**TOWN OF LINCOLN**
**Water Commission Meeting**
**August 14, 2024**

**<u>Members Present</u>:**

**Kenneth Booth, Chair**
**Julie LaBreche, Secretary**
**Ed Fox**
**Louis Long**
**Edward Sliney**

**Lewis A Prescott III, Acting Superintendent**
**Stephen Antonucci, Town Solicitor**
**Anna Nascimento, Administrative Assistant**

**<u>Call to order</u>: Chairman Kenneth Booth called the meeting to order at 6:01 p.m.**

**Public Comment:** None

A motion was made by Commissioner Julie LaBreche to pull out July 10, 2024 Regular Minutes, July 10, 2024 Executive Minutes, Capital Accounts and was seconded by Commissioner Louis Long.
Commissioner Julie LaBreche's request to pull out Capital Accounts from Consent agenda and add her concerns on the funds available for new vehicles not being used. Her primary concern being the current condition of our vehicles. Chairman Booth responded, Specifications are required to determine what vehicles would best suit our needs. Currently looking for 2 vehicles, cost will be the major factor.

**<u>Motion to accept the Consent Agenda</u>:**

1) Minutes of previous meeting:
   A) June 25, 2024 – Special Water Commission Meeting
   B) July 10, 2024 –Regular Meeting*
   C) *Account Transaction* *

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

Executive Session Minutes
Commissioner **Julie LaBreche** made a motion, seconded by Commissioner **Ed Fox** to pull July 10, 2024 Executive Minutes for discussion in Executive Session. All in favor.

**Superintendent Report of Daily Activity July 2024:**

1. **Administrative – Project Management:**

    a. Rhode Island Department of Transportation (RIDOT) - School St. Water Main Replacement: Working on approval of a financial plan for the project, through RIDOT.
    b. Budget Preparation for 2024-2025 fiscal year. Has been completed and budget approved.
    c. R.I. Energy in process of checking groundings for U.G. Electric on Lincoln Meadows Drive.
    d. Lead line inventory survey – working with Pare Corp. to complete the required survey for the RIDOH program.

2. **Administrative – Personnel:**

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. **27 Lincoln Meadows Dr. – delivered two (2) cases of water and dropped off sample bottle. Sample bottle was picked up and dropped off at the lab. Awaiting results – lab equipment being repaired.**

5. **<u>Vehicles/Garages:</u>**

   a. Vehicle and dump truck maintenance/compressor maintenance – performing assessments of equipment, in need of repair or replacement.
   b. Plate Compactor sent out for repairs and returned ok.

6. **<u>Operational – Maintenance: Pumping Stations:</u>**

   a. ***All three (3) pumping stations, Woonsocket emergency pump station and five (5) tank sites checked daily.***
   b. Inspected #3 motor/pump at Providence Connector for vibration/noise. Taken off line for bearing noise and overheating. Arrangements to remove pump for service in the works – will perform this work in early fall.
   c. Albion Rd. pump #1 running, issue has been remedied. Adjusted speed settings.
   d. Albion Rd. booster station – Lightship Group troubleshooting issue with generator transfer switch. Repairs completed – Test ran generator-ok.
   e. Grounds keeping at stations.

7. **<u>Operational – Maintenance: Water Storage Tanks:</u>**

   a. Old River Rd. and Manville tank sites soil remediation project. Submitted Site Investigation Reports with signed certification page to RIDEM for review and approval.

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

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

a. **Financial Report to Town Acting Finance Director – July 2024:** Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Louis Long**. All in favor.

**Account Balance Report – July 2024:**
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Louis Long.** All in favor.

**Capitol Accounts – July 2024***
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Louis Long**. All in favor.

**Direct Payment and Payables – July 2024:**
Motion to accept by Commissioner **Julie LaBreche**, seconded by Commissioner **Louis Long**. All in favor.

**Abatements:**
Motion to approve Regular Monthly Abatement by Commissioner **Julie Labreche**, seconded by Commissioner **Louis Long**. All in favor.

