LINCOLN WATER COMMISSIONERS

March 10, 2021

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Town Hall with Commissioners Edward Fox, Eric Fox, Edward Sliney, Julie Labreche and Louis Long present. Also present were Assistant to the Superintendent Lewis Prescott and Anna Nascimento and Legal Counsel Stephen Antonucci. Town Solicitor Anthony Desisto assisted meeting Via Zoom. The meeting was called to order at 6:07 p.m.

PUBLIC COMMENT –None

CONSENT AGENDA

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

The following items were approved with the consent agenda for the March 10, 2021 meeting:

February 19, 2021 Regular Meeting Minutes

Capital Accounts –February 2021

Account Transaction Report – February 2021

Correspondence

The meeting returned to the regular order of business.

July 8, 2020 EXECUTIVE SESSION MINUTES

The Board reviewed the Session minutes. Motion to approve same passed unanimously. (JL/LL)

January 13, 2021 EXECUTIVE SESSION MINUTES

Chairman Fox 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:

- We have Jenna our part-time employee, she was out due to COVID-19, because one of her children was on the school bus with some other kid who ended up with COVID-19. He recommended she gets tested with her two children which she did and her result came back negative. So she returned back to work today and was absent since March 1st
- He had a conversation with Anchor Subaru over the new water line they have asked to have installed from our timeline to them. It is an ongoing conversation with them

he has been looking over the prints and made a few changes to it. Also he suspect that they are going to work on that soon because the State is working on it they would like to put a bridge in at the intersection of Route 146 in our border.

- As for the crew, they did the normal snow removal during the snow days we had. We have been doing a lot of maintenance and repairs on curb stops and hydrants also flushing dead end lines release.
- We receive back the Dump Truck back, we had to have a new transmission installed.
- The Health Department all the required sampling have been sent out.
- Pare Engineering and Vertikal 6 have been back and forth with them about the RIA, risk and resilience report and the emergency response reports also we should be all set with that. We are just going to coordinate the two of them Vertikal 6 our IT company and Pare Engineering. They are going to work together to get this report out which is due in June.
- Other than that she has been trying to have a discussion with Providence Water over the Angell Road Providence Connection, the new Water Main we want to put in to get a new connection. So far three failed attempts to have a telephone conversation, there is always something that came up, today he was supposed to have one at 2:30pm he waited but no one called so he has to assume something came up and they just did not make it. But it is ongoing to try to find out what part of that project on Angell Road that Providence Water is going to consider their responsibility. He also want to know what is the estimated coast will be to bring the water main for Mineral Spring Avenue to the Lincoln Town line. And then they plan on participating in that cost and he has not gotten an answer to that yet. Other than that is would be it to the report. Mr. Chairman asks any questions on the Superintendent Report.

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

MONTHLY FINANCIAL REPORT

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

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

FINANCIAL REPORT TO TOWN FINANCE DIRECTOR

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

OUTSTANDING BALANCE REPORT

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

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

CAPITAL ACCOUNTS

Motion to approve The capital accounts report for the month of February 2021 was passed unanimously. (EdF/JL)

MONTHLY INVOICES

Motion to approve payment of the February 2021 Accounts Payable in the amount of $160,844.23 as well as Direct Payments in the amount of $363,090.36 passed unanimously. (JL/LL)

ABATEMENTS-

Monthly Abatements were passed unanimously. (JL/EdF)

