

LINCOLN WATER COMMISSIONERS

May 10, 2017

Regular Meeting

The regular monthly meeting of the Lincoln Board of Water Commissioners was held at the Lincoln Town Hall with Commissioners George Hadley, Edward Fox, Eric Fox, Louis Long and Julie Labreche present. Also present were Water Superintendent Romeo Mendes, Lewis Prescott and Anna Nascimento.

The meeting was called to order at 6:13 p.m.

PUBLIC COMMENT –None

CONSENT AGENDA

Motion to approve the consent agenda passed unanimously. (JL/GH)

The following items were approved with the consent agenda for the May 10, 2017 meeting:

- April 12, 2017 Regular Meeting Minutes
- Capital Accounts – April 2017
- Abatements – April 2017
- Account Transaction Report –April 2017
- Correspondence
- News Articles

The meeting returned to the regular order of business.

APRIL 12, 2017 EXECUTIVE SESSION MINUTES

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

SUPERINTENDENT REPORT OF DAILY ACTIVITY

Superintendent Mendes relayed there were no unusual occurrences during the month. We are progressing along and are getting ready for construction during the next 4 or 5 months. A solicitation to replace water main in Earl and Smith streets will be put out in the near future with an eye toward beginning after the start of the new fiscal year. The Commission did have a resident on Whittle Avenue note that their water was discolored and I would note that the area in question is next in line to be addressed via cleaning and lining or replacement. We presently have 2 interns that started 4 weeks ago and our intention is to see show them the ropes of water system operations and potentially prepare them for the State licensing exam in the Fall. The Commission might even consider one of the interns for a permanent position upon one or both of them passing the certification exam. We will have a retirement in the near future and it will be necessary to add to the crew. Chairman asks if there are any questions on the Superintendent's report.

Commissioner Fox stated Mr. Chairman, I have a question. Superintendent Mendes, you stated that the issue with the resident on Whittle Avenue is rusty water, correct? Superintendent Mendes replied yes depending on what is going on in that part of the system, rust could be routinely imparted to the water there. Many times the issue can be resolved by flushing but a permanent solution is required. Commissioner Fox inquired whether or not the work in the Whittle Avenue area should be handled before other projects are started. Is the water safe for all uses? Superintendent Mendes replied the water is safe to drink even though it is not aesthetically pleasing. Commissioner Fox inquired as to the timing of the potential work on Whittle. Superintendent Mendes replied time wise once Earl Street is completed we could probably focus on that area most likely at the end of August. Commissioner Fox inquired as to what would address issues with rusty water in the part of the system. Superintendent Mendes replied basically cleaning the lines on Smithfield Avenue and then doing a little bit of work on Whittle Avenue. Commissioner Fox asks it is not a matter of just flushing. Superintendent Mendes replied flushing is temporary and always helps but the issue will remain until cleaning and lining is done. With regard to the specific customer on Whittle Avenue, the Commission will be able to address the discoloration being experienced with limited replacement work at the corner of Smithfield Avenue and Whittle Avenue. Commissioner Fox replied ok. Chairman Fox asks any other questions.

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

MONTHLY FINANCIAL REPORT

The April 2017 operating and revenue report was presented to the Board for approval.

Motion to accept the expenditure and revenue report for the month of April 2017 passed unanimously (JL/EdF)

Motion to send the April 2017 financial status report summary to the Town Finance Director passed unanimously. (GH/JL)

OUTSTANDING BALANCE REPORT

The Account Balance report for April 2017 was passed with the Consent Agenda and will be placed on file.

CAPITAL ACCOUNTS

The capital Accounts report for April 2017 was passed with the Consent Agenda and will be placed on file.

MONTHLY INVOICES

Commissioner Labreche inquired as to the status of William Sexton who was listed as having a direct payment made to him. Commissioner Labreche wanted to address liability issues created by having Mr. Sexton responsible for traffic control and not a commission employee or police officer. Superintendent Mendes replied that as far as he knew, Mr. Sexton had required flagger certification and as a private

contractor had his own insurance. The Commission should verify the exact circumstances to limit its liability. Commissioner Labreche stated that she would recommend doing that. Chairman Fox inquired if there were any other questions on the payables.

Motion to approve payment of the April 2017 Accounts Payable in the amount of \$139,623.23 as well as Direct Payments in the amount of \$280,025.67 passed unanimously. (GH/EdF)

ABATEMENTS

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

ACCOUNT TRANSACTION REPORT

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

CORRESPONDENCE

- a. State Housing Appeals Board
- b. AECOM
- c. Laborers' (Industrial) Pension Fund

Monthly correspondence was passed with the Consent Agenda and will be placed on file.

