

LINCOLN WATER COMMISSIONERS

May 12, 2021

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Town Hall with Commissioners Edward Fox, Edward Sliney, Acting Chairman Julie Labreche and Louis Long present. , Eric Fox was absent. Also, present were Assistant to the Superintendent Lewis Prescott, Anna Nascimento and Legal Counsel Stephen Antonucci. The meeting was called to order at 6:00 p.m.

PUBLIC COMMENT –None

CONSENT AGENDA

Motion to approve the Consent Agenda passed unanimously. (LL/EdF)

The following items were approved with the consent agenda for the May 12, 2021 meeting:

April 14, 2021 Regular Meeting Minutes

Capital Accounts –April 2021

Account Transaction Report – April 2021

The meeting returned to the regular order of business.

January 13, 2021 – EXECUTIVE SESSION MINUTES

Acting Chairman Labreche relayed that the minutes were not available. - Table it until the next meeting

February 19, 2021 – EXECUTIVE SESSION MINUTES

Acting Chairman Labreche relayed that the minutes were not available. - Table it until the next meeting

March 10, 2021 – EXECUTIVE SESSION MINUTES

Acting Chairman Labreche relayed that the minutes were not available. - Table it until the next meeting

April 14, 2021 – EXECUTIVE SESSION MINUTES

Acting Chairman Labreche relayed that the minutes were not available. – Table it until the next meeting

SUPERINTENDENT REPORT OF DAILY ACTIVITY

Assistant to the Superintendent Prescott stated he had few items that he would like to relay:

- He is happy to report; we have not had any water main break for the month of April
- Bouthillette Development their water lines installations are completed (Mains & six 1" copper tubing services).
- Cullen/Wipple Development – Perform inspections for their water main installation & repair "Due to incorrect installations without an inspector.
- Mill Town place condominiums – Manville request for water. Pare Engineering Corporation to perform an Hydraulic Analysis
- Jeff Shayer should return to work in a couple of weeks.

Motion to accept the Superintendent's report passed unanimously (EdF/LL)

MONTHLY FINANCIAL REPORT

The April 2021 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of April 2021 passed unanimously (EdF/LL)

FINANCIAL REPORT TO TOWN FINANCE DIRECTOR

Motion to send the April 2021 financial status report summary to the Town Finance Director passed unanimously. (EdF/LL)

OUTSTANDING BALANCE REPORT

The April 2021 Account Balance report was presented to the Board for approval.

Motion to accept the Account Balance Report for the month of April 2021 passed unanimously. (LL/EdF)

CAPITAL ACCOUNTS

Motion to approve the capital accounts report for the month of April 2021 was passed unanimously. (LL/EdF)

MONTHLY INVOICES

Motion to approve payment of the April 2021 Accounts Payable in the amount of \$229,059.43 as well as Direct Payments in the amount of \$273,521.11 passed unanimously. (LL/EdS)

ABATEMENTS-

Monthly Abatements were passed unanimously. (EdS/LL)

ACCOUNT TRANSACTION REPORT

The Account Transaction Report was passed with the Consent Agenda and will be placed on file.

CORRESPONDENCE

a. LWC Payroll Processing

Acting Chairman Labreche asks if she could question the motion. Mr. Antonucci replied sure she could. Acting Chairman Labreche expressed that she is just thinking of what Lewis just said as far as whatever way it should but it does not include adding vacation or sick time to the employee's vacation banks. Since Lewis asks if we can give them 5 extra vacation days to cover that week or sick days she is just wants to clarify that before the motion is passed. Commissioner Fox suggested that Anna or Lewis to informed the staff tomorrow or as soon as possible so, they know it is coming.

Motion to change the payroll processing from the week to start on Monday and ending on Sunday and to be paid the following Friday and to allow Anna and Lewis to do to whatever needs to be done by Paychex to get this done starting the new fiscal year passed unanimously (EdF/EdS)

b. LIUNA National (Industrial) Pension Fund – 2020 Plan Year Notice

UNFINISHED BUSINESS –

a. None

NEW BUSINESS

a. Draft Budget FY 21-22

Motion to move 11a down after 12a be done passed unanimously (EdF/LL)

Acting Chairman Labreche expressed to return to line item 11a and she does not know the easy way to do it. Commissioner Fox said we usually do line by line. Acting Chairman Labreche said ok.

ADMINISTRATIVE APPROPRIATIONS

Detail 010- Commissioners Salaries – The annual salary is set per ordinance by the Town Council according to the Town Charter. There are no changes to this line item.