ACCOUNT TRANSACTION REPORT

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

CORRESPONDENCE

a. PWSB – Orthophosphate Addition

UNFINISHED BUSINESS –

a. None

NEW BUSINESS

a. 10 Thomas Drive

Mr. Chairman said 10 Thomas Drive on Termination notice. Miss Nascimento relayed the balance has been paid in full in the amount of $2,422.98.So he currently has a remaining balance of $1,906.54 and he has called the office and is requesting a payment plan for the remaining balance that he owes. Mr. Chairman question how much was the remaining balance. Miss Nascimento replied $1,906.54. Mr. Prescott explained that he has had a payment plan the past and failed to pay anything on overall. Mr. Chairman asks what was the reasoning for this and why did it get so far. Miss Nascimento explain that back in 2018, we ask Mr. Skeffington to show proof from the court order that the $3,267.48 was either discharged or was paid by the Bankruptcy court. He never showed us proof so Romeo set up a payment plan with him back in 2018 he never follow through, even though he helped him by removing the interest charges he still did not follow through. Kristen asks Lewis if he could put the remaining balance he owed into the termination notice and that is how we told him that we cannot wait any more. We will need permission. Commissioner Sliney commented we were kind enough to give a payment plan he never made one payment. Mr. Prescott replied not a dime. Commissioner Fox asks Anna was his water shut off today. Miss Nascimento replied no because he made his $2,000 payment that he was supposed to pay. Commissioner Fox asks so he still owes $2,000. Miss Nascimento replied no technically it is from the remaining of the protecting amount that he owns right now. Commissioner Fox said he asked today about going on a payment plan. Miss Nascimento replied he asks today about going on a payment because he does not have the fund. Mr. Chairman replied we do have a history with him and a big history he always carry a balance of $4,000. Mr. Chairman asks so originally he was put on a payment plan in April 2018 and he never followed it and he wants to be put on another one. Miss Nascimento replied correct. Commissioner Fox he thinks we have to put him on a deadline he has to pay up. Commissioner Sliney proposed about we split into 2 payment one $1,000 the first month and then another $1,000 the following month. Mr. Prescott replied because he had a 10 month payment plan, the first time he was supposed to pay $160 some dollars first month and $100 every month after that we never paid a dime. Commissioner Sliney expressed we want $1,000 next month and another $1,000 the following month. Commissioner Fox replied he agree with that if he does not pay the thousand the first month he immediately gets shut off and don't let it go on. Commissioner Sliney expressed if his story don't go on with his financial hardship now. We don't see the $1,000 but if he does not pay it then we will go to the next step. Commissioner Fox asks is that possible to do Anna to send him a letter? Miss Nascimento replied we can send him a letter as long as he follow through and he signed it and we have to make sure if he misses one payment we have to make sure on the letter he will be shut off on the due date. Commissioner Fox expressed suppose he refuses the payment plan. Miss Nascimento relayed he requested the payment plan because he is unable to pay the $4,000. Commissioner Fox stated he understand that maybe he is looking for $100 a month or something like that if we tell him $1,000 next month and he says no, he does not agree with that are we going to shut him off we have to wait. Commissioner replied that was his suggestion but he is not in charge so. Commissioner Fox replied what he is saying we have to know what we are going to do. Chairman Fox relayed he is carried a balance of $4,000 for two years and he did not follow his first payment plan. Commissioner Labreche expressed why we should believe that he is going to follow this plan, should we grant him something similar. Miss Nascimento replied he has been on bankruptcy since 2011. Assistant to the Superintendent Prescott said well if he say that is not what he wants to do then we can always put a Lien on his property, which is something he does not want to, you know what he is saying. Therefore, we have no other recourse for to put a Lien on his property and he knows he does not want that might entice him to pay the $1,000. Commissioner Fox expressed that he does not want his water shut off either so which is the easiest do we go and shut off his water off or go thru the hassle to put a Lien on his property he would say just shut his water off. Mr. Chairman relayed he thinks we have been more than lean and he recommend that they go with Commissioner Sliney and he can make the motion. Assistant to the Superintendent asks if he does not pay or he does not want to accept the payment plan do we just go and since we have no other, recourse is to shut him off.

Motion to implement the payment plan with two equal payment of $1,000 each month and if missed first payment we will shut off his water passed unanimously (EdS/EdF)

b. Vertikal 6 – Upgrade Proposal

Chairman Fox said Vertikal 6 Upgrade Proposal. Assistant to the Superintendent Prescott relayed he is all set with that and he is working on that with Vertikal 6 there is a quite a bit of information here that is all under control. Unless they would like him to go through a length session of him explaining to you and it all has to do with computers that need to be replace since they are six years period and they are outdated. He has already authorized to work on it and it is $1,440 of Linda's billing computer it is not only outdated but they cannot put Windows 10 on it; it will not accept it so they are going to start on that. One point in time we have to replace the mothership of computers so they are all reaching at that point, where they are becoming outdated and we are going to start to have problems if we do not replace them. In addition, this is something that everyone does, it is a routine of five to six years period time, you take this one out, and then you put that one in. There are also number of safety factors in the cyber security that you can add. He has been going over it over all Vertikal 6. Commissioner Sliney expressed he remembers from a previous meeting he thinks it was $24,000 or $25,000 or so to replace the mothership. Assistant to the Superintendent Prescott replied $20,000 to replace the main computer. So right now, we have $31,000 in the budget, he did a quick calculation of thinks that we should have, and it came about $26,000. He also had many of his questions answered that is why he had to put on the Agenda because he wanted to ask everyone how they felt about certain things, as he said if he show you the pamphlet, which is right here it is quite a bit to go through you, know. Mr. Chairman asks so you are ok with that. Assistant to the Superintendent replied yes, he is all set.

