

**Town of Lincoln
Water Commission Meeting
November 9, 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
Mark Hartman, Representing Town Solicitor

Call To Order

The meeting was called to order at 6:06 pm by Chairwoman Julie Labreche
The meeting was not video recorded due to technical difficulties.

Public Comment

There was no Public Comment at the time.

Executive Session

Gabriel Property Acquisition - Angell Rd. - Prospective Pump Station Site

There was a motion by Ken Booth, seconded by Lou Long, to amend the order of the meeting so that Executive Session was to be held first.

The motion passed by unanimous vote, and the Water Commission relocated to private meeting room for Executive Session.

Minutes of the Executive Session were kept separately.

At 6:50 pm, Ken Booth made a motion, seconded by Lou Long, to adjourn Executive Session and relocate back to the Town Council Chambers in order to resume the Water Commission Meeting.

The motion passed by unanimous vote.

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

Public Comment

There was no public comment at the time.

Consent Agenda

Minutes of Previous Meeting - October 12, 2022, Regular Meeting

Capital Accounts - October, 2022

Account Transaction Report - October, 2022

Correspondence - Citizens Bank Investment Notice

News Articles - None

Ed Fox made a motion, seconded by Lou Long, to accept the Consent Agenda.

The motion passed by unanimous vote.

Superintendent Report of Daily Activity - October, 2022

Administrative - Project Management

Water Rate (Cost of Services) Study

This will be discussed under Unfinished Business.

Quinville Wellfield Abandonment

This is waiting for approval from DEM and will be unable to begin without that.

SmartLink/AT & T Wireless - Antenna/Communications

Have not yet received an updated lease agreement or feedback regarding the proposed increase in lease. The Water Commission can assume that there will be feedback prior to the next meeting and can plan an Executive Session regarding such.

Residual chlorine Study (RIDOH)

The RIDOH Office is in transition, with no response to the study that was done in August. The Water Commission discussed coming up with a backup plan in the meantime, in the event that the Town might need to chlorinate before there has been a review of the submitted study. It could even be a temporary shed and tent to hold some equipment in order to be prepared.

RI Water Resources Board (RIWRB)

There is a meeting scheduled for November 18th. The Water Department Superintendent and Assistant Superintendent will be in attendance to discuss a plan for this that was submitted in August.

RI Department of Transportation (DOT) - School St. Albion

This is also to be discussed under Unfinished Business. An extension to December has been granted.

Administrative - Personnel

Jenna Deighan, Office Clerk, has given two-week notice that she is leaving her position in the Water Department and her last day will be November 18th.

The job description and wages will be discussed, and the position will need to be posted and advertised.

The Water Department Superintendent has been working with the Town's Human Resource Director on this, as there are templates to use.

It was discussed that the Water Commission should have a Special Meeting in order to discuss this in Executive Session without having to wait for the next regular meeting.

A Special Meeting of the Water Commission was set for Tuesday, November 15th at 2:30 pm.

Balance Sheet - Expenditure and Revenue Report - October, 2022

Ken Booth made a motion, seconded by Lou Long, to accept the Balance Sheet.

The motion passed by unanimous vote.

Lou Long made a motion, seconded by Ed Fox, to send the Balance Sheet to the Finance Director.

The motion passed by unanimous vote.

Account Balance Report - October, 2022

Lou Long made a motion, seconded by Ed Fox, to accept the Account Balance Report.

The motion passed by unanimous vote.

Direct Payments and Payables

Lou Long made a motion, seconded by Ed Fox, to accept the Direct Payments and Payables.

The motion passed by unanimous vote.

Abatements - Regular Monthly Abatements

Ken Booth made a motion, seconded by Ed Fox, to approve the Regular Monthly Abatements with discussion.

The Water Commission discussed that there are items that fall under this category that don't necessarily have to be included and maybe should not be public information, and that just amounts could be provided instead.

Mr. Hartman discussed on behalf of the Town Solicitor, that it would depend upon what the information is, and that some things do have to be made public.

The motion passed by unanimous vote.

Correspondence - Citizens Bank Investment

This may be another item to discuss in Executive Session.

The Superintendent met with Citizens Securities and would like have a presentation and decide how the funds should be handled, as it in excess of \$2 million.

It was discussed that the Water Department should be looking at the Water Rate Study as well as capital planning, and there was a resident who is retired with financial background that offered to look at the Water Department's financial situation free of charge and make some recommendations.

It may be beneficial to invest with a smaller institution that will be more individualized, while also being careful not to tie funds up that the Water Department may be getting ready to spend on upcoming projects.

The Water Department Superintendent could meet with this individual, and this will be placed on the agenda for the Special Meeting called of the Water Commission on November 15th to discuss this.

Unfinished Business

RIDOT School St. Pavement Rehabilitation Project

The Water Department Superintendent met with the Town Administrator regarding this.

They are requesting \$750,000 for the funding of the connection of School St., with half of that to be requested by Resolution.

There was also brief discussion of the Smith St. area as part of the Saylesville improvement project, which would be \$100,000 for Engineering. This will also be included in the resolution sent to the Finance Director.

The resolution would then go to the Town Council, and the maintenance agreement would be approved by the Water Commission.

The resolution for half of the School St. project up front and the engineering of Saylesville would therefore be \$475,000.

It was discussed that while the Town Administrator and Finance Director seemed to be okay with that, the funds could be earning interest instead of putting those funds up front for a project that wouldn't be done until 2024, and that may better benefit the taxpayers.

This could be part of negotiations and considerations and future discussion.

The Engineering of Saylesville was also placed on the agenda of the Special Water Commission Meeting on November 15th to be discussed.

Ken Booth made a motion, seconded by Lou Long, to send the resolution to the Town Council.

The motion passed by unanimous vote.

Request for Proposals - Cost of Services and Water Rate Study

This was advertised on October 25th, and the proposals are due on November 16th.

The specs were also sent to 5 prospective bidders who would likely be agreeable to do the work.

Only one responded, and it won't be clear until the proposals are opened on the 16th whether the scope of work is possible as requested.

New Business

There was no new business to discuss.

Public Comment

There was no public comment at the time.

Adjourn

Ed Fox made a motion, seconded by Lou Long, to adjourn.

The motion passed by unanimous vote.

The meeting adjourned at 7:46 pm.