Detail 020- Salaries/Administrative –Acting Chairman Labreche said this line was increased by \$105,000. Ms. Nascimento relayed that the detail sheet is the proposed salary of \$105,000 for the new Superintendent vacant position which was requested by Commissioner Fox but if they would like they are more than welcome to change it. Commissioner Fox said not knowing so he think we carry \$90,000 last year. Anna replied yes it was at \$90,000. Commissioner Fox expressed why we not carry more so we have the money when we start hiring. Commissioner Sliney asks it also have the increase that Lewis got right. Anna replied the Assistant to the Superintendent Prescott salary reflect with a 3% increase per his contract effective 07/01/2021.

Detail 030 – Expenses – set at \$3,000. There are no changes to this line item.

Detail – 040 – Salaries/Office – Ms. Nascimento explained that is everyone was given a 2% increase to match what had been negotiated in the Union Contract for the field crew.

Commissioner Fox said he has a question on that line item we are carrying over \$57,000 for a Senior Clerk, which we do not have. In addition, what he did today since he had a few minutes, he talk to Jenna to ask her what her attention were because she is part-time. First, he asked the girls what they would think before we were deciding of keeping her and they are very happy with her. So he did asks her what her intention were she said she wants to do 20 years with Lincoln Water and she said she is very happy. Therefore, he explained instead of carrying \$65,000 for a Senior Clerk, which we do not have why we do not we put some on Jenna's salary and give her more hours and she is only working 20 hours a week. Commissioner Sliney asks does she want to work more hours. Commissioner Fox expressed that she has 2 children also she is by herself also she has to work on Sunday to make ends meet so she said if she can get more hours she can make money. Acting Chairman Labreche asks if there is enough work for her to work all this hours. Commissioner Fox said he checked with Anna and Lewis, they replied yes. Anna explain right now what she would like if for her to train for billing since it is a very demanding job which she specifically told her in order for her to be full time for Linda's position. She will need to be present for July 1 billing, October 1 billing, January 2 billing and April 1 billing she has to be present. Therefore, she is unable to take vacation during that whole week. The billing need to be process each week and each quarter. In addition, if she can be present during those billing cycle then we will not have any problem with her. Commissioner Sliney asks if he is thinking of getting her 40 hours. Ed. Anna replied no what Jenna said she will not be able to start at 7:30am but she will be able to start at 8:30am. Anna expressed that she started working at Lincoln Water the same hours at 20 hours since she has two kids and needed to bring them to school in the morning. Therefore, she started from 8:30am to 4pm, which was 35 hours a week as Full time. Lewis replied she would like to work from 8:30am to 3:30pm. Commissioner Sliney questioned do we have to pick up health care. Commissioner Fox replied no she has her own health care and she is under the State Health Care so we would not have to pay health care. Acting Chairman Labreche asks does that cover her based on her annual income the State Health Care. Commissioner Fox explained no since her fiancé passed away so she is left with two children so she went to the State and they offer her different aid so they pay her for health care. She said she would not need health care. Lewis explained that she is not concerned at this time she has health care coverage thru the State so she must be a formal Obama Care. Commissioner Fox expressed he just thought instead of carrying \$57,000, add \$20,000 to Jenna's pay and save that \$30,000 for none budget. Anna expressed so when Linda's retires we will need to hire another part-time to answer the phone. Lewis replied that is three and half years from now. Anna said she is just say down the road we might have to hire a new employee. Commissioner Fox stated the thing is he did not mean to go over the Commissioners head it is just that he saw this number and he knew we were going over the budget so he actually went to found out her attention were so we could straighten that line item. Anna said ok. Commissioner

Sliney expressed he understand and it does make sense to increase her pay and give her more hours. Lewis expressed you will be prune about keeping her; she will be a good replacement for Linda she is a good worker. Commissioner Sliney said so you are going to reduce the salary by \$20,000. Acting Chairman Labreche asks how many hours she is working right now. Anna replied 20 hours. Acting Chairman Labreche also asks are we talking about just giving her more hours or giving her a higher pay. Commissioner Fox stated no only more hours. Acting Superintendent Prescott replied 35 hours or so. Anna expressed she is currently working 20 hours we can give her another 15 hours only if she wanted to. Acting Superintendent Prescott stated we are somewhat flexible whatever fits her schedule. Anna said some days she comes earlier at 9:30am instead of 10am when she is has an appointment. Acting Superintendent Prescott relayed that is what we did with Anna when she started. Ms. Nascimento replied she was working 10am to 2pm then she switch from 8:30 a.m. to 4 p.m. Commissioner Fox say so add \$20,000 to Jenna's salary and remove whatever is left from that \$57,283.20. Miss Nascimento replied ok she would do so.

