TOWN OF LINCOLN
Water Commission Meeting
April 10, 2024

Members Present:

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

Call to order: Chairman Kenneth Booth called the meeting to order at 6:10 p.m.

Public Comment: None

Motion to accept the Consent Agenda:

1) Minutes of previous meeting:
   - A) March 13, 2024 – Regular Meeting*
   - B) February 14, 2024 – Executive Session Minutes (Tabled)
   - C) March 13, 2024 - Executive Session Minutes (Tabled)
   - D) Capital Accounts – March 2024*
   - E) Account Transaction Report – March 2024*

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

Executive Session Minutes

Commissioner Abigail Altabef made a motion, seconded by Commissioner Louis Long to approve the August 9, 2023 executive session minutes. All in favor.

Superintendent Report of Daily Activity March 2024:

1. **Administrative – Project Management:**

   a. Rhode Island Department of Transportation (RIDOT) - School St. Water Main Replacement: Working on a financial plan for the project.

Chair Ken Booth relayed that Lewis Prescott was not able to attend the meeting so he is going to touch base on the Superintendent report. Since his last meeting, Bob Strom their financial advisor reviewed their Financial & Capital Expenditure debt. Based on that he provided them with a correspondence they have in front of them.

The Estimate for the project is between 1.84 million and the original estimate were $750,000 and they signed the agreement with them. They had Pare Engineering checked on that 1.84 million and that is close to what they found. The weakness was from the original estimate not their final number. In addition, Lewis and he reviewed the plan and they were also things from the plan when it comes to DOT the road project design their own water replacement. His goal is if they are going to pave School Street, they want everything underneath to be brought up to date. Also, not to leave some weakness that they might have to repair in 4-5 years. Based on that he sent this letter to DOT to say they can commit a million dollar. The problem would be the remaining funds because of this timing that came up, it is on the approved priority list with the Infrastructure Bank. Therefore they are in process, Lewis and he will need to sit down within a couple of weeks and they need to approve the request the following year to get this project down the list. But it won't be approved on the list until probably June and also DOT wanted this project in April.

Once they have the plans completed, all the plans are done then they have to submit a package to the Department of Health. Where they will all review those plan to make sure they meet all the water quality standard on they are going to use the money for. And that review process will take in 6-8 months once they get the DOT design engineer and handle the plans to them. Basically, in the letter he said they will provide them 1 million dollar and they would need to submit 50% from that million so that would ties to the legislation that passed 2 years ago. Per Commissioner Abigail Altabef question, Chair Ken Booth replied that he sent the letter due to a timing issue as they moved forward it is part of the equation. *Met with Pare on Monday, April 8th for project status. Preliminary plans are available. Town looking to do drainage work. Plans expected by late spring. DOH review will follow. Town has approved bond for Rescue Station tank project. Pare to provide Site Plans. Considered a large project due to size of tank excavation. Two pump stations (one out of service). Pare to design refurbishing pump station plans. Westwood Road tank has outlived its usefulness, looking into options.*

b. Approval of Vertikal 6 IT review security cost proposals. Town IT reviewed and finds cost proposals in line and recommends implementing security "add-on" proposals. Decision to move forward and Vertikal 6 was given authorization to implement "add on" security

Chair Ken Booth relayed that Vertikal 6 is their consultant also asked Anna Nascimento if they had their meeting with them. Anna Nascimento replied not yet since Lewis, Cory and the person that was doing the meeting Steve they were not available so the meeting will be schedule on Mach 19, 2024. Chair Ken Booth expressed that Cory is their consultant is involved and they are numbered of items to be purchased that are enhanced in security. Also it was approved which they are for the employees after the training to make sure it was adapted well. Therefore, they do need the security enhancement on that and working with the Town so they ae in sync with them. He thinks it is a good improvement to the system. *We are awaiting updated cost.*

Couple of Issues:

Chair Ken Booth relayed that Lewis meet with Pare Engineering in providing their mapping so he requested a proposal from them. If they recall they had requested a hydraulic module for an electronic map from them and we have it in the office hanging on the wall. The crew had their own tablet and they are working on going with electronic mapping.
Awaiting a proposal from Pare, and it is not expected to be a high fee since it was previously completed, from their database. The 2nd proposal requested from Pare was a new platform instead of being available of one set. And he came up with was to request from Pare was for the new tank design not the full of it but the concept of it. Because the Town Administrator and Phil Gould have contacted him to include them if he had any item that they would need. Since Senator Reed had sent them a request for any items that they would need funding. Chair Ken wrote a synopses on the tank for 3 million dollar for that. In talking with Pare to validate that was 3 years ago it might be 3.5 million. So Pare can look into that and if they can look at this piece of land to determine where the tank can fit. Since the Town has passed the bond issue to put a new rescue over here.

2. **Administrative – Personnel:** None

3. **Meter Readings:**

a. Quarterly residential and monthly commercial accounts were read.

