

TOWN OF LINCOLN
Water Commission Meeting
October 11, 2023

Members Present:

Kenneth Booth, Chair **Lewis A Prescott III, Acting Superintendent**
Julie LaBreche, Secretary **Anna Nascimento, Administrative Assistant**
Abigail Altabef **Stephen Antonucci, Representing Town Solicitor**
Louis Long
Edward Fox – Absent

Call to order: Chairman Kenneth Booth called the meeting to order at 6:02 p.m.

Public Comment: None

Motion to accept the Consent Agenda:

- 1) Minutes of previous meeting:
 - A) September 13, 2023 – Regular Meeting*
 - B) *August 9, 2023 – Executive Session Minutes-Table it not ready, Anna Nascimento & Lewis Prescott not present.*
 - C) Account Transaction - September 2023
 - D) Capital Accounts – September 2023
 - E) Direct Payments and Payables – September 2023
 - F) Abatements – None
 - G) Account Transaction Report – September 2023
 - H) Correspondence* – September 2023

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

Superintendent Report of Daily Activity September 2023:

1. Administrative – Project Management:

- a. Water Rate (Cost of Services) Study: Public hearing was held on August 23, 2023. Initiated revisions to water usage rates and other applicable fees for implementation with October billing.

Recommended rate increase applied and implemented with October billings

- 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 – Agenda Item 10. New Item 1k. Added below for overall soil remediation at tank sites. No further administrative activity to report pending soil remediation at Manville tank site.
- 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. Pare Corp. working on conceptual design for emergency chlorination facilities at tank sites. Meeting with Pare Corp. held on August 3rd regarding same. Proposal for design of facilities prepared by Pare.
- d. RI Infrastructure Bank (RIIB): 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 26th 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. Bi-Annual RIIB grant progress report submitting 10/4/23
- e. Rhode Island Department of Transportation (RIDOT) - School St. Water Main Replacement: Meeting held September 13, 2023 with GMZ, R.I.D.O.T., LWC and town for design coordination.
- f. Smith Street/Saylesville Water Main Improvements: Two qualifications proposals were received on April 19th 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 11a. Pare Corp. awarded contract at earlier date. Fee proposal and schedule to be discussed under New Business – Agenda Item 11a. Fee proposal to be further discussed under Unfinished Business – Agenda Item 10g. Kick-off project meeting held with Pare on September 7, 2023. No new activities to report.

g. Tank Sites Soil Remediation: Currently awaiting new quotes for Manville and Albion Rd. tank sites only. Lewis Prescott received one quote. Remove soil remediation from Old River Rd. site. To be reviewed by Kenneth Booth and Lewis Prescott.

h. Vertikal 6 IT review security cost proposals.

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 was be July 21st. 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. 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. Two more interviews scheduled for Friday, October 13, 2023.

5. Operational – Maintenance: Pumping Stations:

- a. All three (3) pumping stations, Woonsocket emergency pump station and (5) tank sites checked daily
- b. Ran Providence Connector generator for power load test – Monthly exercise
- c. Pare Engineering preparing proposal for design and bidding of pump replacements for both the Old Louisquisset Pike and Albion Rd. booster stations

6. 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 has been prepared by LWC and advertised/posted in connection with above. RFP was finalized and issued by September 15th.

7. 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. 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.

Balance Sheet-Expenditure and Revenue Report-September 2023:

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

Account Balance Report-September 2023:

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

Direct Payments and Payables-September 2023:

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

Abatelements - None

Unfinished Business:

- a. Robert Strom met with Josh Guigliano from Citizens on 10/3/2023 to discuss diversity of assets. Mr. Strom expressed concern with investments. Citizens proposed moving funds into T-Bills, suggesting a layered approach in investments, allowing maturities to be staggered. Funds being available at different times. T-Bills would provide security and liquidity. Layering assets and maturity dates would provide opportunity to catch rising interest rates. Funds with BankRI would be in excess of 5 million. Discussion would be necessary with Finance Director.
- b. Meter Technology Office Demonstration – Joe Coulter still does not have a date for the Webinar.
- c. Leak Detection Program Development – Received quote for equipment, looking for more comprehensive quote.
- d. Soil Investigation Proposal – Received proposal from VHB regarding Manville and Old River Rd. tanks. A concern for lead was mentioned. VHB offered discount to do both tanks simultaneously. Old River Rd would likely go down 10'-12', involving DOH. This would also provide a benchmark for contractor down the road. DEM discussion required.
- e. Water Service Material Specification Revision Update – Table it, review for next meeting.
- f. Pare Corporation – Chlorine Injection Stations – \$150,000 is the cost for the proposal to do all the engineering work. They cannot do it all at once and it will take 6 months for the design.

New Business:

1. Quiet Title Action – John J Cullen vs State of Rhode Island and other Defendants
Process of reviewing, unclear on specifics, Chairman providing deed info to Town Attorney. Question location of water main, likely to involve survey.
2. Discussing the Recruitment of the new Superintendent
Water Commission position posted on Indeed and New England Waterworks. Chairman has modified requirements, including lessen financial expertise, replacing with budgeting experience.

Start at 6:55p.m.

EXECUTIVE SESSION

Motion to go into Executive Session (JL/LL).

Roll Call: Commissioner Julie LaBreche – yes, Commissioner Altabef – yes, Commissioner Long – yes, Commissioner Booth –yes.

Motion to come out of Executive Session (EdF/LL)

Motion to seal the minutes of Executive Session according to RIGL 42-46-7 (C) passed unanimously. (AA/JL)

Motion to allow Town Solicitor Steve Antonucci to act on what was discussed during the Executive Session (JL/LL)

Motion to adjourn: Commissioner Abigail Altabef,

Commissioner Julie LaBreche: Seconds motion.

All in favor

Meeting adjourned at 7:25 p.m.