

**Town of Lincoln
Water Commission
Special Meeting
November 15, 2022**

Members Present:

**Julie Labreche, Chairwoman
Edward Fox, Secretary
Louis Long
Edward Sliney
Kenneth Booth**

Water Commission Staff:

**Robert A. Anderson Jr., P.E. Chief Engineer Superintendent
Lewis A. Prescott III, Assistant Superintendent
Anna Nascimento, Administrative Assistant
Steve Antonucci, Representing Town Solicitor**

Call To Order

The meeting was called to order at 2:30 pm by Chairwoman Julie Labreche

New Business

Smith St. /Saylesville Area Water Main Replacement Project

This was on the agenda for the Special Meeting in order to approve the resolution for the funding for this project. The Water Commission will get copies of the resolution and wording as submitted.

This would also allow the Engineering process of the project to begin.

Anything approved by the Water Commission does also have to be ratified by the Town Council.

Ken Booth made a motion, seconded by Ed Fox, to authorize the Water Department Superintendent to draft an RFP for the Engineering Services for this project, pending approval of the submitted resolution.

The motion passed by unanimous vote.

Personnel - Discussion of Vacant Clerk Position

The job description template for the position was discussed, particularly pertaining to technology ability and possibly even testing the candidates.

It was noted that the Clerk position started at 40 hours, then was decreased to 32 hours.

The Water Commission also discussed whether the position was needed at full-time based on current and future need.

The salary of the position was discussed, also in comparison to Town Hall employees.

Benefits would also be offered if it was a full-time position.

In the past, job openings were advertised in the Valley Breeze newspaper, and expanding how and where it was advertised was discussed.

The Water Commission discussed the job responsibilities and whether it would be beneficial to combine some of the job descriptions.

Ed Fox made a motion, seconded by Lou Long, to grant the Water Department Superintendent the capacity to work on the template for the vacant Office Clerk position.

Executive Session

The Water Commission voted unanimously to move to Executive Session and discuss the Finances of the Department.

The minutes of the Executive Session will be kept separately.

Ed Sliney made a motion, seconded by Ed Fox, to adjourn the Executive Session and for the Water Commission and Water Department to act in accordance with the discussion therein.

Ken Booth made a motion, seconded by Ed Fox to seal the minutes of the Executive Session.

The motions passed by unanimous vote.

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Ed Sliney made a motion, seconded by Ed Fox, to adjourn the Executive Session and for the Water Commission and Water Department to act in accordance with the discussion therein.
Ken Booth made a motion, seconded by Ed Fox to seal the minutes of the Executive Session.
The motions passed by unanimous vote.

Adjourn

Ed Fox made a motion, seconded by Ken Booth, to adjourn.
The motion passed by unanimous vote.
The meeting adjourned at 3:59 pm.