

LINCOLN WATER COMMISSIONERS

January 14, 2015

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Water Commission office with Commissioners Frederick Conklin, Rene Lapierre, Eric Fox, Edward Fox and George Hadley present. Also present were Water Superintendent Romeo Mendes, Assistant to the Superintendent Lewis Prescott, Foreman Jean Gagnon and Maureen Smith.

ORGANIZATION OF THE BOARD

a. Election of Chairperson and Secretary

A nomination by Commissioner George Hadley for Commissioner Frederick Conklin as Chairman was seconded by Commissioner Rene Lapierre.

A nomination by Commissioner Edward Fox for Commissioner Eric Fox as Chairman was seconded by Commissioner Rene Lapierre for discussion.

Commissioner Edward Fox made the nomination as he feels that Eric is a qualified to be the chairman and versed in Roberts Rules of Order.

Upon a vote of 3 to 2 Commissioner Conklin was voted in as Chairman.

A nomination by Commissioner Rene Lapierre for Commissioner George Hadley as Secretary was seconded by Commissioner Edward Fox.

There were no further nominations for Secretary.

Upon unanimous vote Commissioner Hadley was voted in as Secretary.

b. Regular Monthly Meeting Schedule – 2015

Commissioners reviewed the regular monthly meeting schedule for 2015. The monthly meeting for November falls on the Veterans Day holiday.

Motion to change the regular monthly meeting for November 2015 from November 11, 2015 to November 9, 2015 passed unanimously.

(RL-Eric Fox)

Commissioner Hadley advised he will not be able to attend the February regular meeting and Commissioner Eric Fox advised he will not be able to attend the March 11, 2015 regular meeting.

PUBLIC COMMENT

There was no public comment at the January 14, 2015 meeting.

NEW BUSINESS

Item 11-a. Blackstone River Watershed Council – Expansion of Sycamore Landing and Use of Manville Well House was moved to the front of the meeting.

John Marsland and Frank Matta, representatives from the Blackstone River Watershed Council addressed the Commission regarding use of the Manville Well House for storage purposes, removal of a utility pole with transformers and a 30' x 30' addition to the current building as a classroom. Lighting for the area and a restroom are also being

planned. They advised that they were looking for approval from the Commission prior to going before the Town Council.

Commissioners discussed removal of the transformers on the utility pole and the hazards they may pose (PCB disposal), insurance liabilities on the well house and recovery of the well house pump.

Motion to approve the preliminary proposal passed unanimously. (RL-Eric F) Commissioner Hadley abstained due to his wife being a member of the watershed council.

Mr. Marsland and Mr. Matta thanked the Commission for their time.

CONSENT AGENDA –

The following items were listed on the consent agenda for the January 14, 2015 meeting:

- December 10, 2014 Regular Minutes**
- Regular Monthly Abatements**
- Accounts Transaction Report**
- News Articles**

Commissioner Rene Lapierre requested that the Accounts Transactions report be pulled from the consent agenda. Commissioner Eric Fox requested that the December 10, 2014

minutes be pulled from the consent agenda. These items will be heard in the regular order of business.

Motion to approve the consent agenda excluding the December 10, 2014 Regular Minutes and the Accounts Transaction Report passed unanimously. (Eric Fox - RL)

MINUTES

December 10, 2014 Regular meeting

Commissioner Eric Fox questioned that the Superintendent's report was not listed on the consent agenda. It was noted that this was a clerical error and that they would be placed back on the consent agenda at the February meeting.

Motion to accept the December 10, 2014 minutes as amended passed unanimously. (RL-Eric F)

Motion to put a discussion regarding minutes on the February agenda passed unanimously. (Eric F – Edward F)

December 10, 2014 Executive Session

Commissioners reviewed the December 10, 2014 executive session minutes.

Motion to accept the December 10, 2014 executive session minutes passed unanimously. (Eric F-GH)

December 17, 2014 Special Meeting

Commissioners reviewed the December 17, 2014 special meeting minutes.

Motion to accept the December 17, 2014 special meeting minutes passed unanimously. (Eric F-RL)

December 17, 2014 Executive Session

Commissioners reviewed the December 17, 2014 executive session minutes.

Motion to accept the December 17, 2014 executive session minutes passed unanimously. (Eric F-GH)

SUPERINTENDENTS REPORT

RADIO READ PROGRAM

Superintendent Mendes updated the Board regarding the radio read program. He advised that we are on target with putting in approximately 100 boxes per month and is projecting that by the end of the current fiscal year the Commission should be approximately 65% radio read. He projects the Commission to be at 75 to 80% in the next calendar. The Superintendent advised that work on the gray boxes is being done during the regular work week.

