

**TOWN OF LINCOLN**  
**Water Commission Meeting**  
**September 13, 2023**

**Members Present:**

**Kenneth Booth, Chair   Robert A Anderson Jr., P.E. Chief Eng. /Superintendent**  
**Julie Lebreche, Secretary - Absent   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 6:07 p.m.

**1. Public Hearing: 6:00-6:15pm**

**A. Rates Change Schedule Information**

*Presentation by Dave Bebyn (BEC), pertaining to Water Usage Rates/Consumption Cost for Residential, Industrial and Commercial, current rates vs proposed.*

*Breakdown of rates/usage handout provided.*

*He conducted a Public Hearing Meeting on August 23, 2023. So based on the Rate Schedule Information that they have in front of them. The rate increase have been updated on the new billing forms at 12.9% for the Residential and Commercial accounts. Also there will be a new rate change for the **Service Fee** from \$5.40 to **\$6.10** and the DOH Infrastructure Fee will be changed from \$.76 to **\$.86** with a new description on the bill to **Infrastructure Rehab Fee**. The bill will be updated with the new rates effective October 2, 2023 when the billing will be processed.*

*For the Surcharge 1 & Surcharge 2 there will be no change since they are being disbursed to the State of RI & the Providence Water.*

**\*\* Public Comment:** *Yes, Joe Bastic relayed that it was not fair to implement the rate increase from the summer usage and he requested that the rate increase will go in effect from January 2, 2024 billing from reading dates from 10/2023-12/2023, as usage will be lower.*

Chairman Kenneth Booth stated it is part of the Rate Schedule Information and will be implemented to begin effective October 2, 2023 which will be from the reading dates from May 31, 2023 through September 6, 2023.

Ken Booth relayed that they will approve those increase at 12.9% also Lewis Prescott will review the rate for the Turn on/off fee and will go over the \$4,500 for the Residential High Impact Fee.

Steve Antonucci responded to Commissioner Edward for asking if it is legal to implement those rate increase. He relayed that due to short fall the increase is legal.

Dave Bebyn testify and since it is justified then it is legal to increase the rates.

A motion was made by Commissioner Abigail Altabef, Louis Long and was seconded by Commissioner Edward Fox to approve the consent agenda. All in favor.

**Motion to accept the Consent Agenda:**

1) Minutes of previous meeting:

- A) August 9, 2023 – Regular Meeting\*
- B) August 9, 2023 – Executive Session Minutes-**Table it, Anna Nascimento and Lewis Prescott were not present.**
- C) Account Transaction - August 2023
- D) Capital Accounts – August 2023
- E) Correspondence – August 2023

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

**Superintendent Report of Daily Activity August 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 same by BEC. Updated progress status request made to BEC. BEC to meet with administrative 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 23<sup>rd</sup>. Water Rate Study presentation made at Special Meeting held on July 27<sup>th</sup>. Findings of cost of services and water rate study applied to finalized budget for FY24. Recommended rate increase to be applied and implemented with  
October billings. Public hearing held on August 23, 2023. Initiated revisions to water usage rates and other applicable fees for implementation with October billing
- B. **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. Meet with vendor regarding same. Pare Corp. working on conceptual design for emergency chlorination facilities at tank sites. Meeting with Pare Corp. held on August 3<sup>rd</sup> regarding same. Superintendent Robert Anderson relayed that on August 7, a meeting was conducted at tank sites for Pare Corp. to assess conditions and space at respective sites.
- C. **RI Infrastructure Bank (RIB):** RIIB Municipal Grant Award received by town at an earlier date in the amount of \$100,000, which will be additional funding utilized for the School Street Water Main Project. Grant Agreement recently received by Town and transmitted to LWC for review. Grant agreement completed by LWC, signed by Town,

and returned to RIIB on May 26<sup>th</sup> for their final execution. Fully executed grant agreement received from RIB during the month of June; on file with both LWC and the Town of Lincoln. No further administrative activity to report.

- D. Rhode Island Department of Transportation (RIDOT)** - School St. Water Main Replacement: C&M agreement executed by both LWC and Town on 1-23-2023. Town submitted CMA to RIDOT for their execution on 1-24-2023. RIDOT fully executed agreement and transmitted to LWC and Town on February 9, 2023. RIDOT consultant: GM2 (formerly Gordon Archibald Engineers) to initiate water design coordination. Meeting scheduled for September 13, 2023.

- E. RI Infrastructure Bank RIIB:** - RIIB Municipal at an earlier date in the amount of \$100,000, which will be additional funding utilized for the School Street Water Main Project. Grant Agreement recently received by Town and transmitted to LWC for review. Grant agreement completed by LWC, signed by Town, and returned to RIIB on May 26<sup>th</sup>, for their final execution. Fully executed grant agreement received from RIIB during the month of June; on file with both LWC and the Town of Lincoln. No further administrative activity to report.

