

DRAFT

**Town of Lincoln
Water Commission Meeting
January 11, 2023**

Members Present:

**Julie LaBreche, Chairwoman
Edward Fox, Secretary
Louis Long
Abigail Altabef
Kenneth Booth**

Water Commission Staff:

**Robert A. Anderson Jr., P.E. Chief Eng. /Supt.
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 6:00 pm by Chairwoman Julie Labreche.

Organization of the Board

Julie Labreche made a motion, seconded by Ed Fox, to nominate Ken Booth as Chair of the Water Commission.

Ken Booth made a motion, which was not seconded, to nominate Julie Labreche as Chair.

The motion for Ken Booth as Chair passed by unanimous vote.

Louis Long made a motion, seconded by Ed Fox, to nominate Julie Labreche as Secretary of the Water Commission.

The motion passed by unanimous vote.

Louis Long made a motion, seconded by Abigail Altabef, to accept the proposed regular meeting schedule of the Water Commission for 2023.

Public Comment

Welcome to new commissioner Abigail Altabef.

Consent Agenda

Minutes of December 14, 2022

Capital Accounts

Account Transaction Report, December 2022

Correspondence

News Articles

Ed Fox made a motion, seconded by Ken Booth, to accept all Consent Agenda items.

The motion passed by unanimous vote.

Superintendent Report of Daily Activity, December 2022

Administrative – Project Management

- a) Water Rate (Cost of Services) Study

To be further discussed under Unfinished Business

- b) Quinnsville AECOM

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There should be an easement to allow access to the property, and it is feasible to realign the piping between the two buildings.

2 wells were capped, and the site was visited.

c) Smartlink/AT & T Wireless

The Commission and Town Solicitor are still reviewing the revised and updated lease agreement, with no contact from Smartlink as of yet.

d) Residual Chlorine Study/Chlorine Injection Assessment

There will be a meeting with the vendor regarding this, as well as conferring with Pare Engineering regarding design and equipment needs.

e) RI Water Resources Board (RIWRB)

There were no updates to report.

f) RIDOH Clean Water Infrastructure Rehabilitation Plan

Plan was completed and submitted to the Department of Health.

g) Rhode Island Department of Transportation (RIDOT) School St. Water Main Replacement

To be further discussed under Unfinished Business.

h) Smith St./Saylesville water Main Improvements

The RFP for engineering services for the Smith St. project has been prepared.

Administrative - Personnel

The job announcement for the vacant Clerk position has been prepared and advertised.

Ken Booth made a motion, seconded by Louis Long, to accept the Superintendent's Report.

The motion passed by unanimous vote.

Balance Sheet – Expenditure and Revenue Report, December 2022

Louis Long made a motion, seconded by Abigail Altabef, to accept the Balance Sheet.

The motion passed by unanimous vote.

Louis 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, December 2022

Louis Long made a motion, seconded by Abigail Altabef, to accept the Account Balance Report.

The motion passed by unanimous vote.

Direct Payments and Payables, December 2022

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Louis Long made a motion, seconded by Abigail Altabef, to accept the Direct Payments and Payables. The motion passed by unanimous vote.

Abatelements

There were no abatements.

Unfinished Business

RIDOT School St. Project – C & M Agreement Status

The agreement was not executed by the Town by the end of December, but the Town did obtain an extension to January 25th which should allow the Town Council to review and approve it.

The Town Administrator has assured that the agreement would be complete by the extension deadline.

Cost of Services and Water Rate Study – B & E Consulting LLC Services Agreement

B & E Consulting has provided their contract engagement letter.

The Superintendent will be meeting with them regarding their letter and the Town's original proposal.

The last rate study was in 2014, and a consultant was not used.

There will likely need to be a significant rate increase, while ensuring it is still fair and equitable.

New Business

Capital Planning Meeting

As part of the rate study, the Water Department and Commission will have to look at the future of capital work as well in the next 5-20 years or so.

There will be priorities that may change, but it would be an idea of might be needed for planned improvements.

The Town did have a generalized capital meeting with various groups and departments represented, and it was agreed that water, and any improvements to that infrastructure, should be a high Town and capital priority.

The Town Council has requested that the Water Commission meet with them to present some draft ideas of a capital improvement plan for the next 5-20 years or so.

It would be a fluid plan that could change as emergencies come up and priorities shift.

The Water Commission will meet to discuss capital improvements and infrastructure in detail prior to meeting with the Town Council.

For example, there are areas in town that still have 2-inch pipes, and there are high-risk areas that should be proactively maintained and updated.

Also the Town should be looking for access to a secondary alternate water supply in the event that it is needed.

The Water Commission discussed availability to meet in regards specifically to capital.

The meeting was set for January 17th at 4:00, which will be regularly posted.

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Claims

There were no claims.

Adjourn

Ken Booth made a motion, seconded by Louis Long, to adjourn the meeting.

The meeting adjourned at 6:58 pm.