

TOWN OF LINCOLN
Water Commission Meeting
July 12, 2023

Members Present:

Kenneth Booth, Chair	Robert A Anderson Jr., P.E. Chief Eng. /Superintendent
Julie LaBreche, Secretary	Lewis A Prescott III, Assistant to the Superintendent
Abigail Altabef	Anna Nascimento, Administrative Assistant
Edward Fox	Stephen Antonucci, Representing Town Solicitor
Louis Long	

Call to order: Chairman Kenneth Booth called the meeting to order at 6:06 p.m.

Public Comment: none

Motion to accept the Consent Agenda:

- 1) Minutes of previous meeting:
 - A) June 8, 2023 – Special meeting minutes
 - B) June 26, 2023 – Special meeting minutes
 - C) Account Transaction Report – June 2023
 - D) Capital Accounts June 2023
 - E) Correspondence
 - F) News Articles

A motion was made by Commissioner Julie Labreche and was seconded by Commissioner Louis Long to approve the consent agenda. All in favor.

A motion was made by Commissioner Abigail Altabef and was seconded by Commissioner Louis Long to pull June 14, 2023 regular minutes, June 14, 2023 Executive Session minutes and June 26, 2023 Executive Session minutes until next month meeting.

Superintendent Report of Daily Activity June 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. Superintendent Robert Anderson and Chairman Kenneth Booth 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 same by BEC. Updated progress status

request made to BEC. BEC to meet with admin staff to discuss preliminary budget. Met with BEC on May 1, 2023 to clarify water rate study data and input for preliminary budget. Outstanding: preliminary report submission by BEC. Preliminary draft Cost of Services and Water Rate Study report was received at meeting with B&E Consulting on June 23rd.

Superintendent Robert Anderson relayed that Chairman Kenneth Booth and he spoke about it to have the staff in the office work with CUSI to make sure they can modified the rate in August. Until the next meeting in September to approve the rate change and have it ready to be approve and have the software updated for the October new billing. Chairman Kenneth Booth relayed to Superintendent Robert Anderson to have David Bebyn ready for his presentation for the August meeting. Also if his rate are ok they will approve it at the Board meeting.

B) Smartlink/AT & T Wireless – Antenna/Communications Equipment

(Manville Tank Site): Soil sampling of immediate grounds, which relates to environmental liability provisions of draft lease agreement, was completed at the tank site in conjunction with lead paint testing. Test results and action items to be discussed under unfinished business Item 10d. Chairman Kenneth Booth asks Solicitor Stephen Antonucci where they are standing with the draft lease agreement.

C) Residual Chlorine Study/Chlorine Injection Assessment: LWC reviewing costs for chemical feed and injection equipment. LWC to schedule meeting with Pare Corp to discuss equipment, design, and locations. And meet with vendor regarding same. Chairman Kenneth Booth asked if we can please get this scheduled. If we have an incident this summer, we need to be prepared to be able to deal with it.

D) Water Quality (CCR) Report: The annual water quality report for 2022 was made available during the week ending June 30, 2023. Notice of availability were issued with the recent water usage billing, and the report was posted on the LWC website. Hard copies are available at the LWC office, and were distributed to the Town Hall and four other public building locations, including the library, senior center, and the two Lincoln Housing authorities at the Lonsdale and Manville Manors.

2) Administrative – Personnel:

A) Future Job Vacancy- Utility Labor Position: Garrett Donahue announced his intention to leave the employment of the commission. Last day of

work will be July 21st. Written notice to be received for record purposes. Union posting of position performed on April 27th. Expired May 4th. Advertisement of job announcement to be issued during week of May 8, 2023. Town HR to assist with advertisement. Position posted and advertised on Indeed in mid-May. Several applicants responded during interim period. Applicants' resumes' to be reviewed and screened to determine qualified candidates for future interviews. First preliminary screening of applicants ' resumes completed; only 4 to 5 candidates considered qualified applicants, Job announcement on Indeed website still active to increase pool of candidates.

Superintendent Robert Anderson relayed that the Utility Labor Position has been reopen by the Town HR. Since they did not have strong candidates, they are living it open a little longer for that position.

3) Water Testing:

- A) PFAS sampling performed May 10, 2023 and samples were delivered to R.I.D.O.H. lab. Sampling results received May 23, 2023 – No issues reported. All done until next year.

Superintendent Robert Anderson relayed that the State has paid for the PFAS sampling performed on May 10, 2023. He also explain that PFAS has different compound

4) Operational – Maintenance: Pumping Stations:

- A) All three (3) pumping stations checked daily.
- B) Ran Providence Connector generator for power load test.
- C) Removed centrifugal pump at the Old Louisquisset Pike Station for mechanical inspection and rehabilitation. First quote in the amount of \$42,000 was received at an earlier date from Calsen Systems, Inc. A second quote is being requested from Industrial Pump. Superintendent Robert Anderson expressed that he is going to let Lewis Prescott talk about the quotes. Assistant to the Superintendent Lewis Prescott stated he has obtained several quotes from Calsen Systems and Industrial Pump was at the office to get an industrial quote for the pump.

Therefore they will need to revise the quote to remove the sum pump.

Chairman Kenneth Booth asks are they going to replace or rebuilt it?

