

TOWN OF LINCOLN
Water Commission Meeting
May 8, 2024

Members Present:

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

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

Public Comment: Lincoln resident David Hart requested the fire hydrants be painted, Ken Booth, Chair stated hydrant painting would be addressed.

Motion to accept the Consent Agenda:

- 1) Minutes of previous meeting:
 - A) April 10, 2024 – Regular Meeting*
 - B) March 13, 2024 - Executive Session Minutes (Tabled)

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 **Louis Long** made a motion, seconded by Commissioner **Ed Fox** to approve the February 14, 2024 executive session minutes. All in favor.
Commissioner **Julie LaBreche** abstained as she was not at the meeting.

Superintendent Report of Daily Activity April 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.

Working on financial status of project, plans are 90% complete. *Project will likely be expanded. Recovery plan in the works, Water Commission likely*

eligible for bridge/maintenance plan. This change would allow process to move more quickly(Spring 2025). Loan on track for this project, Town would have to address water main issue for State to do their part.

Commissioner Julie LaBreche asks if they are getting a loan or a grant. Chairman Ken Booth replied a loan since they are unable to get a grant.

- 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 approved and Vertikal 6 was given authorization to implement “add on” security. *We are awaiting updated cost.*

2. **Administrative – Personnel:** None

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

5. **Vehicles/Garages:**

- a. Monthly commercial accounts were read.

6. Operational – Maintenance: Pumping Stations:

- a. All three (3) pumping stations, Woonsocket emergency pump station and five (5) tank sites checked daily.
- b. Ran generators.
- c. Replaced air filters in the VFD control panel at Albion Rd.

7. Operational – Maintenance: Water Storage Tanks:

- a. Old River Rd. and Manville tank sites soil remediation project letters sent to abutters.

8. Operational – Maintenance: Instrumentation Control:

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 203 locations at the request of Dig Safe (Utilities and Contractors).
- e. Emergency Dig Safe responses: 5
- f. Checked curbstops: 4
- g. Fire flow test performed at the following locations: Walker Lofts

Superintendent Report of Daily Activity – April 2024:

Motion to accept by Commissioner **Louis Long**, seconded by **Ed Fox** Commissioner. All in favor.

Balance Sheet - Expenditure and Revenue Report – April 2024:

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

Financial Report to Town Acting Finance Director – April 2024:

Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Ed Fox**. All in favor.

Account Balance Report – April 2024:

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

Direct Payment and Payables – April 2024:

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

Abatements:

- a. Regular Monthly Abatements

Motion to accept by Commissioner **Ed Fox**, seconded by Commissioner **Louis Long**. All in favor.

Correspondence:

- a. None

10. Unfinished Business:

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. He 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 we need to capture this lost revenue. *Dave Begin (consultant) to begin review next week. Commissioner Julie LaBreche and Anna Nascimento working with CSI on billing system. System as it exists would result in a significant revenue loss. We need to modify billing to reflect units in a more favorable revenue manner.*

b. 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. *Pare to modify plans to reflect changes.*

c. 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.

d. Paychex – Pricing Notification effective April 26, 2024

Chairman Ken Booth relayed that the staff get paid weekly but the Town of Lincoln process payroll by weekly. It will be something to discuss later on with the price increase.

11. New Business:

a. Draft (Preliminary) budget FY 2024/2025

Chairman Ken Booth relayed that the RI Division of Taxation are still working with their Sales Tax Audit. Bob Strom is coming to sit with Anna Nascimento and he can structure their short fall.

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

Start at 6:25 p.m.

EXECUTIVE SESSION

Motion to go into Executive Session (EdF/LL)

Roll Call: Commissioner– Ed Fox yes, Commissioner Julie LaBreche– yes, Commissioner Louis Long – yes, Commissioner Ken Booth – yes.

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

Motion to seal the minutes of Executive Session according to RIGL 42-46-7 (c) passed unanimously. (EdF/LL)

Close Executive Session at 7:07 p.m.

Motion to adjourn: Commissioner Julie LaBreche,

Commissioner: Ed Fox Second's motion.

All in favor

Meeting adjourned at 7:08p.m.