Detail – 050- Pension Funds – set at \$141,460.00. There are no changes to this line item.

Detail – 060 – Maintenance Office Equipment - There are no changes to this line item.

Detail – 070 – Insurance – Acting Chairman Labreche relayed this is a propose figures. Commissioner Sliney asks is that because we had many claims? Ms. Nascimento replied no, last year she received those figures and the total estimate was \$83,830. In addition, she received an invoice for Audit PY2019/2020 and Property & Liability adjustment which total \$9,414 so she only budgeted \$8,000 also we already spent \$91,858. She also relayed that she received those figures from the Trust for the coming year over the phone and will receive a copy of the policy by mid-June or July. This line item is set at \$88,963.00.

Detail – 080 – Stationary and Supplies – Acting Chairman Labreche said on Stationary this line item went down \$1,550 so envelopes and the Valley Breeze went down and she is fine with that. set at \$6,600. There are no changes to this line item.

Detail – 090- Postage – Commissioner Fox stated that is question on quarterly and monthly billing and he thinks he asks Anna he also forgot what she had told him the difference. Ms. Nascimento replied the differences is from the quarterly and the monthly is that the monthly is the 48 account and quarterly is the 49 account which are done in house so we use our meter postage and the residential are done by Cathedral which is our Third party billing and they charge us by the bulk. Therefore, we have approximately 6,000 customers each quarters so each billing cycle cost approximately \$2,323. Commissioner Fox said just a question why it is not done in house. Ms. Nascimento replied it use to be done in house. In addition, she is not sure why it was changed but we have Neopost/Quadiant posting machine and we pay the rental fees. In addition, we can change it as an upgrade for a better one and do everything in house so the prior Superintendent expressed that we would spend more money on

purchasing envelopes and paper by doing it in house. Commissioner Sliney asks if we have the manpower. Ms. Nascimento replied we could do it because she had found a postage machine from the same company that can process 1,500 bills per hour, which we have, 6,000 bills. Commissioner Fox asks are you saying we can or cannot do it. Ms. Nascimento said yes and the only thing that the person will need to do is sit at her desk because she will need to program the machine and the machine will fold the bills, insert in the envelope and add postage and she can still complete her other work while the machine is working. Acting Superintendent Prescott asks when she said she found a machine. Ms. Nascimento expressed she had found a better postage machine which it is from the same company Neopost/Quadient. Acting Superintendent Prescott was it \$10,000. Ms. Nascimento replied probably also we have the CCR report so we can rent the machine and do our on folding and inserting in house and we do not have to pay another fees. Acting Superintendent explained that the last time he did not send in on time and we had a violation. Miss Nascimento said we paid a lot of money too. Acting Superintendent expressed that they are going to do a separate mailing. Commissioner Fox inquires if we have this machine. Miss Nascimento replied we did not buy it and we have a regular postage meter machine right now. Commissioner Fox question in order to do in house residential billing we will need purchase a new machine. Miss Nascimento replied we can either purchase one or rent a new machine that what the equipment does is all the folding, they insert in the envelopes and do the postage on each envelopes print out all the mailing labels. Commissioner Fox said could we leave those two line items out for now. Also kindly get a price for the cost of this machine the cost to buy or to rent. He means if it is going to save us \$13,000 a year or almost \$14,000. Acting Superintendent Prescott explain let say we spend that much on purchasing it and now you only purchase the envelopes and not doing the work. Therefore, Miss Nascimento expressed that we pay Cathedral approximately \$10,000 a year and we pay a separate fees approximately \$700 each quarter for printing and processing fees. Acting Superintendent Prescott asks it cost approximately \$2,500 a quarter. Miss Nascimento replied it cost \$2,323.02 each quarter. Acting Chairman Labreche said so right now, we are paying obviously somebody to print the invoices and that is something we can do in house. Miss Nascimento replied we had a prior billing clerk and was printing the bills in house since we were billing every customers every six months so she will print each district separately. For example for district 1 she will sent one bulk to the post office then she will sent the second bulk for district 2, then the third bulk for District 3 and finally the fourth bulk for District 6 they were all mailed in different. So one of the crew person will bring the bulk to the post office since the envelope were metered. Acting Chairman Labreche asks so she was doing her own printing. Miss Nascimento said yes she was doing all the printing in house and the only think we might have to invest in purchasing a special copy paper or we can use the normal copy paper. Acting Chairman express so the only additional cost will be the folding machine. Miss Nascimento explain the machine itself will fold and will do the rest of the job for us and we just need to program in the computer like an iPad and set up the quantity of printing. Also instead of Linda doing her billing in the system then sending a file to Cathedral to review then they have to print all the bills. So she has 3 days to complete her work by July 1st once it is completed she can finally

