

LINCOLN WATER COMMISSIONERS

April 13, 2016

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Town Hall with Commissioners Frederick Conklin, George Hadley, Edward Fox, Eric Fox and Rene Lapierre present. Also present were Water Superintendent Romeo Mendes and Anna Nascimento.

The meeting was called to order at 6:05 p.m.

PUBLIC COMMENT

There was no public comment at the April 13, 2016 meeting.

Motion to move Executive Session, Roberts Rules of Order item #14a to the front of the meeting was not approved. (Ed F-Eric F)

CONSENT AGENDA –

Motion to pull Capital Account Report, Account Transaction Report and Correspondence from the Consent Agenda and address same in the regular order of business passed unanimously. (Ed F- RL)

Motion to approve the remainder of the Consent Agenda including the March 9, 2016 minutes with one correction noted by Ed Fox passed unanimously. (RL- GH)

The following items were approved with the consent agenda for the March 9, 2016 meeting:

- March 9, 2016 Regular Meeting Minutes
- Superintendent Report of Daily activity
- Abatements March 2016
- News Articles March 2016 – None

The meeting returned to the regular order of business.

MINUTES

- March 9, 2016 Executive Session

Motion to accept the March 9, 2016 Executive Session minutes passed unanimously. (RL- GH)

MONTHLY FINANCIAL REPORT

The March 2016 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of March 2016 passed unanimously. (RL- GH)

Motion to send the monthly financial status report for March 2016 to the Town Finance Director passed unanimously. (RL- GH)

OUTSTANDING BALANCE REPORT

The outstanding balance report for the month of March 2016 was reviewed by the Board and will be placed on file.

The outstanding balance due over 120 days for March was \$110,928.00. The account balance is down to 50% of what is from the last month.

CAPITAL ACCOUNTS

The Capital Accounts report for March 2016 was passed with the Consent Agenda.

Commissioner Lapierre questioned why there was a negative \$350,341.39 balance in light of the fact that the Commission had collected 91% of projected revenue. Superintendent Mendes explained that the stated balance would only be realized if the Commission undertook all the projects. In the end, the Commissioners with the Superintendent's recommendation will select which projects to undertake and in so doing insure the balance does not actually go negative. Motion to accept the Capital Accounts Report passed unanimously. (Eric F-GH)

MONTHLY INVOICES

Motion to approve payment of the March 2016 Accounts Payable in the amount of \$173,862.05 as well as Direct Payments in the amount of \$298,879.99 passed unanimously. (ED-GH)

ABATEMENTS

Monthly Abatements were passed with the Consent Agenda and will be placed on file

ACCOUNT TRANSACTION REPORT

During the review of the March 2016 Account Transaction Report a question arose regarding an Employee Health Care (Cobra) payment of \$1,618.91 being listed twice. Superintendent Mendes explained that same are two separate payments, one for February 2016 and the other for March 2016.

Motion to approve the Account Transaction Report passed unanimously. (RL-GH)

CORRESPONDENCE

During the review of the March 2016 Correspondence, Commissioner Lapierre questioned why the Commissioners had never had the Portsmouth Water and Fire District Wage Survey presented to them before. Superintendent Mendes indicated that he did not know the answer but he felt it was prudent to share the information with the Commissioners going forward. Motion to accept the Monthly Correspondence passed unanimously. (GH-RL)

UNFINISHED BUSINESS

- a. None

NEW BUSINESS

- a. Award of Albion Tank Painting and Inspection Work - There will be a bid opening for the Award of Albion Tank Painting and Inspection on Monday April 18th, 2016 at 2pm. It is specified in the bid that the contractor is to start as soon as possible after award. Superintendent Mendes requested that the Commissioners authorize him to award to the lowest qualified bidder upon completion of bid evaluation results to allow for the work to begin as soon as possible and then report results to them at the May meeting. Commissioner Hadley requested that the bid results be provided as soon as they were available. Superintendent Mendes replied that same would be done. Commissioner Ed Fox asked whether or not the selection would strictly be the lowest bidder. Superintendent Mendes responded that the selection would not necessarily be to the lowest bidder as qualifications had to be evaluated and it was possible that the low bidder would not meet the Commission's qualification requirements. Motion to authorize the Superintendent to award the contract based on his evaluation of cost and qualifications and report results at the next meeting passed unanimously. (RL-GH)
- b. Commission vehicles - Commissioners reviewed the monthly vehicle mileage report. Commissioner Lapierre inquired as to how many vehicles needed to be replaced to which Superintendent Mendes replied, the two exceeding 100,000 in mileage. The vehicle used for meter reading is approaching 200,000 miles and will most likely need to be replaced in the next fiscal year.
- c. Modification to Quarterly Residential Billing Statements – Superintendent Mendes stated there will be a cost in the range of \$1, 000 to \$1,500 for the Commission's third party vendor to add annual reading and billing data to residential bills. Commissioner Lapierre noted that the Commissioners had voted to not make any changes when reviewing the issue several months prior because the cost was estimated to be approximately \$5,000. Superintendent Mendes replied that the cost had been lowered to the current \$1,000-\$1,500 as modifications required to be made by the Commission's billing software vendor would have zero cost. Superintendent Mendes requested that the Commissioner's reconsider based on the reduced cost. The Commissioners requested that a sample be provided to them at the next meeting.
- d. Operation Service Awards – John Christo and Joe Bastic were recognized by the Commissioners and Superintendent for their 15 years of service to the Lincoln Water Commission and its customers. Both operators were presented with certificates and tokens of the Commission's gratitude.

CLAIMS –

There were no claims presented at the April 13, 2016 meeting.

NEWS ARTICLES –

News articles for the April 13, 2016 meeting were passed with the consent agenda

- a) None

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) to discuss Roberts Rules of Order, Office Staff Vacancy and Superintendent and Assistant to the Superintendent Employment Contracts. (Ed –RL)

EXECUTIVE SESSION – PUBLIC VOTE

Motion to approve the proposed contract for the Assistant to the Superintendent passed by a vote of three (3) to two (2). (RL-GH)

Motion to Seal the Minutes of the Executive Session passed unanimously. (RL-GH)

ADJOURN

There being no further business before the board the meeting adjourned at 8:30 p.m.