02	Repair	\$22.691.00	2/1/2023
		Treatment Facility	Excellent	Low Risk - Routine Maintenance	20	Repair	\$22.691.00	2/1/2023
		reatment equipment	Excellent	Medium Risk – Aggressive Monitoring	10	Repair	\$1 700 00	2/1/2025
		Iransformers / Switchgears / Wiring	Excellent	High Risk – Immediate Attention	20	Repair	\$212,000,00	2/1/2026
	orine. ATI	Lab / Monitoring Equipment	Excellent	Low Risk - Routine Maintenance	20	Repair	\$40,000,00	2/1/2026
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. 127		Pumping Equipment		Medium Rick - Aggressive Modium		Rehab	\$12,000.00	2/1/2026
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	itage Pump 2	Pumping Equipment		Low Risk – Koutine Maintenance	20	Repair	\$5,800.00	2/1/2026
4		Motor Controls / Drives		Nodine Maintenance	20	Repair	\$23,749.00	2/1/2026
	VFD-RAS-Z	Motor Controls / Drives		Wedium Kisk - Aggressive Monitoring	20	Replace	\$23,749.00	2/1/2026
		Motor Controls / Drives		Medium Kisk - Aggressive Monitoring	20	Replace	\$10,000.00	2/1/2026
_ 0		Pumping Equipment		Integral Misk - Aggressive Monitoring	20	Replace	\$10,000.00	2/1/2026
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vo ·	Sampler, Teledyne ISCO, 5800 Refrigerated Sai	Sampler	1	Low Risk – Routine Maintenance		Report	\$1,500.00	2/1/2027
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U	Gas Meter (Scott) 6	Meters		Medium Risk - Aggressive Monitoring		epail	\$6,700.00	2/1/2027
g		Meters		Low Risk - Routine Maintenance		replace	\$2,500.00	2/1/2028
Ŋ	Sawzall, Milwaukee	Tools and Shon Equipment		Low Risk - Routine Maintenance		Kenab	\$600.00	2/1/2028
a.		Treatment Comment		Low Risk - Routine Maintenance		Kenab	\$600.00	2/1/2028
ď	Probe, Dissolved Oxygen	Treatment Equipment		Low Risk - Routine Maintenance		Repair	\$250.00	2/1/2028
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	Replacement Date		2/1/2017	2/1/2020	2/1/2025	2/1/2025	2/1/2025	2/1/2025	2/1/2026	2/1/2026	2/1/2026	2/1/2026	2/1/2026	2/1/2026	2/1/2026	2/1/2043	
	Replacement Cost	29	\$211.00	\$2,280.00	\$6,000.00	\$70,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$45,000.00	\$4,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$40,000.00	00000
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Risk		Medium Risk Aggressive Monitoring	Medium Risk - Aggressive Monitoring	Medium Risk - Aggressive Monitoring	Medium Risk - Aggressive Monitoring	High Risk - Immediate Attention	High Risk – Immediate Attention	Medium Risk – Aggressive Monitoring	Medium Risk – Aggressive Monitoring	High Risk - Immediate Attention	Medium Risk – Aggressive Monitoring	Medium Risk - Aggressive Monitoring	Medium Risk - Aggressive Monitoring	Medium Risk - Aggressive Monitoring	Low Risk - Routine Maintenance		
Condition	8	Good	poog	Excellent	Poop	Poog	Good	Excellent	Excellent	Excellent	Excellent			ent	Poop		
Asset Type		Pumping Equipment	Deliumdiners	Ventilation System	Generators	Sensors	Sensors	Ventilation System	Ventilation System	Motor Controls / Drives	Motor Controls / Drives	Pumping Equipment	Pumping Equipment	Pumping Equipment	Ruildings		
Asset	Dim cima	Dehumidifier DC #7	Fan Cirally CF 24 pc 2	Gonorator 2	broke Lovel Consider	Probe Level Sensing	Frone, Level Sensing	Fall, Exhaust, EF-23-PS-2	MACC1 DC2	Multitude 10	Primar Clieb DC 2 &	Pump Flort of a p	Pump Clumb Clumb Clumb	Pump Station 2	rainb station 2		
Locaction 2	ramp station 2																

	Replacement Date 2/1/2026 2/1/2025 2/1/2025 2/1/2026 2/1/2026 2/1/2026 2/1/203 2/1/203 2/1/203 2/1/2037 2/1/2027 2/1/2027
L	Replacement Cost Ri S35,000.00 \$32,280.00 \$5,000.00 \$4,000.00 \$4,000.00 \$34,000.00 \$12,000.00 \$12,000.00 \$12,000.00 \$12,491.00 \$131,491.00 \$13
	Repair Repair Replace Replace Replace Replace Replace Replace Repair Repair Repair Repair
Estimated Effective Life	
Risk	High Risk – Immediate Attention Medium Risk – Aggressive Monitoring High Risk – Immediate Attention Luow Risk – Routine Maintenance Medium Risk – Aggressive Monitoring
Condition	Excellent Good Excellent Excellent Excellent Good Good Excellent Excellent Good
Asset Type	Motor Controls / Drives Dehumidflers Ventilation System Generators Motor Controls / Drives Sensors Buildings Pumping Equipment Pumping Equipment
Asset	MCC1-PS3 Motor Control Dehumidifier, PS #3 Pehumidifiers Fan, EF-1-PS-3 Generators Multitrode, 11 Probe, Level Sensing Pump, Flygt, PS-3 A Pumping Equip Pump, Flygt, PS-3 C Pumping Equip
Locaction	Pump Station 3

Locaction	Asset	Asset Tune	Condition					
Dumm Chapton A	95	200	COMMITTON	KISK	Estimated Effective Life	Recommended Action	Reniscement Cost	
לתוחף אומנוסם א	MCC1-PS4 Probe, Level Sensing Pump, Station 4 Pump, Flygt, PS-4 A Pump, Flygt, PS-4 B Pump, Flygt, PS-4 B	Generators Motor Controls / Drives Sensors Buildings Pumping Equipment Pumping Equipment Pumping Equipment	Excellent Excellent Good Good Excellent Excellent Excellent	High Risk – Immediate Attention High Risk – Immediate Attention High Risk – Immediate Attention Medium Risk – Aggressive Monitoring	20 20 20 37 20 20 20	Repair Repair Replace Replace Replace	\$85,000.00 \$25,000.00 \$3,000.00 \$40,000.00 \$3,500.00	2/1/2026 2/1/2026 2/1/2025 2/1/2044 2/1/2026 2/1/2026

Replacement/Repair Cost for Facilities up to 2047

ITCP	accinent, nepan	cost for racingles	1 to 2047				
Plar	nt	PS 1	PS 2	PS 3	PS 4	TOTAL	
	\$2,380,946.00	\$365,541.00	\$275,491.00	\$191,491.00	\$163,350.00	\$3,376,819.00	

Cost of Replacement of Equipment by year:

***NOTE: There are numerous less important pieces

Year		Cost
	2017	\$174,817.00
	2018	\$0.00
	2019	\$0.00
	2020	\$30,280.00
	2021	\$0.00
	2022	\$1,750.00
	2023	\$0.00
	2024	\$27,932.00
	2025	\$595,284.00
	2026	\$1,020,893.00
	2027	\$50,200.00
	2028	\$3,950.00
	2029	\$2,420.00
	2030	\$245,552.00
	2031	\$13,600.00
	2032	\$0.00
	2033	\$0.00
	2034	\$800.00
	2035	\$0.00
	2036	\$6,900.00
	2037	\$0.00
	2038	\$870,250.00
	2039	\$0.00
	2040	\$0.00