send her file to them so instead of forwarding them the file she could print them herself in house so we might get a new printer just to print the bills. Acting Chairman Labreche relayed she does not might holding but just in case we might need this and something else that is why she was just asking. Commissioner Fox expressed that he is saying to hold off getting all the numbers and instead we could say all right let pay \$13,800 and let us get the machine. Miss Nascimento replied she could call Quadient tomorrow to get a quote. Commissioner Long said actually we save more in 30 days then the residential right. Miss Nascimento explain well the monthly will cost less since this \$12,000 is only an approximate amount since for the monthly 48 account is maybe 48 or 85 bills. Acting Chairman Labreche said ok.

Detail – 100 – Telephone & Telephone Alarms – set at \$7,500. There are no changes to this line item.

Detail – 110 – Heating Fuel - set at \$8,600. Miss Nascimento relayed that we spent \$7,646.93 also still owe for the month of May 31 and June 30 that is the reason she increased this line item. There are no changes to this line item.

Detail – 111 – Electricity – set at \$4,500. Miss Nascimento relayed that we are still expecting to pay for two more bills one for May and one for June. Acting Chairman Labreche said that work for her. There are no changes to this line item.

Detail – 112 - Payroll Taxes – set at \$74,974.82 based on all the salaries. Acting Chairman Labreche said that is based on all the salaries we approved so no change to this line item.

Detail -113 – Blue Cross/Delta Dental – set at \$260,000. There was no change in the amount from the previous budget.

Detail – 114 – Consulting Fees – Professional and Legal – set at \$50,000.

Acting Chairman Labreche relayed that this line item was increased by \$9,500 and ask Anna if it is broken into different areas. Miss Nascimento replied yes she added the extra line for the Zoom Meeting fees. Commissioner Fox is inquiring on removing the \$2,700 Zoom meeting fees since he does not think we should need by then. Miss Nascimento said so Commissioner Fox would like to remove that line for Zoom meeting fees and add \$2,700 to the Attorney's Fees line. Acting Chairman Labreche asks Steve what does he thinks. Mr. Antonucci expressed that he does not know that it has been completely dropped with the Government. In addition, there have been some conversation that they may include a requirement that the public would be able to participate from home because it has increased participation on a lot of meeting. He has not seen it, but there have been some talk on the policy. Therefore, they may want to hold on that before they eliminate on that completely since there have been some talk about continuing public access, the reason is to provide maybe a live screen or use YouTube. We may not want necessarily have to allow them to participate both direction but at least they may want to have live screen so people can watch and he will call for an option. Commissioner Fox expressed maybe we should wait on that. Acting Chairman Labreche said it is not a lot of money to begin with.

Commissioner Fox asks if there is any money set on the side by the State for COVID-19. Miss Nascimento replied yes, there are money available and they can apply for loans from Paychex if they wanted to but she will need to check with them. She did assist a meeting about applying for loan to pay whatever is necessary and it is a loan from Paychex Protection. Therefore as long they use the money for an expense that the company did not expect during the pandemic then you do not have to pay it back. Commissioner Fox said so it is almost like a grant. Miss Nascimento said they just need to know if you have a lot of bills to pay in order to qualify so she is not sure yet.

Denise Potvin expressed that all of her invoices are from COVID but with the Town she has them separated into three categories one for the COVID relief, one for regular and the Town go against it for FEMA money. The Town of Lincoln has apply for a grant thru FEMA so we might want to speak with John Ward, Diane Salisbury and Mike Gagnon are in charge to tally the receipt and things you would not normally spend on due to COVID-19. In addition, she thinks they have hired a consultant to help them to submit the receipt. Mr. Antonucci relayed that Denise is right so whatever money is spent you can submit that so you can be reimbursed so it is from the Federal Government from FEMA money which it is additional going to the State from the Federal Government and it is something to explore from. Commissioner Fox asks as grant or loan. Mr. Antonucci replied some of this would be reimbursement because you spend money this year, because of COVID for expenses that we would not ordinary occur such as Zoom platform and many other protective gear or sanitizer. Therefore, that we would not normally buy like plastic glass and gloves all these expenses are actually reimbursable from the Federal. Therefore, if the Town has a consultant that they hired that may be advantageous for us to speak to them and they can submit some of this cost that a probably above or beyond normal budget, like day to day item maybe subject to reimbursement. Denise Potvin stated it is emergency money from FEMA.