**Correspondence:**

a. 2024-2025 Trust Safety Grants & Scholarship Information
*Acting Superintendent stated application was made, no response as of yet. He will work with Anna Nascimento on a resubmittal.*
b. Nextera Energy
*Our contract is due to expire on August 31, 2024, either we renew or find a new vendor. Chairman Booth suggested that Lewis Prescott reach out to John Cimino Town Finance Director for guidance.*

10. Unfinished Business:

***a.*** **Water Revenue Discussion**

*a.* 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 Bebyn (consultant) to begin review next week. Chairman Booth 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. Bob Strom will meet with Anna Nascimento, over the next couple of weeks.  Last year we were able to cover increases via Capital Budget, no significant increase in any one item.  Excess monies to be rolled over to new budget.  On revenue side, there's been an overestimation of water sales revenue.  Prior year's budget doesn't reflect actual numbers.  Bob Strom will review and advise.  New budget date set at 7/1/24.  Board will need to meet to discuss.  Bob Strom will make himself available next week.  Board to meet on June 25th to finalize budget.  Issue continues with our billing process.  Dave Bebyn looking to other options available, waiting to hear from him.  *Waiting for Dave Bebyn to get back to us.*

b. **Saylesville Project Updates**
    a. Pare Engineering provided plans for review.  Once reviewed and approved, we will submit to the RIDOH.  A 6-8 month review time is anticipated. *Soil remediation nearing stage to put out for bid.*

c. **School Street Project Updates**
    a. Currently awaiting State input on final design.  Working with RIDOT for status of plans.

d. **Smith Street Project Update**
    a. Currently awaiting State input on final design.  Working with RIDOT for status of plans.  *Looking to replace old water mains.*
    b.

    *Commissioner Fox requested report on staff time off, in an effort to better manage time off and better manage utilizing staff to put time into projects of importance vs. ground maintenance, i.e. grass mowing, etc. Acting Superintendent Lewis Prescott, stated the bulk of* *the issue is they are short staffed. Chairman Booth suggested working with Anna Nascimento on obtaining the report.*

11. New Business:

a. **Lead Copper Study Proposal**

Federal EPA requirement to do full review re: Lead. Pare has been contacted to obtain proposal. Pare cannot provide this service (per Federal regulations) but will out-source to a company based in Utah, estimated cost is approximately $38,000. Records need to be reviewed, a physical visit to properties will be required. Pare has contacted Utah based Company for requirements. Stephen Antonucci, Town Solicitor questioned if the Utah requirements would cover the RI requirements. Pare assisting us to create platform, allowing for public viewing. Once completed, we can work on verifying information, anticipate 1-2 years. *Pare has contacted the EPA, new regulations are in place. Each older residential property will have to be investigated for copper pipe history. Investigation needs to be completed by October 16, 2024. Software package is currently being developed.*

b. **Manville Well Station**

Chairman Ken Booth was contacted approximately a month ago by the Manville representative. Well is not being used but the building remains along with the pump and piping. We are not on board with updating building, for other uses. Town concerns for liability issues arising, from a new use. Water Commission will move forward with obtaining proposal to demolish building. A discussion on a possible future use is also being discussed. *Old well has been abandoned, Blackstone Valley Watershed requesting easement for use. Lewis Prescott, Acting Superintendent will get cost to demolish.*

12. Claims:

a. None

13. <u>News Articles</u>
    a. None

14. Seek to Adjourn to Executive Session According to RGIL 42-46-5(a)(1)
    (a) (1) Session pertaining to collective bargaining

    b. Personnel
    c. Collective Bargain Agreement – Local 1033 Discussion

**<u>Start at 6:36 p.m.</u>**

**EXECUTIVE SESSION**

Motion to go into Executive Session (JL/EdF)

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

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

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

*Motion made by Commissioner Edward Sliney to allow Stephen Antonucci, Town Solicitor and Lewis Prescott III, Acting Superintendent to act and rectify the CBA contract seconded by Edward Fox.*

**<u>Come out of Executive Session at 8:24 p.m.</u>**

**Motion to adjourn: Commissioner Ed Fox,**

**Commissioner: Louis Long second's motion.**

**All in favor**

**Meeting adjourned at 8:26 p.m.**