

## **LINCOLN WATER COMMISSIONERS**

**September 12, 2012**

**The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission Office with Commissioners Frederick Conklin, George Hadley, Rene Lapierre, Joseph DeCotis and Jean Kay present. Also present was Water Superintendent John S. Faile, Nancy Kurowski and Maureen Smith.**

**The meeting was called to order at 5:00 p.m.**

**Motion to change the order of business and move item 11-G-1 – Briarwood Road Billing Dispute to the front of the meeting passed unanimously. (JK-RL)**

**The property owners from Briarwood Road addressed the board regarding their last bill. They feel the usage amount is incorrect. The board was given a spread sheet of the previous ten years of water usage for the property from the property owner. The owner feels it is impossible that the current amount of water passed through the meter based on his previous consumption. There are only two people that live in the home.**

**Superintendent Faile advised the Board that on May 3, 2012 the old meter was replaced – The out reading for the meter showed that between the last read taken on January 23, 2012 and May 3, 2012 approximately 121,000 gallons passed through the meter. The meter was pulled to confirm the out reading and was secured due to the high usage. The work order also stated that a toilet fill valve in the tank was replaced in the second floor toilet by crew members after**

**the owner stated it was not working properly after the curb stop was repaired on the same day. Consumption has returned to normal since the meter change and the valve repair.**

**Commissioner Conklin explained that the water has passed through the meter and the Commission cannot forgive water consumption. He stated that if water passes through the meter it has to be billed according to law.**

**Motion to take under advisement passed unanimously. (JD-RL)**

**Motion to change the order of business and move item 18 – Public Comment to the front of the meeting passed unanimously. (JK-GH)**

### **PUBLIC COMMENT**

**A representative for the property owner for property on Ash Street addressed the board. The representative stated that in July of 2010 there was a fire on the property. The property was vacated after the fire and months afterwards workmen came in to renovate the property. The representative stated that because the house was vacant and she was checking the job that the last charge for water was impossible.**

**Superintendent Faile advised the board that after the fire, the office was unable to obtain a reading for the property. The March and September 2011 readings were based on estimates from previous readings. On January 23, 2012 an actual reading was obtained. This showed that the account had been underestimated by approximately 257,000 gallons. The reading was taken from the meter. A high consumption check was done and there were no leaks found.**

**Commissioner Conklin advised that that a spike in usage actually**

**started in 2010 and the person was still in the house for an additional 7 months before the fire. He stated that the water has passed through the meter and has to be billed according to law.**

**Motion to take public comment under advisement passed unanimously. (JD-RL)**

**Motion to forgive the interest for the accounts on Briarwood Road and Ash Street and send a letter to the accounts passed unanimously. (RL-GH)**

**Motion to have a person of responsibility sign off on the meter readings on all future meter replacements passed unanimously. (GH-JK)**

#### **MINUTES**

**Motion to accept the minutes of the August 8, 2012 regular meeting was approved unanimously. (JK-JD)**

**Motion to accept the minutes of the August 8, 2012 executive session was approved unanimously. (JK-GH)**

#### **MONTHLY REPORT OF THE SUPERINTENDENT**

**The Commission reviewed the August 2012 Superintendents report. Motion to accept the Superintendents report for the month of August was approved unanimously. (GH-JK)**

#### **MONTHLY FINANCIAL REPORT**

**Motion to send the August 2012 correspondence to the Town of Lincoln Finance Director with the status of the operating budgets and place the financial report on file for audit was approved unanimously. (RL-JK)**

#### **OUTSTANDING BALANCE REPORT**

**The outstanding balance report for the month of August 2012 was received and reviewed by the Board and will be placed on file.**

### **CAPITOL ACCOUNTS**

**The accounts planning report for the month of August 2012 was received and reviewed by the Board and will be placed on file.**

### **MONTHLY INVOICES**

**Motion to approve payment of the August 2012 Accounts Payable in the amount of \$229,544.32 and Direct Payments in the amount of \$532,112.05 passed unanimously. (JK-RL)**