Commissioner Fox asks if they can go back on that or since one of the crew were out on COVID so we have to pay them and can we get reimburse for that even though it was back then. Mr. Antonucci explain that if we track it since we even had some issue with the police department and there was money available for COVID reimbursement. So that may be something that we may be eligible for providing if we keep track of it and you can show the absence is related to COVID that they may be potential reimbursement and it is available for the Commission from various State and Federal.

Total projected expenditure for 2021-2022 for administration appropriations are \$1,147,027.60. This is an increase of \$51,924.60 from 2020/2021. Stop @34:20

MAINTENANCE APPROPRIATIONS

Detail – 210 – Wages/ Utilities -This item was set by Union contract. The line was set at \$527,699. This is an increase of \$47,157. The increase include a two (2%) increases in wages and longevity increases.

Detail - 220 – Mains Hydrants, etc – set at \$40,000.

Detail – 230 – Services – Ms. Nascimento expressed that we have already spent \$46,106.79 as of 04/30/2021. Set at \$50,000.

Detail – 240 – Tools & Equipment – Acting Chairman stated that this item went up \$2,500. Miss Nascimento relayed that we have spent \$18,534.46 as of 04/30/2021. Set at \$18,500.

Detail – 250 – Gasoline & Oil –Miss Nascimento said as of 03/31/2021 we have spent \$15,060.62 and we still need to pay for the months of April, May and June. This line is set at \$18,000.

Detail – 260 – Power/Pumping – Miss Nascimento relayed that we have spent \$156,289.37 and still need to pay for the month of May and June. This line is set at \$170,000. There are no changes to this line item.

Detail – 270 – Supply of Water – Commissioner Sliney asks if that include the increase from Providence Water Supply Board. Ms. Nascimento replied yes, they could look at detail sheet 270 she added the increase at 20.5% from the PCU also, she explained that is where the increase is coming from base on the new rate provided. In addition, Acting Superintendent is expecting for another increase from the Providence Water and it is currently pending. Commissioner Fox stated he thinks we should raise the rate for water. Commissioner Sliney expressed that it is on the executive session to be discuss. Commissioner Fox replied ok he is right it is on the executive session. Acting Chairman Labreche relayed ok we are going to live until the next session. This line item was set at 1,681,661.

Detail – 280 – Vehicle Maintenance – The line was set at \$14,000 and represent an increase by \$1,000 based on charge 2020/2021.

Detail -290 – Sampling and Testing – The testing is based on Federal and State requirements. This line remained the same at \$16,000.

Detail – 310 – Maintenance of Radios and Monitoring Equipment – This line remained the same at \$5,000.

Detail – 311 –Maintenance of Buildings – Commissioner Fox question if they think we should carry this balance for \$7,000. In addition, what consist from this balance? Commissioner Sliney asks how much have we spent so far. Miss Nascimento expressed that we use this line item for office maintenance if something need to fix or replace and we have spent \$3,337. In addition, Kristen office cleaning payment comes from this line item and she still needs to be paid \$350 for the month of May and June. Commissioner Fox stated we just did the paving last year, he knows it is only \$7,000 we have to paint the Superintendent office. This line remained the same at \$7,000.

Detail – 312 – Education/Certification – This covers certification exams, seminars, licenses and all educational seminars. This line remained the same at \$6,000.

Detail – 313- Dig Safe – This a contractual agreement and is necessary to the operations of the Commission. The line was set at \$5,300.

Total projected expenditure for 2021-2022 for maintenance appropriations are \$2,559,160.00. This is an increase of \$262,130 from the 2020/2021 budget.

FINANCIAL APPROPRIATIONS

Detail 333 – Debt Service – This line was set at \$250,000. There are no anticipated increases for this line

Detail – 330 – Depreciation – This amount remains at \$351,000 based on the depreciation scheduled received from the Town Finance department for 2020/2021.

Detail Sick Leave Credits – There was no recommendation to change this amount and it remains at \$7,000.

Total projected expenditures for 2021-2022 for financial appropriations are \$608,000. There is no increase from the 2020/2021 budget.

Total projected expenditures for fiscal year 2021-2022 are \$4,314,187.60. This represent a \$317,254.60 increase from fiscal year 2020-2021.