c. Pare Engineering – Risk and Vulnerability Plan Proposal

Mr. Chairman relayed that the next one is Pare Engineering. Assistant to the Superintendent stated so Pare Engineering as it says here is Risk and Vulnerability Plan Proposal here so it is the whole proposal to do all the work is $40,000 to $41,000. He also have been in contact with Pare Engineering and Vertikal 6 because the RIA they are referring to is Pare Engineering was willing to do for us is to incorporate the cyber security too. Therefore, he told Kim Pace from Pare Engineering he could not see him to sub it out to another IT Company when Vertikal 6 is familiar to operate what our needs are. In addition, we are going to combine Vertikal 6 and with Pare Engineering with our RIA report, it turns out that Pare Engineering quote is the same as Vertikal 6's quote, which is the same amount of money, which also is $12,000. That is why Pare Engineering is on here and he would like to go thru with it and they have a short version you can do the RIA. Tim Pace senior Vice President of Pare Engineering does not really recommend that we go that way and by the time, you add a couple more things on you are up to almost $30,000 and that is $28,000 to change. Therefore, the way he looks at it is this is the computer system Vertikal 6 that is the brain of the whole outfit and like he has described before the main station the Providence Connection is the harvest. And what this report does is gives us insight of the things we might want to do to protect ourselves from the pumping station to the computers that whole systems. He thinks the more he looks at it he is trying to find out whether or not be worthwhile to do the short version. He thinks just to go with Pare Engineering who is familiar again with our hydraulic system it would not sense to bring somebody else in and he only got one other engineering firm that replied they were not interested they also did not think they could with supply us with what we needed. So again, Pare Engineering, they have our hydraulic module we work with them quite a bit they are familiar with us. And they want to sit down and requiring to be a table meeting where we go and sit down and we can all talk about what some our needs maybe and some of our security and vulnerabilities you know, He look at it and it was we already passed that $40,000 and you guys have approved it. So his recommendation is that we just go with Pare Engineering and Vertikal 6 and get this done and out of our way because is due by June. In addition, Tim from Pare Engineering said he still have time to put this together for us and send it to the EPA.

Denise relayed that Tim from Pare Engineering is in the audience and if someone has any question he can answer. Mr. Chairman asks the Commissioners anybody have any questions. Assistant to the Superintendent stated Tim can go over a run down the Risk and Vulnerability and he thinks if they are comfortable with what he told them we can go along with it so we do not have to go to this route and he can thank Tim but we should be all set and he really appreciate. Denise relayed ok she will let him know and said thank you. Mr. Chairman expressed that we just need to make the motion with Pare Engineering

Motion to move forward with Pare Engineering passed unanimously (EdF/LL)

d. State's TDI Program

Mr. Chairman stated the State TDI Program. Commissioner Fox expressed that he guesses we could talk about it in the executive session. Mr. Chairman ask Steve originally was not this on the executive also taken out of the executive session. Miss Nascimento replied Tony said it was ok to put it on regular. Mr. Chairman asks Steve do you want to do that or wait for the next month meeting, what you want to do. Commissioner Fox stated Lewis and Anna have something to talk about it. Mr. Chairman asks what you want to do. Do you want to put on the executive session or should we not go. Mr. Desisto said Mr. Chairman if he can hear him. Mr. Chairman replied yes. Mr. Desisto asks is there something personally identifiable to any particular employee. Mr. Chairman replied yes, correct. Mr. Desisto stated there is and asks if he would mind continuing it for a month then. Mr. Chairman expressed that is fine. Mr. Antonucci asks does it say anything on it. Mr. Chairman replied no it does not say anything on it. Mr. Desisto asks Mr. Chairman can you change the order on the drop down on the bottom of the calendar after the Executive Session

Motion to move 11d to after the Executive Session (JL/EdS)

CLAIMS –

a. None

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, Chairman Fox – yes.

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

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

Motion to act on the Town Solicitor Tony Desisto advice with the discussion in Executive Session (EdF/JL)

Motion to adjourn passed unanimously. (EdF/JL)

There being no further business before the board the meeting adjourned at 7:22 p.m.