

**TOWN OF JAMESTOWN
TOWN COUNCIL MEETING
for
TOWN, WATER AND SEWER MATTERS**

Monday, March 21, 2005

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Philomenian Library, Conference Room, 26 North Road at 7:01 PM by Commission President Kenneth G. Littman.

The following members were present:

Julio DiGiando
Claire W. Ferguson
Guy Settipane

Also present were:

Mark Haddad, Town Administrator
Steven J. Goslee, Public Works Director
A. Lauriston Parks, Esq., Town Solicitor
Denise Jennings, Water and Sewer Clerk

Absent were:

David Long, Commission Vice-President

TOWN BUSINESS

- 1) Contract Bidding
 - a) Report from Solicitor Parks
 - i) Copy of letter from Patrick J. Quinlan, Esq., Executive Director of RI Consulting Engineers (RICE) to Solicitor Parks

Council President Littman reported that the Council has been discussing contract bidding for the last few weeks and had asked the Solicitor to review the matter and report back to the Council as to how this situation should be handled in the future.

The Council reviewed the copy of the letter from Patrick Quinlan, Esq., Executive Director of RI Consulting Engineers to Solicitor Parks.

Solicitor Parks reported the following:

- Patrick Quinlan, Esq., Executive Director of RI Consulting Engineers drafted the legislation that was adopted by the general assembly in 1998.
- The law states that when selecting engineers/architects cities and towns are to use RFQ's (Request for Qualifications).
- Cities and towns should try and find the best firm to do the job, for the job that they want to have done. The firms should submit qualifications in the time required by law.
- The city or town should provide detail as to what is needed for each specific project. The firms interested should show the City or Town everything that they have done.
- Once the city or town has narrowed the firms down to a few, the city or town can negotiate the best price. The designated Purchasing Officer of the city or town can then come to the Town Council with the best recommendation for approval. This is the best process and this

is what the Town of Jamestown has followed.

Council President Littman referred to the letter from Mr. Quinlan and stated that he is not looking to undo legislation. Council President Littman suggested that the Council enact an ordinance to help clarify the state law. Solicitor Parks briefly described the history of purchasing ordinances. Discussion followed.

Administrator Haddad reported that the Town Clerk is currently gathering information from all cities and towns regarding the bidding process.

Discussion ensued regarding contracts previously awarded by the Council and steps to follow in the future.

Administrator Haddad suggested that he draft a policy regarding the bidding process and report back to the Council at the 04/11/05 meeting.

Discussion continued on contracts previously awarded by the Council and the suggestion made by the Administrator regarding the drafting of a policy.

Council Consensus: To ask the Town Administrator to draft a policy regarding the bidding process and to report back to the Council at the meeting on 04/11/05.

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS:

(None scheduled)

READING AND APPROVAL OF MINUTES

1) 02/22/05 (regular meeting)

Motion was made by Commissioner Settipane, seconded by Commissioner DiGiando to accept the (regular meeting) minutes. Motion so voted, 3 in favor; Commissioner Ferguson abstained. Commissioner Ferguson was not present at said meeting.

OPEN FORUM

Saverio Rebecchi of 13 Sail Street stated that he was happy to see Open Forum on the Water and Sewer Meeting agenda.

Valarie Malloy of 70 Columbia Avenue asked if the Commission had ever discussed putting an outside water ban on all properties with private wells. Commission President Littman stated that it had been discussed, but not in detail. Commissioner DiGiando reported that this is being discussed by the Planning Commission, specifically regarding the Manning Subdivision and that this matter merits more consideration by the Water and Sewer Commission. Short discussion followed. The Town Administrator stated that he would investigate this matter and report back to the Commission President.

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

2) **Town project reports:**

Mr. Goslee reported the following:

- Pumping was down slightly for the month of February, which is expected and generally is

- the lowest month.
- Rainfall was down for the month of February, but was up for the month of January and for the past year.
 - The color level has dropped from January to February. Mr. Goslee stated that as the ice melts, the color level will improve.
 - North Reservoir is at capacity and is flowing over the spillway.
 - South Pond is at capacity and is flowing over the spillway.

Wells:

Mr. Goslee reported that all wells are offline and that seasonal maintenance is being performed.

Aeration System:

Mr. Goslee reported that the system was restarted today. Mr. Goslee briefly explained that the system could not be turned back on until all of the ice had melted and that this had occurred today.

Treatment Plant:

Mr. Goslee reported the following:

- The Town's fourth quarter disinfection byproduct test was submitted as required to the RIDOH.
- The treatment plant met the standards for THM's and HAA5's. Mr. Goslee briefly described the test results.

Transfer Pumping:

Mr. Goslee reported that the pipeline had been dismantled for the winter and will be restarted when the reservoir level is down.