UNFINISHED BUSINESS

- a. None

NEW BUSINESS

- a. Employee Handbook – Status Update

Superintendent Mendes relayed Mr. Chairman and members of the Board just an update on the employee handbook. The last time same was updated was 2006 so it is approximately 11 years old now. From a legal stand point, a lot of things need to be looked at. The Commission has been paying for a service thru its payroll provider Paychex that does just that. Paychex has made a number of recommendations for update of the handbook and provided a draft version for review. I have commented and a final version has been generated. The new document will be available at the next meeting for review and approval by the Commissioners. Commissioner Hadley inquired whether or not each Commissioner was able to retain a copy of the revised handbook. Superintendent Mendes replied that each of the Commissioners would be provided with a final copy.

- b. Draft Budget – Status Update

Superintendent Mendes relayed that a draft version of the budget both operating expenditures and revenue had been provided to the Commissioners and that what needed to happen next was for a work session to be scheduled to go thru the suggested sections item by item. The effort could be undertaken at the June meeting or a special meeting could be held before the June meeting to get a

more polished draft ready for approval. The only thing is that we don't want to leave ourselves short and so it is probably a good idea to have a work session in May. Commissioner Long inquired as to what was meant by a work session and what happens during same? Superintendent Mendes replied is basically a special meeting where you go thru the detail of each line item and agree on a projected expenditure for each.

c. Asphalt Repairs from Water Main Breaks

Superintendent Mendes relayed that there were a number of areas in the Town where water main breaks have occurred and that each incident brings with it a potential permanent pavement repair. It just so happened that one of these areas on Carriage Drive was newly paved. There was an approximate 485 foot stretch that was impacted and the Town requested a permanent repair be undertaken by the Commission. The Town's paving contractor has estimated that the Carriage Drive repair on an area of 751 square yards would be billed at \$30/SY and cost \$22,500. There is also an area on Grandview Avenue with the same issue except that is 262 square yards and would be billed at \$35/SY at a total of approximately \$9,200. The Superintendent recommended that both the Grandview Avenue and Carriage Drive repairs be done. The best approach would be to do Grandview Avenue before the end of the current fiscal year and Carriage Drive right after the beginning of the next fiscal year. Commissioner Fox inquired as to the capability of the Commission's work crew to do the required rehabilitation on those two roads. Superintendent Mendes replied that would always be the first options but the significant sizes of the repair areas make it difficult for the Commission to do with existing equipment. Commissioner Hadley inquires whether or not the company winning the Town paving bid will be doing the work. Superintendent Mendes replied yes, Pawtucket Asphalt won the bid to do Town paving this year and would be doing the two Commission repairs and that undertaking the work under the Town bid would be the most cost effective way to complete same. Chairman Fox asks any other questions.

Motion to undertake pavement rehabilitation on Grandview Avenue this year and Carriage Drive during the next fiscal year passed unanimously. (GH/LL)

d. Policy for settlement of vehicle damage claims

Superintendent Mendes relayed that a potential policy for reimbursement of motor vehicle damage claims resulting from Commission work in a Town right of way had been drafted and was modeled on the State Department of Transportation's policy for reimbursement for damages resulting from potholes. The only thing that the Commission would want to verify was if some type of ordinance needed to be put into place from which the policy could then naturally evolve. The Commission could seek guidance on the matter from either the Town solicitor or its legal counsel regarding same. For now, the draft policy is just that, a draft for initial review. Chairman Fox inquired as to whether or not an action on the item needs to be taken. Superintendent Mendes replied no, he would like input from the Town Solicitor first regarding an ordinance or policy approved and adopted by the Town Council on which the proposed Commission policy would be built. This process would be similar to how the present DOT policy was put into place. A statute was legislatively approved and same specified the

maximum that could be reimbursed. The Department of Transportation then built the present policy from that Statute. The Superintendent would recommend that the Commission follow a similar process.

Chairman Fox asks could the draft policy be approved contingent upon satisfactory legal review. Superintendent Mendes replied he believes the Commissioners can do so. Chairman Fox stated he would suggest that we take action on it contingent upon legal concurrence being obtained.