The Commission reviewed the estimated revenue budget for 2021-2022

ESTIMATED REVENUE BUDGET	PROPOSED 2021/2022 BUDGET \$	CURRENT 2020/2021 BUDGET \$	INCREASE/ (DECREASE)
WATER	4,021,187.60	3,705,483.00	\$ 315,704.60
ADMINISTRATIVE FEE	\$ 15,000.00	\$ 15,000.00	\$ -
CONNECTION CHARGES	\$ 15,000.00	\$ 15,000.00	\$ -
FIRE PROTECTION	\$ 125,000.00	\$ 125,000.00	\$ -
INTEREST/OVERDUE BILLS	\$ 20,000.00	\$ 20,000.00	\$ -
ENG. FEES & MISC	\$ 50,000.00	\$ 50,000.00	\$ -
INTEREST/INVESTMENTS	\$ 25,000.00	\$ 25,000.00	\$ -
SERVICE EQUITY	\$ 40,000.00	\$ 40,000.00	\$ -
METER RECYCLING	\$ 3,000.00	\$ 3,000.00	\$ -
	\$ 4,314,187.60	\$ 3,998,483.00	\$ 315,704.60

Revenues increased in the following area: water. Ms. Nascimento relayed for the increase of 351,704 is the difference for the water increase by the PUC. Commissioner Fox stated so we are to raise the rate for the water bills.

NON-OPERATING COMMITMENTS			2021/2022		
Encumbrance Detail			For Planning Purposes Only		
1	Service Fee Capital Project Account		Amount Budgeted	\$133,920 per year	
			Pickup Truck	\$30,000.00	
			Utility Truck	\$50,000.00	
			Dead end elimination	TBD	
	To 2024	LWC-04A	Rt DOT Rt 149/116	\$8,000.00	pr yr
					\$88,000.00
2	High Service Area Capital Account		Amount Collected to Date	\$391,500.00	
	To 2027	LWC-07A	New Tank/ Sept 1 and March 1	annual debt service	\$130,000.00 pr yr
					\$130,000.00
3	Infrastructure Rehabilitation Account		Amount Budgeted	\$500,000.00 per year	
	To 2029	LWC 09A	C & L debt service March 1, Sept. 1	annual debt service	\$80,000.00 per year
	To 2030	LWC 10A	C & L debt service March 1, Sept 1	annual debt service	\$19,000.00 per year
			Water System Improvements	\$400,000.00	per year
			Meter Change out	\$7,500.00	
			Yearly tank inspections	\$25,000.00 total 2020 - 2025	\$5,000.00
			Westwood Elevated Storage	\$250,000 r per yr through 2022	
			Albion Tank Site Remediation	Spring/Summer 2022	\$250,000.00
			Future Tank Rehabilitation	\$100,000.00 per year	\$300,000.00
			Old River Exterior	Summer/ Fall 2022	\$300,000.00
			Old Pike Booster Station - New Generator	Summer 2022	\$30,000.00
			Westwood Road Spot Repair/Paint	TBD	\$100,000.00
			Albion Station Pump Replacement	TBD	\$100,000.00
			Cabot St./ Read Ave Replacement	In addition to \$400,000 in water system improvements	\$275,000.00
					\$1,566,500.00
4	Sick Leave Credits Account		Amount Budgeted \$15,000 per year		
					Net Total \$185,000.00
					\$1,969,500.00

The Board will continue to review the Non-Operating Commitments for 2021/2022.

The Board will continue to review and discuss of the 2021/2022 budget at the June 9, 2021 Regular meeting of the Lincoln Water Commission.

The Commission will also entertain a motion to approve the budget at the same meeting.

a. 69 Arnold St, 48 Conduit St and 48-70 Conduit St

Acting Chairman Labreche stated she does not know what is going with 69 Arnold St, 48 Conduit St and 48-70 Conduit St. Ms. Nascimento explain that we have a customer that requested for a new water service back in 2016 and he has not paid for the remaining balance. Therefore, he was told that if he does not pay the remaining balance he will not be able to install his new water service. In addition, the only problem we have is that the new service request is on the same location as his brother's property and it is right behind his. Therefore, we told Romeo a long time ago that this account has to be paid. In addition, she has been carrying the balances over the years and no matter what the outstanding balances need to be paid in full. He thinks because all the services are shut off, so he is not responsible for the outstanding balances and he still lives in Lincoln. Commissioner Fox asks so Anna does he owe the \$7,000 what are the amount that he owes. Ms. Nascimento explained that he still owes \$2,750.69 on 69 Arnold Street that is for the new

