

LINCOLN WATER COMMISSIONERS

February 19, 2021

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held via zoom meeting with Commissioners Edward Fox, Eric Fox, Edward Sliney, Julie Labreche and Louis Long present. Also present were Water Superintendent Romeo Mendes and his attorney, Assistant Superintendent Lewis Prescott, Anna Nascimento, Town Solicitor Anthony Desisto and Legal Counsel Stephen Antonucci. The meeting was called to order at 6:34 p.m.

PUBLIC COMMENT –None

CONSENT AGENDA

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

The following items were approved with the consent agenda for the February 19, 2021 meeting:

January 13, 2021 Regular Meeting Minutes

Capital Accounts –January 2021

Account Transaction Report – January 2021

Correspondence

The meeting returned to the regular order of business.

July 8, 2020 EXECUTIVE SESSION MINUTES

Chairman Fox relayed he had a copy of the minutes and he had Anna type the executive minutes. However, he was not sure if Anna forwarded a copy to the Commissioners. Anna replied she can forward them now to Commissioners. Chairman Fox asks Tony Desisto, Town Solicitor permission to send them now. Tony Desisto, Town Solicitor advised the Board to read it at the next meeting. - Table it until the next meeting.

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 provided few items that he would like to relay:

- Back on January 23, 2021, we had some positive results from some of our employees Keith, Johnny then Joshua and they all tested positive. The rest of the staff were tested negative except one person Linda Walker did not wanted to get tested. Therefore, Keith, Johnny and Joshua remain out of work until they return on

February 8, 2021. Like he said all our office staff were tested including Romeo with the exception of Linda so all the test results came back negative so we went to the Albion Fire Station for a 24 hour test.

- On February 2, we experience a 10" AC Water Main break on Pond Ave, the crew responded and there was only 4 men Jim, Jeff, Joe and Garrett so the 10" had a little section that had a blown out but it was caused because of the pressure. Therefore, it caused a lot of water loss with approximately 266,890 gallon of water, 181,610 gallon of that was from the Westwood Rd Tank alone and the remaining 85,280 gallon was from the Old River Rd Tank. He also would like to note that at some point he would like to put some kind of plan together for the Commission to peruse where we might eliminate some of these problems that have been happening is the pressure down in the Smithfield Avenue, Pond Avenue area. So we experience a lot of discolored water calls when the 10" switch into a 12" the main transition line its effect felt all the way back up to the service building at time. Therefore, the girls in the office were troopers the following day they managed to give customers a lot of instruction as to flush their water line or not. There was one customer that had problem and was instructed to call back the next day which they were a couple left and we address that when the crew came. He had sent them home after they fixed the water main because they were out all night and they did not get back until 9:30am.
- On February 9, 2021 we took upon ourselves we rented a Dump Truck from rental company because LWC International Truck has been experiencing some problems with the transmission and with the 2nd gear so right now it is still out for repair. We are still using the rental truck so the International Truck has been sent to BTM truck and both of the rental truck and the people repairing the truck are in the Outskirt of Worcester.
- On February 17, 2021, there was a water loss and they got in touch with him, with their print that they had drop off some time ago and he has located the print and reviewed them. He also gave them a call so he told them it would be wise if they meet to discuss the print further and to do what they need for a master meter and a hot boxes installation because what they had on their print was by far correct. Therefore, we are going to try to set up a date, meet, and view at that Lincoln loss which they just put in. They are pretty much going to need pretty much the identical set up.
- Walker Lofts had contacted him and wanted to know how their plan was coming off with Pare Engineering and he put a call into Pare but he has not received a call back since it was a little late in the afternoon. He has to ask them how did the Hydraulic Module went in regards to Walker Lofts Condo they are taking over Brodeur Window once was and they are going to turn the whole complex where they use to sell windows. He is currently waiting on some answer on that.
- Vertikal 6 our IT personnel we had a Zoom meeting with them, Jim and Anna were also present, Dean and other staff members at Vertikal 6 to discuss future computer need a budget. In other words pricing for different program they have and the risks that are out there that we might want to think about putting a program in place and to be proactive. He also has a packet and at some point of time, he will get it out to

all the Commissioners. Therefore, you can peruse the numbers and he will put down his suggestion and date he will review it with the Forman Jim and Anna see if anyone has some input on it.