Motion to approve the vehicle damage claims policy as written contingent upon legal concurrence being obtained passed unanimously. (EdF/GH)

e. Policy for retention of meeting recordings

Superintendent Mendes relayed that the Commission had a number of existing recordings that are starting to take up a lot of room on our electronic storage. Other than assisting us in preparing the final minutes, he really does not see any other use for same. The Superintendent conferred with Legal Counsel and determined that it was perfectly acceptable for the Commissioners to deliberate on a policy to be put in place to discard old recordings. The policy once approved would apply to any recordings made going forward. So for the June meeting for example, upon approval of the May minutes with this policy in place, the recording associated with the meeting would be discarded. Chairman Fox inquired as to whether or not legal counsel had seen the draft policy. Superintendent Mendes replied no but his intention was to have counsel weigh in. The Commissioners could take the same approach as with the damage claims policy, approve contingent upon concurrence from legal counsel. Commissioner Hadley stated he had a question regarding the length of time the recording would be held prior to being discarded. He would recommended discarding same a minimum of 90 days after approval.

Motion to discard meeting audio recordings a minimum of 3 months after approval of minutes generated from same. (GH)

Commissioner Fox stated Mr. Chairman I see no need to keep the tapes once we have approved minutes. Chairman Fox asks any other comments.

Chairman Fox confirmed that the current motion on the floor was to change the time interval in the draft policy from “discard after filing with secretary of state” to “discard a minimum of 3 months after approval of minutes generated from same”. Chairman Fox asked if there was a second to that motion. Commissioner Long seconded the motion. The motion failed with Commissioners Fox, Labreche and Chairman Fox opposed.

Motion to approve the proposed policy as drafted contingent upon legal concurrence being obtained passed with Commissioners Fox, Labreche and Chairman Fox in favor and Commissioners Hadley and Long opposed (Ed F/JL)

f. Policy governing refusal to give service

Superintendent Mendes relayed that the draft policy had been in existence for some time and was generally implemented by the staff. Since it appeared that same had never been formally approved, it should be considered now. The version being considered was drafted by the prior Superintendent, is well written and to the point. The policy basically requires that any existing accounts be in good standing prior to subsequent accounts being established. Commissioner Long stated that the approach made sense. Chairman Fox inquired what, if any, policy was presently in place. Superintendent Mendes replied that as a rule of thumb, new service accounts are not set up unless any and all existing accounts held by the applicant are in good standing and he believes it should be a formal policy. The Superintendent would recommend that the same approach followed with the prior two policies be followed with this one. That is, obtain a concurrence form the Solicitor or our legal counsel.

Motion to approve the proposed policy as drafted contingent upon legal concurrence being obtained passed unanimously. (LL/JL)

g. Any other business that may properly come before the Board

Chairman Fox stated he actually has three questions for Superintendent Mendes relating to the proposed policy for settlement of vehicle damage claims. Chairman Fox inquired as to how the Commission stood with regard to the two most recent claims that had been filed. Superintendent Mendes replied that both had been settled as directed by the Board of Commissioners. The claimants both signed releases prior to Board approved payouts being disbursed to them.

Chairman Fox inquired as to the status of a new vehicle approved in the current budget. Superintendent Mendes replied that we have been biding our time and it appears that the most opportune time to make the purchase will be at the end of the current fiscal year or at the very beginning of the next.

Chairman Fox stated that his last inquiry was regarding the request for a water line extension on Lantern and East Lantern Roads. Superintendent Mendes relayed that he had a quick conversation with the developer and that the Commission's suggestion was to evaluate how he/she could install the line at their cost under the Commission's supervision.

Commissioner Hadley inquired as to the overall status of supply in the Commission's system with a new hotel at Twin River being constructed. Superintendent Mendes replied that in terms of what is necessary to provide adequate water to the new hotel, the Commission believes that their existing pipe size will allow sufficient water for use in the hotel. The facility's biggest issue may be low pressure in the top floors of the new structure. Commissioner Hadley inquired as to how many floors were planned for the hotel. Superintendent Mendes replied he believed there were 4 floors. Superintendent Mendes relayed that in terms of overall system capacity, the new hotel and the Cobble Hill development consisting of approximately 20-25 homes would bring our pumping to near maximum capacity each summer and that all development with the exception of single house lots needed to be evaluated in the Commission's to insure an adequate supply of water year round. As previously discussed, discussions regarding additional supply for the Commission system have already been initiated and it would not be

too long before a formal plan to increase capacity would be finalized and ultimately put into place. Chairman Fox inquired whether or not there were any other questions. None were heard.

CLAIMS

- a. None

NEWS ARTICLES –

- a. None

EXECUTIVE SESSION

Motion to seek to adjourn to Executive Session per RIGL 42-46-5 (a) (2) passed unanimously. (JL/EdF)

Motion to seal the minutes of Executive Session according to RIGL 42-46-7(c) passed unanimously. (GH/LL)

Public Vote on matters from Executive Session - None

ADJOURN

Motion to adjourn passed unanimously. (JL/EdF)

There being no further business before the board the meeting adjourned at 8:48 p.m.