service. Commissioner Sliney stated from 2016. Ms. Nascimento said yes 2016 and she expressed that the water service was for his brother and himself also his brother already paid \$1,408.12 half of his service. He did not pay for the remaining balance and he send his brother to the office asking when the new water service can be installed. She told him he could not since all the balances are outstanding so he never return to the office. Commissioner Sliney said so he does not have any water on those locations now. Ms. Nascimento replied no he does not and he has an account on 48 Conduit Street that one was shut off the balance due was \$1,001. Acting Chairman Labreche stated can she asks a question and she is a little bit confused or surprise or both that this balance has been carrying since 2016. Ms. Nascimento expressed the problem is that we ask if we could collect the money and we were told no and whenever he decides to pay then we will get our money. Acting Chairman asks so Romeo said this. Ms. Nascimento replied the Superintendent said that so now the customer thinks he does not owe any of those balances since we shut him off. There is another one for fireline located on 48-70 Conduit Street for \$8,506.05. Commissioner Fox stated what the total amount for all those accounts is. Acting Superintendent Prescott replied approximately \$12,000. Commissioner Fox stated so he has no water. Ms. Nascimento relayed from all the commercial account but where he lives, he does have water so he live on 19 Cobble Hill Road. Commissioner Sliney stated why did we not shut off his water service. Ms. Nascimento stated the reason is we were not allowed to do so and the prior Superintendent did not want to do it. Acting Superintendent Prescott stated it was before since he just learned about it recently. Ms. Nascimento stated there was many outstanding accounts in the past and we were not allowed to proceed with the shut off since the answer was always no. In addition, when she used to collect from other customer she will get all the outstanding account paid in full but for this account, she was not allowed to send any notices. So now, it is out of her hand because Kris is doing the collection. Acting Chairman Labreche stated let me back up so all this accounts that are on the agenda are for one person and they are all shut off. Ms. Nascimento replied except for Arnold Street because his brother lives behind that property, he currently lives there, and we are unable to shut him off. Acting Superintendent Prescott stated there are two services so he is going to check them out and the best of his knowledge the two service were installed, one to each on that property. Ms. Nascimento expressed that she was told that they were not installed. Acting Superintendent Prescott stated he is going to go look at it and then we can give him a termination notice. Commissioner Sliney asks does the brother owned the property too. Ms. Nascimento explained that since he did not pay the second service was not installed, so the brother lives on 69 Arnold Street and the new service is on 69A Arnold Street because they are on the same location that is the problem were are having. Acting Superintendent Prescott stated if this is the same we had on Arnold Street, it used to be a boarding house. They cut all the service one used to be one service to feed on the back. Since then we made them put a meter pit in and he could of sworn they put his service in and it is all on one property that building is still vacant. Ms. Nascimento expressed the only note she has from 2016 do not send out any notices. Commissioner Sliney asks who said that Romeo. Ms. Nascimento replied yes, so finally Kris came to me and told me she cannot carry all those balances any longer and if she can do something for her. Ms. Nascimento replied fine I will put them on the agenda for us to collect the money and if the board gives me the approval.

Acting Chairman Labreche stated her thinking right now is that the old Superintendent is gone so whatever he is invalid in her eyes. If all the Commissioners agree with her. Commissioner Long stated he agrees. Acting Chairman Labreche stated she is sorry if she did not give an answer so 69 has a balance of \$2,750.69. Ms. Nascimento stated technically it should be 69A but it is on the same location. Acting Chairman Labreche is asking do they or do they not have a water service right now. Ms. Nascimento replied only 69 not 69A because they did not pay for it. Acting Superintendent Prescott asks the person with the meter pit at 69 does he owe any money. Ms. Nascimento stated he only owes \$95.83 and yes, he is in good standing. Acting Superintendent Prescott stated 69A is tied up with his service so 69a is vacant. Ms. Nascimento replied it should be since he never paid for the service and he came to the office he started the construction and wanted someone to install his new water service. So she said to Romeo no because we check CUSI and had all this outstanding accounts. They are supposed to be paid first. Acting Superintendent Prescott stated he is going to go with Jim to investigate, it sounds like they were given permission, and there is a meter pit and one service that goes in the building. It sounds like he was given permission to tie in to the other service since his brother has occupied it for \$4,158 he is going to see what it is all about. Commissioner Fox stated question to the solicitor. Can we put a lien on the property if he has not paid obviously he has no intention to pay. Mr. Antonucci stated not having done any research on this he can agree with him on this and he will be on an agreement on that he will need to check with the Town first. Commissioner Fox stated depending on how he is going to make out assuming that he is going to go down there and if we cannot do it shutting his water off, why cannot we put a lien on his property. In addition, we have to do something we cannot let him hacking on some interest and he will never pay. Acting Superintendent Prescott said he just want to get this straight there are 3 services all together right two of them are 69 and 69A, the third service is a fireline on conduit street. Therefore, we are currently to shut off 69A and replied he is going to look into it at the beginning of next week. Acting Chairman Labreche stated that is almost \$13,000 and let us know and something must be done. Acting Superintendent Prescott stated he does not know how it was arranged and worst comes we will have to dig something up and have it disconnected. Ms. Nascimento stated the only answer she will get from Romeo it will be when they sell the property we will get our money and it could take up to 5 to 10 years. Acting Chairman Labreche asks if Mr. Antonucci would not mind if he could check on the lien if he could be replaced and it does sound that he does not want to pay this. Mr. Antonucci replied yes he would. Acting Superintendent Prescott stated probably we would have to do two liens one on 69 Arnold and the other one-69A Arnold Street. All he know the last time he went it was completely done and that was because if he left the structure up he will be grandfather in to turn in back into a 6 units apartments and if he took it down they were not going to allow him to build another 6 units so he got the entire building. The back has a small family house it is old and what Anna is talking about the water service and to him the meter pit was put in and the service was up and there is two building that splits off. There must be a second shut off to each building and that is one of them but these are things to be looking into like for Conduit Street that Anna said also needs to be looking into furthermore and he just needs to concentrate and see what he can do. For 69A, Arnold Street can be terminated but we will give them a notice before we do that. In addition, he has meet both