Assistant to the Superintendent replied they cannot rebuilt it since they have to replace it. Chairman Kenneth Booth expressed they have a quote for \$40,000 but they have a quote issue. Assistant to the Superintendent Lewis Prescott said he is going HIM what kind of pump they might need

also when they get the bid package should he include all three (3) pump stations. In his note from 2015, the pump need to be replaced at the Old Pike Station it was built in 1968 and the Albion Station it was built in 1964. Chairman Kenneth Booth stated he does not think they would be able to replace them all at the same time. Chairman Kenneth Booth stated that we will have to bid this so we should get a bid package together. Chairman Kenneth Booth asked what the purchasing bid regulations are. Solicitor Stephen Antonucci said it is MPA state bidding. Solicitor Stephen Antonucci reported that its \$10,000 for construction, and \$5,000 for services for bidding. Chairman Kenneth Booth said we have to be very specific with what we want. Assistant to the Superintendent Lewis Prescott stated that someone will come in to look at what specifics we need as the pump was installed in 1968.

5) Operational – Maintenance: Water Storage Tanks:

A) First request for tank inspection services received from Utility Service Company, Inc, at an earlier date for all five storage tank facilities. Four tank inspections, including interior robotic inspections. 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. Chairman Ken Booth asked if this tank is absolutely necessary in the system. Lewis Prescott stated that we need something up there to retain the water pressure in the highlands. Superintendent Robert Anderson relayed that the cost of \$14,000 will be for 5 tanks. Chairman Kenneth Booth said they will need to have 4 tanks to be done by one vendor by law.

6) Operational – Maintenance: Instrumentation Control:

A) UPS/Surge protection and computer for SCADA controls to be replaced. Quotations from Vertikal6 and Harbor Controls were obtained and are being reviewed. Superintendent Robert Anderson said that the Harbor Control quote is Paul who control the SCADA system. Then he got another quote from Vertikal 6, Inc. they control their computers, servers, monitors. Superintendent Robert Anderson asks Lewis Prescott how long Harbor Control have been with them. Assistant to the Superintendent Lewis Prescott replied 5 years from day one it was installed. Superintendent Robert Anderson said that conclude the #2 report. Commissioner Abigail Altabef would like to have copies of the quotes added to the packets

Commissioner Julie LaBreche made a motion to accept the superintendent's report, and it was seconded by Commissioner Louis Long. All in favor.

Balance Sheet- Expenditure and Revenue Report- June 2023:

Motion to accept by Commissioner Julie LaBreche, seconded by Commissioner Louis Long. All in favor.

- A) **Financial Report to Town Finance Director- June 2023:** Commissioner Julie LaBreche made a motion, seconded by Commissioner Louis Long to send the balance sheet to the Finance Director. The motion passed by unanimous vote.

Account Balance Report – June 2023: Commissioner Edward Fox made a motion, seconded by Commissioner Julie LaBreche to accept the Account Balance Report. The motion passed unanimously.

Direct Payments and Payables – June 2023: Commissioner Julie LaBreche made a motion, seconded by Commissioner Louis Long to accept the direct payments and payables. The motion passed by unanimous vote.

Abatements

- a) Regular Monthly Abatements

Commissioner Edward Fox made a motion; seconded by Commissioner Louis Long to accept the Regular Monthly Abatements. All in favor.

Unfinished Business:

- 1- FY 2023/2024 Budget Approval

Superintendent Robert Anderson relayed that Anna Nascimento made the update as requested per last meeting. Also Anna Nascimento found some issues with her excel sheet and her formula was not saved so she had to adjust her balance. Since the capital improvements were not added to the budget final totals.

New Business:

- 1 – Engineering Services Fees Proposal – Saylesville Water Main Improvements

Superintendent Robert Anderson stated they might need \$157,000 for engineering service fees but they might not use all of that fees. The first task early

qualification and material for the actual job that go out to bid. The first task to be completed and be advertised.

2 – Financial Advisor Services/Investment Strategies

Superintendent Robert Anderson stated he called Joshua Guigliano he did not get a response since he was on vacation. Chairman Kenneth Booth relayed that they have the investment and got good advice from the Finance Director Robert Strom to move them. They have to pull out from Citizens Investment and go to Washington Trust to put them into CD's. Superintendent Robert Anderson relayed that he is handling the call with Bank RI.

3 = Water Availability Odd-Even Outdoor Water Use Restriction

Commissioner Julie LaBreche asks if they have fix the issue with the Valley Breeze. Commissioner Abigail Altabef replied it has been revised and Chairman Kenneth Booth also gave his version. An updated notice will be added to the Valley Breeze. Lewis Prescott relayed that he has seen a good 50% reduction of watering lawns. Superintendent Robert Anderson stated he had seen the Town Hall watering the lawn and he gave the Highway Department a notice for O Commissioner Odd/Even since they did not know. Commissioner Julie Labreche asks if the crew guys travel and if they noticing or are looking for any offenders. Lewis Prescott replied he has the crew taking notice. Superintendent Robert Anderson relayed that he has a form and has handed them to the crew to take notice and write down the address. He went across the street at Whipple Cullen Farm and they have 4 private well at the property all underground pipe are inside the house. He also handed notices for the 150 unit. He meet with the owner and said he will send one email to all the owners.

4 – Water Services Material Specification Revision

Superintendent Robert Anderson relayed that he put a revision sheet for the water service material specification.

Motion to adjourn: Commissioner Julie LaBreche

Commissioner Louis Long: Seconds motion.

All in favor

Meeting adjourned at 7:40 p.m.