Superintendent Mendes advised the Commission that the meter replacement program is essentially complete. The regular meter change out program will resume when the radio read is at 100%. The crew is continuing to work on old meters that have not been addressed due to curb stop issues. Curb stop work will resume in the spring. Every other Saturday appointments are still being made to address radio read installations that have wiring issues. Access to the inside of the customers' home is required for wiring issues. Saturday appointments are made at the customer's request as they are unavailable during the week.

**Motion to accept the Superintendents' report passed unanimously.
(Eric F-GH)**

MONTHLY FINANCIAL REPORT

The December 2014 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of December 2014 passed unanimously. (Eric F-Edward F)

Motion to send the monthly financial status report to the Town Finance Director passed unanimously. (Eric F-GH)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of December 2014 was discussed by the Board and will be placed on file.

The outstanding balance due over 120 days is currently \$70,951.00. This amount is lower than the December 2014 report and is the lowest the Commission has seen.

CAPITAL ACCOUNTS

The Capital Accounts report for December 2014 was received and reviewed by the Commission and will be placed on file.

Interest on investments has gone down for the month of December.

MONTHLY INVOICES

Motion to remove Larry's Auto from the list of payables and vote on separately passed unanimously. (GH-RL)

Motion to pay Larry's Auto in the amount of \$4,225.24 passed unanimously. (RL-GH) Commissioners Edward Fox and Eric Fox recused themselves from the vote.

Motion to approve payment of the remaining December 2014

Accounts Payable in the amount of \$174,471.73 and Direct Payments in the amount of \$218,160.16 passed unanimously. (Eric F-GH)

ABATEMENTS

a. Regular Monthly Abatements

Motion to approve the December 2014 abatements in the total amount of \$2.53 passed with the consent agenda.

Interest Abatements - \$2.53

ACCOUNT TRANSACTION REPORT

Commissioner Lapierre questioned three transactions on the transaction list. The transactions were for reimbursements for workman's comp audits, workman's comp payments and repayment for a meter.

Motion to accept the Transaction List passed unanimously. (Eric F-RL)

CORRESPONDENCE

R.I. Interlocal Trust Annual Dinner Meeting

The Commission reviewed the invitation to the annual meeting. Commissioners Hadley and Conklin will attend along with the Superintendent, the Assistant to the Superintendent and the Office Manager.

UNFINISHED BUSINESS

a. Paychex – DOL/OSHA HR Assessment – Employee handbook – Policies and Procedures

1. DOL – Final adjustments will be made to the employee handbook and will be presented for approval at a special meeting to be held on

January 22, 2015 at 10:00 a.m.

2. Human Resources – On-Line Functions – The Commission did not take action on the request for authorization of human resources – On Line functions.

3. Employee Flexible Spending Account – Superintendent Mendes advised the Commission that a discount received in weekly payroll fees was specific to the implementation of the FSA program and the fees will revert to the higher level. Commissioners discussed HSA (Health Savings Account) vs. FSA (Flexible Spending Account). The Commission requested rough numbers to compare the current costs of health care to the costs of a health care plan with an HSA. The Commission will review this at the Special meeting on January 22, 2015 at 10:00 a.m.

b. SCADA RFP – Superintendent Mendes advised the Board that he met with Harbor Controls. Discussions were to keep the price at the original bid. If specs are kept to actual the price will increase to approximately \$201,000.00. The Chlorine analyzers are not as necessary and there will be monthly costs associated with them. There will also be a need to find a way to dispose of the chemicals if they are put in. Battery backups are not critical for all stations. For those stations that are critical they will install the high end devices and go middle of the road for the remaining. As the project progresses, changes may be made that can further lower the cost of the project.

Motion to proceed with the modified battery backup and eliminate the chlorine analyzers passed unanimously. (GH-Eric F)

c. Computer System – RFP

Superintendent Mendes advised the Board that he has utilized the State MPA's and sent out the information to vendors on the MPA's requesting pricing. Pricing is standardized but 3 to 4 quotes are recommended. The Superintendent has received a few responses and will keep Finance Director John Ward updated on the progress.

NEW BUSINESS

a. Blackstone River Watershed Council – Expansion of Sycamore Landing and Use of Manville Well House

This item was moved to the front of the meeting and is addressed in the beginning of the minutes.

CLAIMS –

There were no claims filed for the January 14, 2015 meeting.

NEWS ARTICLES – There were no news articles for the January 14, 2015 meeting.

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) to discuss Grievance – Local 1033 passed unanimously. (RL-GH)

EXECUTIVE SESSION – PUBLIC VOTE

Motion to Seal the minutes of Executive Session according to RIGL 42-46-7(c) passed unanimously. (GH-Eric F)

ADJOURN

There being no further business before the board the meeting adjourned at 7:00 p.m.