

**Town of Lincoln
Water Commission Meeting
April 12, 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./Superintendent
Lewis A Prescott III, Assistant Superintendent
Anna Nascimento, Administrative Assistant
Mark Hartman, Representing Town Solicitor

Call to Order: Kenneth Booth called the meeting to order at 6:00 p.m.

Public Comment: None

Motion to accept the Consent Agenda: The minutes of January 11 & 17th, and the March 8th regular water commission meeting were approved. A motion was made by Louis Long and seconded by Abigail Altabef to approved these minutes. A motion was made by Louis Long, and was seconded by Julie LaBreche to defer the minutes for the Executive Session meeting of March 8th until the next meeting. The motion passes. Mark Hartman, the representing Town Solicitor, said the board members can give him any changes they want to see to the executive session to him.

- Minutes of January 11 & 17, and minutes of March 8th
- Capital Accounts March 2023
- Account Transaction Report – March 2023
- Correspondence
- New Articles- none

Superintendent Report of Daily Activity March 2023:

1) Administrative – Project Management:

- A) **Water Rate (Cost of Services) Study:** Professional Services Agreement. Agreement with B & E Consulting (BEC) executed on 1-27-2023. Supt. And Chairman met with BEC on same date to discuss scope of work. Collection of financial data (expenses and revenue) completed by BEC at an earlier date. On-going compilation and review of the same by BEC. Updated progress status request made to BEC. BEC to meet with admin. staff to discuss preliminary budget. Ken asked if we have heard from the consultant since the last meeting? Ana said no.
- B) **Quinnville Well Site Remediation:** LWC to complete their misc. demolition and clean-up work in the spring. RIDEM granted separate bikeway access approval to LWC for performance of this work. No administrative activity to report.
- C) **SmartLink/AT & T Wireless- Antenna/Communications Equipment (Manville Tank Site):** Soil sampling of immediate grounds in conjunction with lead paint testing to be conducted at tank site in the next couple of weeks. Relates to environmental

liability provisions of draft lease agreement. When Bob was writing up his report, they were in the process of scheduling. This was actually performed on Monday at the Manville Tank and Old River Rd. Looks good.

- D) **Smith Street/Saylesville Water Main Improvements:** Finalizing RFP for engineering services recently issued and sent to eight (8) civil/environmental consultants listed on state's MPA site. Qualifications proposals are due on April 19th. If required, addendum for written inquiries to be issued by April 12th. When we receive, we will make a short list, and interviews will be the week of May 1st. We will process quickly and get them voted on for the May meeting. Abigail asked if you have worked with these consultants before? Bob does know them, and they are very local.
- E) **RIDOH – Sanitary Survey:** RIDOH conducted a sanitary survey of pumping and storage facilities on March 7th. RIDOH letter report, dated 3-20-2023, only noted minor deficiencies. LWC to submit corrective actions for minor deficiencies by April 24th. They have already taken action with the screening and rodents that got into the tank. Bob will prepare a letter plan of action and everything should be able to be corrected by the 24th, so the letter will state that everything in report is corrected. Aerial drone inspection will be done of all five tanks just so we can see the tops of all tanks and take still photos.

2) Administrative –Personnel:

- A) **Field Operations Clerk Position:** Rachel Kiernan, who is a Lincoln resident, was selected to fill position, and started on March 6th. She was present this evening for introduction to commission. Bob stated that he is happy to have her, and she has been very helpful so far.
- B) **Future Job Vacancy- Utility Labor Position:** Garrett Donahue announced his intention to leave the employment of the Commission. Formal notice to be submitted in the near future with intention leave in late June. He was accepted to the academy for Lincoln police. He is a good worker, and we are sorry to lose him.

3) Operational – Maintenance : Water Storage Tanks:

- A) Tank inspections presently being scheduled for all five storage tank facilities. Four tank inspections, including interior robotic inspections, are tentatively scheduled for May. The fifth inspection will be conducted for the Westwood Rd tank in September as it will require a tank draining for a suitable interior visual inspection. The Westwood Rd tank couldn't be inspected because of mixing equipment and it needs to be drained and refilled in late September.

Louis Long made a motion to accept the superintendent's report, and it was seconded by Abigail Altabef.

Balance Sheet – Expenditure and Revenue Report- March 2023:

Ken asked if we are comfortable with our expenditures for the end of the year. Bob said yes we are. Ed Fox asked what kind of maintenance we have done to the building? Ana replied with

the electricity that was updated for the alarm system. Work was also done inside the office for the generator. We ran new lines for the generator and the system that was outdated and needed to be replaced.

Motion to accept by Commissioner Ed Fox, seconded by Louis Long. All in favor.

- A) **Financial Report to Town Finance Director- March 2023:** Julie LaBreche 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 – March 2023:

Ken asked if there was any movement on the person that owes us. Ana stated no payments have been made on that account.

Ed Fox made a motion, seconded by Louis Long to accept the Account Balance Report. The motion passed by unanimous vote.

Direct Payments and Payables – March 2023

Ed Fox made a motion, seconded by Louis Long. The motion passed by unanimous vote.

Abatements: Regular monthly abatements: There were no abatements this month.

Unfinished Business:

- A) **Leak Detection Program:** We recently spoke to EJ Prescott for leak detection equipment. We need to replace equipment on existing hydrants. We should be able to do it in the next couple of weeks. Ken stated that we need to get these in the budget, and there is a short window of time before we finalize budget.
- B) **Meter Technology:** Bob provided service addresses to our meter representative for new software. Ken and Bob asked about a presentation to the commission. It will be on an afternoon during business hours to educate everyone on the new technology and what we are thinking. Ken stated that we should be using the back of the water bill area for information that we need to send out to the customers instead of adding another paper. Abigail thought that was a good idea.

New Business:

- A) **Online payments – Division of Taxation:** Ana was approached by the Division of taxation, and was told that she can't send checks anymore. ACH payments only. Ana is going to deal directly with them to set it up. The difference is that she will have to set up monthly payments instead of having one payment at the end of the year. We have to submit payment based on what the calculator in the system says. The months we have a water bill, the payment will be bigger.

Ken stated that we are up against a timeframe with the audit not done. We need to create a finance sub-committee to meet with Bob and Ana to go through the budget process. We only have two meetings left before July 1st and the new budget. Ken asked for any volunteers. Julie, Ed and Ken will volunteer to be on the committee.

Claims: There were no claims to report.

A motion was made by Ed Fox and was seconded by Julie LaBreche to adjourn the meeting. The meeting adjourned at 6:57 p.m.