4. **<u>Water Testing:</u>**

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
f. DBPR water samples collected and delivered to lab. (Disinfection By-Products Sampling)

Superintendent Report of Daily Activity – March 2024:
Motion to accept by Commissioner **Louis Long**, seconded by **Ed Fox** Commissioner. All in favor.

Balance Sheet - Expenditure and Revenue Report – March 2024:
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Ed Fox**. All in favor.

Commissioner Julie Labreche questioned on line item 651-115 being over budgeted. Anna Nascimento replied since the Board approve this line item for $11,000. In addition, they did not put into consideration that the employer have to contribute to Voya weekly for 52 weeks. Therefore, the amount budget was under estimated. In my previous year, the employer contribution for the staff are usually submitted at the end of each fiscal year.
Commissioner Julie Labreche stated her 2nd question is in regard to the sales tax account 140-107 being at a negative balance. Anna Nascimento explained that the RI Division of Taxation have set up a new way to submit the annual reconciliation monthly with the sales tax payment each month. Since December of 2022, the annual reconciliation are no longer done at the end of the year. Also there were 2 invoices to be paid one with total amount due $60,267 and second for $47,702 and the RI Division of Taxation will be in the office on March 28, 2024 to conduct an tax audit from 2021 thru 2024. *Follow up from Commissioner Julie LaBreche regarding line items in budget, Anna Nascimento*

replied. Basically, some of the line items are problematic due to our fiscal year schedule.

Financial Report to Town Acting Finance Director – March 2024:
Motion to accept by Commissioner **Abigail Altabef**, seconded by Commissioner **Louis Long**. All in favor.

Account Balance Report – March 2024:
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Abigail Altabef.** All in favor.

Direct Payment and Payables – March 2024:
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Ed Fox**. All in favor.

Abatements: None

Correspondence:

a. Liuna-National (Industrial) Pension Fund

10. <u>Unfinished Business:</u>

a. Water Revenue Discussion-Chairman Booth met with Dave Bebyn at the office. He also sat down with Linda Walker Billing Clerk to revise the record for the unit and gallon. The Lincoln Water Commission bill differently since they sell by unit. Dave Bebyn is working on it by next meeting he will have an answer. *We currently charge the same service fee for a single family dwelling as a multifamily/multiunit dwellings. We need to capture a higher service fee for multifamily/multiunit dwellings are losing revenue and need to capture this lost revenue.*

b. Requested Approval of Tank Inspection Services – Ken Booth Chair relayed that he sat down with Lewis. They had a bid with only two responses. *Both proposals were non-compliant.*

*Vote to rescind proposals: Motion made by Commissioner **Ed Fox,** seconded by Commissioner **Julie LaBreche** to reject the two bids and resubmit a new request.* All *in favor, one nay **Abigail Altabef**.*

c. Fairgrounds Water Supply – Ken Booth, Chair expressed they spoke about it at the last meeting. But they did have paperwork for approval and he spoke to the Town Planning they had to have a well at the locations. Ken Booth, Chair relayed he is not going to allow water sprinkler to be installed. Therefore they lost a lot of revenue instead of installing ODD/EVEN in mid-June this year.

d. School Street Project Updates – Ken Booth, Chair stated that the Application to RIDOT to partner is pending with the Town Council approval to move forward with project. Since they previously submitted the amount of $750,000 for the cost for the School Street and it was under estimate. So he checked with the RI Infrastructure Bank but the cost is at 1.85 million for the project.

*Motion to proceed with the application with RIDOT successful and upon approval, approve and to move forward with the Town Council made by Commissioner **Ed Fox** seconded by Julie **LaBreche**, all in favor, one nay, **Abigail Altabef**.*

11. New Business:
    a. Paychex – Pricing increase notification

Anna Nascimento relayed that it is just for their information and will follow up at the next meeting with what the increase cost will be.

12. Claims:
    a. None

13. News Articles
    a. None

14. Seek to Adjourn to Executive Session According to RGIL 42-46-5(a)(1)
    a. Personnel
    b. Work session pertaining to collective bargaining with Laborers Local#1033 pursuant to RIGL 42-26-5(a)(2)"

Start at 7:14 p.m.

EXECUTIVE SESSION

Motion to go into Executive Session (JL/LL)

Roll Call: Commissioner Julie LaBreche – yes, Commissioner Ed Fox – yes, Commissioner Abigail Altabef - yes, Commissioner Louis Long – yes, Commissioner Ken Booth – yes.
Motion to come out of Executive Session (EF/AA)
Motion to seal the minutes of Executive Session according to RIGL 42-46-7 (c) passed unanimously. (EF/AA)

Close Executive Session at 7:44 p.m.

Motion to adjourn: Commissioner Ed Fox,

Commissioner Julie LaBreche: Seconds motion.

All in favor

Meeting adjourned at 7:45p.m.