Immersed Membrane Pilot:

Mr. Goslee reported the following:

- The pilot test will be completed this week.
- Fay, Spofford and Thorndike will provide a final report upon completion.
- The results have been good.

Distribution System:

Mr. Goslee reported the following:

- Seasonal meters are being calibrated and serviced.
- Brush is being removed along the stone walls and right-of-way from North Pond to the Treatment Plant.
- There were no breaks reported during the month of February.
- The plans for the new Water Tower are 90% complete. The completed zoning petition will be on the April agenda of the Zoning Board of Review.
- The Town has received a grant for the second Water Tower in the amount of \$500,000 minus administrative fees. The Town will receive \$482,000.

Sewer Rehabilitation Project:

Mr. Goslee reported the following:

- The Pump Station 4 on Maple Avenue has been completed except for some finish site work. The new pumps are online.
- Work has commenced at Pump Station 3 on Narragansett Avenue. All of the old equipment has been removed and the interior is being prepped for the new motor control center and pumps. The estimated completion date is 04/15/05.
- Will begin work on Pump Station 2 on Hamilton Avenue, following the completion of Pump

Station 3.

- Plan to go out to bid for the rehabilitation of the Treatment Plant in July 2005

Hutchinson issue:

Mr. Goslee reported the following:

- He met with the Hutchinson family and has reviewed a tentative plan to replace the water line and to move the meter pit onto their property.
- The Hutchinson's are responsible for the cost.

Short discussion and clarification followed.

LETTERS AND COMMUNICATIONS

(None scheduled)

UNFINISHED BUSINESS

- 1) Application of Donald Muir (Plat 7, Lot 73; 44 East Shore Road) for water service extension (cont. from 01/18/05)

a) Memorandum from the Water and Sewer Clerk

Commission President Littman stated that the applicant has requested a continuance to the Water and Sewer meeting on 04/21/05. Motion was made by Commissioner Settipane, seconded by Commissioner Ferguson to accept the communication from the Water and Sewer Clerk and to continue the application of Donald Muir (Plat 7, Lot 73; 44 East Shore Road) for water service extension to the Water and Sewer meeting on 04/18/05. So unanimously voted.

- 2) Letter from William Hutchinson re: 12/04 water bill for property located at 4 Fort Wetherill Road (cont. from 02/22/05)

Previously discussed.

NEW BUSINESS

Application of Noreen and William O'Farrell (Plat 11, Lot 7; 951 Fort Getty Road) for expansion/change of use

The Commission briefly reviewed the application of Noreen and William O'Farrell (Plat 11, Lot 7; 951 Fort Getty Road) for expansion/change of use.

Mr. Goslee reported the following:

- The applicant has indicated that a new structure is being built on the property and that zoning relief was recently granted for this construction.
- This new structure was not a matter of right under zoning and therefore is defined as an extension.
- The application before the Commission should then be treated as an extension of water service, under rule 14B of the Water and Sewer rules and regulations and not as a change of use/expansion of use.
- Section 14B of the rules and regulations requires that a well be drilled first and also that the property not be part of a subdivision.
- This property is part of a subdivision.

Mr. Goslee recommended that this application be refilled as a request for an extension of water

service.

Short discussion ensued regarding Section 14B(b)(3) prohibiting the granting of water connections to properties which are part of a subdivision (other than an administrative subdivision).

Administrator Haddad suggested that the Commission get an opinion from the Town Planner and the Town Solicitor.

Danielle Minto representing the O'Farrell's stated that the applicant is merely asking to move the existing water hookup from the barn to the new house and will be using a well on the property for the barn.

Following continued review and clarification by the Commission, Administrator Haddad suggested that he and the Public Works Director discuss this matter with the Town Solicitor and report back to the Commission.

Commission Consensus: To ask the Administrator to discuss this matter with the Town Solicitor and report back to the Commission at the next Water and Sewer Meeting on 04/18/05.

Combining of Water and Sewer meeting with Town Council meetings:

The Commission briefly discussed combining the Water and Sewer meetings with Town Council meetings. No action was taken.

BILLS AND PAYROLL

Motion was made by Commissioner Settipane, seconded by Commissioner DiGiando to approve the Water Bills and Payroll. So unanimously voted.

Motion was made by Commissioner DiGiando, seconded by Commissioner Settipane to approve the Sewer Bills and Payroll. So unanimously voted.

ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner Ferguson, seconded by Commissioner Settipane to adjourn the regular meeting at 8:21 PM. So unanimously voted.

Attest:

Denise Jennings
Water and Sewer Clerk

xc: Commission Members (5)
Town Administrator
Town Solicitor
Public Works Director
Town Clerk