- Finally, he was recently asks a question about the Emergency Response Plan and what that is actually which is called an RRA report is a Risk Resilient Assessment. It works alongside with an Emergency Response plan. Now, that we are not up to date on how this has been handled but he did get correspondence from CDM who is Camp Dresser McKee an engineering firm. This is pretty much how he got the wind of it; they indicated that they were not interested because they did not think they could service us with the report. Again he put a call with Pare Engineering and he suspect that they know something about it and hopefully talk to Tim Thies who is the Senior Vice President at Pare Engineering coming this Monday and he will find more about this report as something has to be done and to be completed by the end of June.
- In addition, you are going to run to Providence Water in your packet where it is indicating they have already starting Orthophosphate to the water so when you get to that part he will be glad to give you a little information on that.
- Other than that he has had a conversation with the crew about TDI this past 2 days about TDI, he thinks there seems to be a little bit of confusion. There seems to be a lot of misinformation and lack of information on that subject. We had one employee who filled for Temporary Disability for the time he was out, he was on COVID relief, and it was Johnny actually and he was denied, and the reason it was denied he found out that he was not eligible yet to put in a claim thru TDI because he has no funds. In other word, the well is dry so he explain to the crew that you have to be participating for a minimum of 5 quarters virtually a year and half with any type of claim for disability. Therefore, he went over the employees on that subject including the office staff. He is looking into more to it, we are still not register, and sign up for Temporary Disability since January of this year but have to put money into it. Therefore, we are currently waiting for the Department of Labor to send us a packet, which includes an ID number we need to use for Paychex. We also called the Department of Labor Anna and me they indicated they had mailed out the packet on February 5 but we are yet to see it so the women at the Department of Labor said she would mailed out another packet. We are currently waiting on that in order to forwarded with the information of how much, well Paycheck will figure out how much each individual needs to contribute every week but we will need to get that ID number also they don't give it to you over the phone. They will just give you some forms to fill out then we forward them to Paychex. That is all he has for now and if anyone has some questions he is happy to try to answer them. Chairman Fox said his only question is with TDI, did we approve or start that a few months back. Lewis stated they are all enrolled as of January 1, 2021 and they say quote unquote were are covered however we have not contributed anything yet because we have yet to receive this paperwork we are waiting from the Department of Labor. The forms that we need to fill out is an ID number that is needed to forward to Paychex and Paychex will take that they will figure out what each individual contribution amount is per week according to their salary of their pay based on their gross pay. So not

that we have not put a dime to it and if you wanted to round it off as \$20 per person we have to pay and at some point we have to pay back when we were enrolled on January 1st. So currently, we are going on 7 weeks at \$20 per person and it is roughly \$140 apiece. Also some of the guys he know one of them still have Aflac and I told him not to cancel it because of what I have told you he is not eligible to collect anything until March, April, May, June or July 2022. But we have been enrolled but because we are waiting on the information from the Labor Board we have to file with Paychex and then Paychex takes it from there and start deducting weekly from each individual paycheck and forward it to TDI. It has been very confusing thing up in the year so it has been a lack of information, it has been a hold up about the paperwork that I have been told you about. They claim that they mailed the packet on February 5 we have not received anything yet.

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

MONTHLY FINANCIAL REPORT

Commissioner Fox stated he has a question for Anna from the Balance Sheet in the 2020/2021 Operating Budget Report under Expenses it is somewhat vague we have already use 100% of it just what does it cover. Anna replied yes she heard his question and those expenses represent purchases from the Superintendent when he bought the sweatshirt and food for the staff. Commissioner Fox said ok thank you. Anna said you are welcome.

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

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

FINANCIAL REPORT TO TOWN FINANCE DIRECTOR

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

OUTSTANDING BALANCE REPORT

Commissioner Fox said he has a question for Anna and he stated compare to last month to this month there is a major difference and ask if she can explain why. Anna replied Kris did not send any notices since the bills being send out on January 4 and the bills were due on February 4 so she did not collect any money. In addition, this week she did mailed out 500 letter to customer for outstanding balances for District 1, 2, 3 and 6 so she can only collect her money only after she is done posting all the checks. Therefore, from January thru February she must of posting 1000 to 2000 checks per day, as she is unable to do both of them at the same time. Commissioner Fox stated he just saw a major difference that is why he was questioning and said thank you. Anna said you are welcome. Chairman Fox said any other questions.

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

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

CAPITAL ACCOUNTS

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

MONTHLY INVOICES

Motion to approve payment of the January 2021 Accounts Payable in the amount of \$233,325.42 as well as Direct Payments in the amount of \$236,720.26 passed unanimously. (JL/EdF)

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. None

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 (JL/EdS)

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

Motion to direct the Town Solicitor Tony Desisto to act in accordance with the discussion in consensus and advice with the discussion in Executive Session effective today which is February 19, 2021. (EdS/EdF)

Motion to adjourn passed unanimously. (EdS/JL)

There being no further business before the board the meeting adjourned at 10:21 p.m.