**Motion to approve payment of June 2012 payables in the amount of \$85,116.29 passed unanimously. (RL-JK)**

### **ABATEMENTS**

**Motion to approve the July 2012 abatements in the total amount of \$1,616.65 passed unanimously. (JK-RL)**

**Abatement of Turn on Fee per vote of LWC - \$100.00**

**Abatement of Turn On Fee – Accounts paid prior to shut off - \$300.00**

**Abatement of Turn on Fee – Applied in Error - \$100.00**

**Abatement of Estimated Bill - \$359.06**

**Abatement of depreciated meter - \$607.59**

**Abatement of Billing Error - \$150.00**

### **ACCOUNT TRANSACTION REPORT**

**The August 2012 account transaction report was received and reviewed by the Board and placed on file.**

### **CORRESPONDENCE**

**a.) A copy of the ENERNOC statement of earnings and check in the amount of \$366.27 was submitted to the board.**

**b.) An email from Rhode Island Water Resources Board requesting use of the Lincoln Water Commissions Demand Management Strategies Report to be used as an example for other public water systems in drafting their reports was read to the board.**

**The commission approved the use of the report and requested that a copy of the email be placed in the Superintendents file. Superintendent Faile authored the report requested.**

### **OLD BUSINESS**

**a.) Martin Street Bridge – Superintendent Faile advised the Board that a letter has been sent requesting a meeting.**

**b.) 2012 Capitol Project – Railroad Street – A cleaning and relining project for Railroad Street was presented to the board by Superintendent Faile. The State of Rhode Island is planning to install new sidewalks and curbing on Railroad Street in Manville. This work will be starting in the spring of 2013. Superintendent Faile is requesting that a cleaning and relining project be done in the area beginning as soon as possible as once the road is repaved there will be a moratorium on digging on that road. Pricing was obtained from Dew Con Inc., as per previous bid. Work is necessary due to numerous inoperative valves found during a recent water break.**

**Motion to approve the Railroad Street Cleaning and relining project in the proposed amount of \$222,900 to Dew Con, Inc. passed unanimously. (RL-GH)**

### **NEW BUSINESS**

**a.) New Employee – Ratification – Motion to confirm the appointment of the part time collections clerk passed unanimously. (JK-JD)**

**b.) Identity Theft Prevention Program – The revised program was reviewed by the commission. Motion to approve the revised Identity Theft Prevention Program passed unanimously. (JK-RL)**

**c.) Shut off Policy – The board reviewed the shut off policy of the Lincoln Water Commission – A portion of the policy is to give occupants of the property 5 minutes to draw water prior to service shut off. Superintendent Faile advised that this can lead to conflicts between staff and customers and is requesting the policy be changed to allow staff to discontinue service and move on with any questions being referred to the office.**

**Motion to eliminate policy of allowing water draws passed unanimously. (JD-GH)**

**d.) Request for New Service – Great Road and Olney Avenue – The commission reviewed and approved the requests for new service on Great Road and Olney Avenue.**

**e.) DOH Disinfection Byproducts Quarterly Report – The Department of Health quarterly report was reviewed and accepted by the Lincoln Water Commission.**

**f.) Protected Payment Plan – This account was settled prior to the meeting and there was no action required.**

**g.) Disputed Water Bills – Jenckes Hill Road – The board discussed the billing issue and instructed that the staff follow the past practice regarding disputed billing.**

## **COMMITTEE REPORTS**

**There were no committee reports for the September 12, 2012 meeting.**

## **OTHER BUSINESS**

a.) Superintendent Faile advised the Board that a previously approved project on Breakneck Hill was moving forward. This involves the construction of 60 plus condominium units.

b.) Superintendent Faile advised the board about the training program and Expo on September 13, 2012.

c.) Superintendent Faile advised the board that an apparent case of water theft was discovered as part of the meter replacement program. A report was filed with the Lincoln Police Department.

## **NEWSPAPER ARTICLES**

The Board reviewed newspaper articles regarding Restructuring Rhode Island Water Systems and Recycling Wastewater.

## **Executive Session**

The Board did not seek to adjourn into Executive Session.

There being no further business before the board the meeting adjourned at 7:40 p.m.