- F. Smith Street/Saylesville Water Main Improvements:** Two qualifications proposals were received on April 19<sup>th</sup> from two qualified civil/environmental engineering consultants in response to the RFQP issued for engineering services. Two firms are Pare Corporation and Environmental Partners. Interviews, selection and request for fee proposal to be completed within two weeks. Interviews held for consultant selection. To be discussed under New Business Item 1 la. Pare Corp. awarded contract at earlier date. Fee proposal and schedule to be discussed under New Business — Agenda Item 1 la. Fee proposal to be further discussed under Unfinished Business — Agenda Item 10g. Kick-off project meeting held with Pare on September 7, 2023.

- G. 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. No further administrative activity to report.

- a. Tank Sites Soil Remediation: To be discussed under Unfinished Business — Item 10d.

RI Water Resources Board — Annual Report: Annual Water Usage Report for FY23 due to RIWRB on August 18, 2023. Annual Report was completed and submitted to RIWRB on August 22, 2023 which was acceptable to RIWRB.

## 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 27<sup>th</sup>. Expired May 4<sup>th</sup>.

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. Only one additional application received in response to re-posting of job availability. Town HR will be assisting with scheduling of interviews. Two interviews conducted to date. Several applications more recently submitted through Indeed through Labor Day weekend. Applications/resumes still under review.

### 3. 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. Revised quotes requested from Calsen and Industrial Pump to include piping/valve replacement work. Preliminary budgetary pricing and scoping information to be used for future bidding packages.  
Pare Engineering preparing proposal for design and bidding of pump replacements.

### 4. 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 would be performed at Albion Road, High Service, Old River Road, and Manville tank sites. The fifth inspection will be conducted for the Westwood Rd. tank, which would be the last inspection performed later in the year, as it will require a tank draining for a suitable interior visual inspection.
- b. Second inspection quotation for the above services was recently requested at an earlier date from Liquid Engineering Corporation, but the quotation will not be submitted until the bidding package/RFP is issued.
- c. Inspection services RFP to be prepared by LWC and advertised/posted in connection with above. RFP still under development to be finalized and issued by September 15.

### 5. Operational — Maintenance: Instrumentation Control:

- a. UPS/Surge protection and computer for SCADA controls to be replaced. Quotations from Vertika16 and Harbor Controls were obtained and are being reviewed. Harbor Controls selected to furnish equipment and computer integration services. Harbor Controls is in the process of purchasing the new computer equipment for 'the upgraded SCADA control system.

Chairman Ken Booth asked if the SCADA control system is located in the LWC office, Lewis Prescott replied that was correct.

A motion was made by Commissioner Edward Fox and was seconded by Commissioner Louis Long to approve the consent agenda.

**Balance Sheet- Expenditure and Revenue Report- August 2023:**

Motion to accept by Commissioner Ed Fox, seconded by Commissioner Abigail Altabef. All in favor.

**A) Financial Report to Acting Town Finance Director- August 2023:**

Commissioner Abigail Altabef 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 – August 2023:**

Commissioner Ed Fox made a motion, seconded by Commissioner Louis Long to accept the Account Balance Report. All in favor.

**Direct Payments and Payables – August 2023:**

Commissioner Abigail Altabef made a motion, seconded by Commissioner Louis Long to accept the direct payments and payables. All in favor.

**Abatements**

**a) Regular Monthly Abatements**

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

**Unfinished Business:**

**1. Financial Advisor Services/Investment Strategies**

Robert Strom, Consultant relayed that on August 22<sup>nd</sup>, 2023 he had a meeting with Bank RI and meet with Vanessa Lampini to discuss the interest rate being too low. Also on August 31, 2023 he has second meeting with Carla Gabriel, Vanessa Lampini, Robert Anderson and Anna Nascimento for the presentation with the ICS Sweep.

Robert Strom stated so Bank RI are will to help us with their CD at \$250,000 and Money Market \$1,900,000 which approximately be \$2,000,000 combined at 4.5%. He will be meeting with Anna Nascimento on 09/25/2023 related to set up the ICS Sweep in Quickbooks.

A Commission Meeting Clerk – Louise Deneault

Anna Nascimento relayed that Louise will be the new clerk and will be taking the minutes during the Lincoln Water Commission's monthly meeting. All the Commissioners welcome Louise Deneault.

2. Meter Technology Office Demonstration  
Presentation scheduled with TI-Sale, date TBD.
3. Leak Detection Program Development  
Discussed under Superintendent Report
4. Soil Investigation Proposal – Albion, Manville, and Old River Road tank site  
Peter Grivers/VHB to send proposal regarding Site Investigation, to be reviewed on 10/11.
5. Water Service Material Specification Revision Update  
Needs to be approved at 10/11.
6. Employee Handbook – Paychex Updating Services  
Kenneth Booth recommended that the Town of Lincoln HR/Kathleen implement updating the employee handbook.
8. New Business
  - a. None

**Motion to adjourn: Commission Edward Fox,**

**Commissioner Louis Long: Seconds motion.**

**All in favor**

**Meeting adjourned at 7:07 p.m.**