

**MINUTES OF THE BOARD MEETING  
OF THE BRISTOL COUNTY WATER AUTHORITY**

**Thursday, January 23, 2025  
450 Child Street (Boardroom), Warren, RI**

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**Board Members Present:**

Juan Mariscal, Chairman  
Thomas Kraig, Vice-Chairman  
Christopher Stanley, Secretary/Treasurer  
Robert J. Martin, Board Member  
John M. Jannitto, Board Member  
William F. Gosselin, Board Member  
Stephen Gross, Board Member  
Richard E. Fournier, Board Member  
David E. Fales, Board Member

**Board Members Absent:**

None

**BCWA Staff Attending:**

Stephen H. Coutu, Executive Director  
Michael Crawford, Deputy Executive Director  
Daniel Hughes, Finance Manager  
Joseph Granata, Customer Service Manager  
Colin O'Hara, Engineering Project Manager  
Lauren DeRuisseau, HR/Executive Assistant

**Others Attending:**

Legal Counsel Joseph Keough

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**1. Call to Order**

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Mariscal at 5:36pm.

Director Jannitto request a moment of silence for original Board member Anthony Arico.

Chairman Mariscal introduced David Fales as a new member of the Board. Mr. Fales resides in Barrington.

**2. Public Input**

There was no public input.

**3. Board Vote on Recommended Rate Increase for FY2026**

Executive Director Coutu stated a recommended rate increase of 3% was assumed to meet our budget as presented at the Public Hearing.

Discussion.

Vice-Chairman Kraig made the following motion seconded by Director Gosselin

**Motion: To approve.**

**Motion passed unanimously by aye vote.**

**4. Board Vote on Proposed New Administrative Lien Processing Fee**  
(Appendix A)

As outlined in the presentation at the Public Hearing.

Director Stanley made the following motion seconded by Director Gross

**Motion: To approve.**

**Motion passed unanimously by aye vote.**

**5. Board Vote on Proposed Fee Language Regarding Meter Installations**  
(Appendix B)

Director Gross made the following motion seconded by Director Stanley

**Motion: To approve.**

**Motion passed unanimously by aye vote.**

**6. Board Vote on Contract for Security System Upgrades**  
(Appendix C)

Executive Director Coutu stated that we currently have building security through a subscription service offered by Cox Communications. Cox is leaving that business and they do not support system upgrades or new installations. We received three quotes and are recommending to proceed with the lowest responsive bidder, Shanix Technology, for \$73,937.00 along with a 20% contingency for a total project budget cost of \$88,725.00.

Director Stanley made the following motion seconded by Director Gosselin

**Motion: To approve.**

**Motion passed unanimously by aye vote.**

**7. Minutes**

**a. Board Meeting – 12/11/24**

Director Stanley moved the following motion seconded by Director Gosselin

**Motion: To approve the minutes from the 12/11 meeting (as amended).**

An amendment was requested as follows for section 6 (Town Council Reports):

- “Director Gross noted that the Barrington Town Council reached out to discuss . . . “

**Motion passed by 8 aye votes, with 1 abstention by Director Fales.**

**b. Special Board Meeting – 1/9/25**

Vice-Chairman Kraig moved the following motion seconded by Director Gross

**Motion: To approve.**

**Motion passed by 8 aye votes, with 1 abstention by Director Fales.**

#### **8. Executive Director's Report**

- Phase 2 Design Project – the 90% plan submission for the utility bridge crossing over the railroad tracks was submitted to the railroad's consulting engineer. They accepted the design and specifications as submitted. The Water Supply Contract with Pawtucket was signed by both parties.
- Treatment Plant – Last November, the Properties Committee had given the community three months to come back with a plan. A meeting will be scheduled in March for further discussion.
- Lead Service Line Replacement – 38 public side and 10 private side services have been replaced. We have 21 public side services remaining. Public outreach continues for those customers who have a galvanized or unknown service line material.
- We are soliciting RFPs for both General Legal Services and Labor Law Services as they reach their prospective 3-year terms. Submissions will be presented to the Board at the 2/27 meeting.
- Personnel Training – upcoming training for personnel includes Defensive Driving in January and Right to Know and Ethics in February.
- We are currently advertising for a Water Utility Operator position.
- The annual performance review of the Executive Director will take place in the coming weeks, which will require a meeting with the Personnel Committee next month.
- Water Utility Operator Foreman Jim Vieira won 1<sup>st</sup> and 2<sup>nd</sup> place in the New England Water Works Association photo contest.
- Shad Pipeline – Save the Bay is interested in assisting with the removal of the abandoned Shad pipeline. Save the Bay has received some grant funding to start with the engineering and permitting. BCWA will be responsible for some costs as well.

#### Operations report:

- Hydrants are being inspected for leaks.
- Our operators have been responding to watermain breaks while minimizing disruption to water service.

#### Engineering report:

- For this year's Capital Improvement project, we are looking to:
  - Install 800 feet of new 8" ductile iron water main at Gooding Avenue and Naomi Street in Bristol.
  - Install 300 feet of 12" ductile iron main on Child Street.
  - Abandon unused pipes from the Water Treatment facility.
- We are planning to advertise this bid on February 13<sup>th</sup>, with the bids being due on March 13<sup>th</sup> and awarded at the 3/27 meeting.
- Currently awaiting further correspondence from the State to determine scope of lead service replacements.

IT report:

- We will be utilizing a new texting software to notify board members regarding upcoming meetings as well as conducting polls for meeting attendance. This will also be beneficial for employee communications as well.

## **9. Financial Report**

(Appendix D)

Finance Manager Dan Hughes provided a financial summary for November 2024.

## **10. Board Member Town Council Reports**

There were no reports.

## **11. Executive Session**

Director Gross made the following motion seconded by Director Martin

**MOTION: To go into Executive Session pursuant to RIGL s. 42-46-5 (a)(2) and RIGL 42-46-5 (a)(3)**

**(re. Litigation of North Farm v. BCWA pursuant to RIGL s. 42-46-5 (a)(2); Security – pursuant to RIGL 42-46-5 (a)(3); Executive Session Minutes – Board Meeting 12/11/24)**  
**Motion passed unanimously by aye vote.**

The Board entered Executive Session at 6:23pm.

The Board returned to open session at 6:35pm.

Director Gross made the following motion seconded by Director Martin

**MOTION: To seal the Executive Session minutes.**  
**Motion passed unanimously by aye vote.**

## **12. Next Scheduled Meeting(s):**

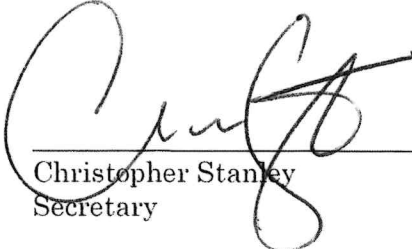
- i. Board Meeting – February 27, 2025

## **13. Adjournment**

Director Stanley made the following motion seconded by Director Jannitto

**MOTION: To adjourn.**  
**Motion passed unanimously by aye vote.**

The meeting was adjourned at 6:35pm.



Christopher Stanley  
Secretary