

TOWN OF LINCOLN
Water Commission Meeting
November 8, 2023

Members Present:

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

Call to order: Chairman Kenneth Booth called the meeting to order at 6:01 p.m.

Public Comment: Resident Patricia Balestra, 25 Garwaine Dr., approached Board regarding quarterly water bill in excess of \$2,300.00, reflecting excessive usage. Ms. Balestra stated she has done her due diligence, attempting to locate a leak both inside the house and on the exterior property and has been told no leaks appear to exist. The water meter is in a pit, which she can't access. She is asking the LWC to investigate if there may be a meter issue. The Chair stated access to the meter would allow the LWC to download water activity usage. Resident was asked to contact Kristen Palardy at the LWC office to set up a site visit, for further investigation.

Motion to accept the Consent Agenda:

- 1) Minutes of previous meeting:
 - A) October 11, 2023 – Regular Meeting*
 - B) October 25, 2023 – Special Meeting
 - C) Capital Accounts – October 2023
 - D) Account Transaction Report – October 2023
 - E) Correspondence* – October 2023

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

August 9, 2023 – Executive Session Minutes - Table it
October 11, 2023 – Executive Session Minutes – Table it

Superintendent Report of Daily Activity October 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 has been reinstated into prior position as utility man, as of October 30, 2023. Completed utility labor position interviews and have accepted one applicant for employment as a utility man. 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.

3. Meter Readings:

- a. Monthly commercial accounts were read.

4. Water Testing:

- a. Five samples collected & analyzed weekly from specific locations as required by Department of Health & Environmental Protection Agency.
- b. Chlorine residual samples taken at five locations to comply with Safe Drinking Water Act requirements.
- c. Daily chlorine residuals taken at Providence Connection.
- d. Met with Providence Water for weekly samples & meter readings.
- e. Required monthly and quarterly sampling reports submitted to Rhode Island Department of Health.

5. Vehicles/Garages:

- a. Repaired portable compressor hose connections.

6. 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 - Working

7. Operational – Maintenance: Water Storage Tanks:

- a. Two bid proposals for tank inspection services currently under review. 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 Road 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.

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.*

8. 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. Work completed along with new backup power supply.

9. Miscellaneous System Field Activity:

- a. Charts picked up & delivered to office daily.
- b. Delivered Commissioner Packets.
- c. Made bank deposits, delivered mail to post office and worked on reports.
- d. Services and water mains were marked at 117 locations at the request of Dig Safe (Utilities & Contractors).

Superintendent Report of Daily Activity - October 2023:

Motion to accept by Commissioner Abigail Altabef, seconded by Commissioner Louis Long. All in favor.

Balance Sheet - Expenditure and Revenue Report - October 2023:

Motion to accept by Commissioner Julie LaBreche, seconded by Commissioner Abigail Altabef. All in favor.

Financial Report to Town Finance Director – October 2023:

Motion to accept by Commissioner Abigail Altabef, seconded by Commissioner Louis Long. All in favor.

Account Balance Report – October 2023:

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

Direct Payment and Payables – October 2023:

Motion to accept by Commissioner Julie LaBreche, seconded by Commissioner Abigail Altabef. All in favor.

Abatements: Regular Monthly Abatements

Motion to accept by Commissioner Abigail Altabef, seconded by Commissioner Julie LaBreche. All in favor.

10. Unfinished Business:

- a. Update for recruitment of the new Superintendent - Candidate expressed interest, Chair spoke to candidate. Candidate is awaiting response on position in Maine. Advertising to continue.
- b. *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. Mr. Prescott has proposals for engineering work, looking to sign next week.*
- c. Water Service Material Specification Revision Update – No updates, Chair looking to review with Mr. Prescott looking. Update rules and regulations, rate increase on water consumption. Also need to review

other services for possible increases in an effort to capture ongoing increases.

- d. 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.* Moving forward with Pare.

11. New Business:

- a. Vote on a Signatory for the Lincoln Water Commission
Chair Kenneth Booth mentioned that Bob Strom Consultant and Joshua Giuliano from Citizens Investment meet with regarding turning securities to more liquid option (cash) in October. Joshua Giuliano from Citizens Investment will need authorization in writing to transfer the funds into Treasury Bills.

The Board discussed language required regarding Signatory, Town Solicitor, Stephen Antonucci suggested “The Acting Superintendent Designee, to act as Signatory with approval of Lincoln Water Commission as well as Town Finance Director.

A motion was made by Commissioner Abigail Altabef to allow the Lincoln Water Commission Lewis Prescott III the Acting Superintendent on the Designee to act as the Signatory along with John Cimino the Town Finance Director, seconded by Commissioner Julie LaBreche. All in favor.

Motion to adjourn: Commissioner Edward Fox,

Commissioner Julie LaBreche: Seconds motion.

All in favor

Meeting adjourned at 6:40 p.m.