of the owner many years ago; he knows that they live in this town. Ms. Nascimento expressed that he lives on 19 Cobble Hill Rd also the other owner she did not bring his information probably he owes less. Acting Superintendent Prescott relayed we will check to see if he is up to date while we are at it. Acting Chairman Labreche stated she is curious if the other ones are not up to date obviously, there are no water there and said he does not have to pay that is her thinking and said Thank you. Mr. Antonucci question if they need a motion on that since the Acting Superintendent Prescott is going to do some research on that, to do his diligence and his investigation separately report back to the board of Commission to see if any action needs to be taken on that .

CLAIMS –

a. Organic Dyes and Pigments LLC – 1 Crownmark Drive

Commissioner Fox stated so what happened Lewis. Acting Superintendent Prescott relayed for this claim, we had a power outage on 1 Crownmark Drive in the service area up, in the industrial park near the airport. In addition, there was a power outage, which cause damage to back up on our supply back on the high service tank. In addition, it got knock out, which used to maintain the power surge system, which it sends the signal to the station to operate the pumps and stop the power outage. Moreover, because of the power outage it seems that it has happened before. There must been a power surge that damaged the equipment. Therefore, if you will say the signal was not able to communicate the pump station so one the pump was running until the tank overflow. When the tank overflow, it goes into a drainage system, which is a ditch when it overflows it, does not know for how long before we got there probably an hour. In addition, the water went into the parking lot of this business at 1 Crownmark Drive it happens to be in the dig of the garage store at pretty much at the same elevation as their parking lot. The water must got into in and because some damage on the inside so the insurance wanted a written statement as to what happened. So Jim the Forman wrote a statement he also added to it that the problem was not we did not responded in time and the problem was there was no way of knowing that the tank overflowed because the tank was unable to give us an alarm signal. Because the signal was a backup power supply and was damaged so there had to be a power surge since then the power had a large backup system and the backup battery. Therefore, we replace the battery and the UPS and everything is back up and running. He was not due to the power outage so now they want to be this claim that the water got inside the building but he does not know exactly what he has in the building he did put a claim for some damages whether there are some boxes or good whatever it may have. Commissioner Fox asks did he gave us a price. Ms. Nascimento stated she has submitted a claim to the RI Interlocal Trust also Mr. Antonucci is taking care of this claim. Mr. Antonnuci relayed claim was submitted to the Trust insurer he provided them with that. In addition, they wanted to know what happened .By then he got the permission to act on this matter thru the Trust to figure out when the situation is going to be resolved and he is currently waiting. Commissioner Long asks if it is a high number. Mr. Antonucci replied he does not know if it is a high number but the Trust is aware of this claim and are working on it. Commissioner Fox stated ok so they are aware of this matter.

Motion to move 11a down after 12a be done passed unanimously (EdF/LL)

NEWS ARTICLES

- a. None

EXECUTIVE SESSION

Motion to go into Executive Session (EdF/LL). Roll Call: Commissioner Fox – yes, Commissioner Long – yes, Commissioner Labreche – yes, Commissioner Sliney – 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. (EdF/JL)

Motion on the Solicitor and acting Superintendent to act and approve what was discussed in Executive Session (EdS/LL)

Motion to adjourn passed unanimously. (EdF/EdS)

There being no further business before the board the meeting adjourned at 9:07 p.m.