

## LINCOLN WATER COMMISSIONERS

August 9, 2017

### **Regular Meeting**

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

The meeting was called to order at 6:03 p.m.

PUBLIC COMMENT –None

### CONSENT AGENDA

The Board reviewed the July 2017 Consent Agenda. Motion to approve same passed unanimously. (GH/EdF)

The Board reviewed the June 14, 2017 Executive Session minutes. Motion to approve same passed unanimously. (EdF/GH)

The Board reviewed the June 2017 Superintendent's Report. Motion to accept same passed unanimously. (GH/EdF)

The Board reviewed the June 2017 operating and revenue report. Motion to accept same passed unanimously. (EdF/GH)

Motion to send the monthly financial status report summary for June 2017 to the Town Finance Director passed unanimously. (EdF/GH)

The Board reviewed the June 2017 Account Balance Report. Motion to approve same passed unanimously. (EdF/GH)

Motion to pull Larry's Auto Repair from the June payments passed unanimously (EdF/GH)

The Board reviewed the June 2017 Direct Payments & Payables. Motion to approve payment of Payables in the amount of \$184,436.93 as well as Direct Payments in the amount of \$326,277.01 passed unanimously. (EdF/GH)

Motion to pay Larry's Auto Repair passed unanimously (GH/JL) Commissioners Eric Fox and Edward Fox abstained from that vote.

New Business: June 2017

- a. Earl Street Water Main Replacement Bid Results and Award Recommendation

Motion that we accept the Bid Results and Award Recommendation passed unanimously. (EdF/GH)

Motion to seal the June 2017 minutes of Executive Session according to RIGL 42-46-7(c) passed unanimously. (GH/EdF)

The Board reviewed the August 2017 Consent Agenda. Motion to approve same passed unanimously. (GH/EdF)

The meeting returned to the regular order of business.

Minutes of Previous Meeting – None

Superintendent Report of Daily Activity

Superintendent Mendes relayed other than a decrease in the sale of water due to a moderately wet summer, the system was operating well. Our radio read program is moving along with the system currently at 94% radio read. The Commission will have to evaluate the possibility of moving to monthly billing as recommended by the State's Water Use and Efficiency Act once the system is at 98% -99% radio read.

The replacement of our water main at Mussey Brook Bridge was completed after a minor hiccup. We are gearing up for the repair of the emergency connection on the Martin Street Bridge as well as the Earl Street water main replacement project. We also have a project that we are working on in Manville that will coincide with National Grid's gas installation.

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

MONTHLY FINANCIAL REPORT

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

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

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

OUTSTANDING BALANCE REPORT

Motion to accept the July 2017 account balance report passed unanimously (JL/EdF)

CAPITAL ACCOUNTS

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

## MONTHLY INVOICES

Motion to pull Larry's Auto Repair from the payments passed unanimously (EdF/GH)

Motion to approve payment of the July 2017 Accounts Payable in the amount of \$217,242.58 as well as Direct Payments in the amount of \$360,803.78 passed unanimously. (EdF/JL)

Motion to pay Larry's Auto Repair passed unanimously (GH/JL) Commissioners Eric Fox and Edward Fox abstained from that vote.

## 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. RIWWA Fourth Annual Training and Expo
- b. NEWWA Annual conference

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

## UNFINISHED BUSINESS

- a. Review and adoption of new employee handbook

Superintendent Mendes relayed that first few pages of the revised employee handbook was provided for review and that a copy of the entire document was available should any Commissioner wish to review in depth. The handbook has been legally reviewed to insure the Commission is in compliance with all State and Federal requirements. Formal adoption by the Water Commissioners is required for the Commission to begin using the new handbook. Each employee will receive a new copy and sign a form indicating receipt and that they understand the policies within. The remaining copies will be kept for potential new employees over the next however many years. We also have a copy of the new handbook for each commissioner. Chairman Fox asked if the entire document had been updated and Superintendent Mendes replied yes. Chairman Fox asked if all that was required was one motion. Superintendent Mendes replied yes.

Motion to adopt the new handbook passed unanimously (GH/EdF)

- b. Update on purchase of new fleet vehicle

Superintendent Mendes relayed that item 10b was a quote received from a MTA vendor that has provided vehicles both to Town DPW and the Police Department. After soliciting bids from various

dealers in this area we have determined the best use of the \$25,000 budgeted for a vehicle purchase is through this MTA vendor. As you can see we will exceed the \$25,000 budget figure by \$1,243. Commissioner Fox inquired as to when delivery of the vehicle was expected. Superintendent Mendes replied the 3<sup>rd</sup> week of September.

c. Repair to High Service Tank Paint System

Superintendent Mendes relayed that we have gone over this item in a prior meeting. Paint systems on two of our tanks are compromised and could use touch up. One site as you recall was the Manville Tank. We have evaluated same and determined that we would be better served waiting until the entire tank can be addressed. The other tank is the high service tank which has some issues the Commission should address sooner rather than later. The estimate that you see in front of you of \$12,700 is basically to ensure that the paint system will hold up for at least 10 more years. Superintendent Mendes would recommend proceeding with the touch up work at this site.

Commissioner Fox asked the Superintendent who determines what does or does not need attention. Superintendent Mendes replied that Commission personnel inspect all structures continuously noting any issues and reporting same to supervisory staff. Issues such as those having to do with paint systems are immediately reported and assessed by same. Superintendent Mendes relayed that he had personally inspected the areas in question on the high service tank. Superintendent Mendes relayed further that the Assistant to the Superintendent and himself inspected the Manville tank extensively and determined that the entire structure should be addressed in five years' time or so. Commissioner Fox replied thank you. Chairman Fox asked whether or not the item had been approved at a prior meeting. Superintendent Mendes relayed that neither item had yet been acted upon. Chairman Fox stated, so we need to decide whether or not to proceed with the repairs on the High Service tank..

Motion to proceed with the repairs and work on the high service tank passed unanimously (EdF/GH)

NEW BUSINESS

a. Colonial Drive Water Main Breaks

Superintendent Mendes relayed that staff had found that the water main in Colonial drive was in the same condition as what was present on Williams Street prior to replacement and that any other breaks in the area would more than likely necessitate replacement. The story short is that the Commission may have to consider replacing this main prior to anticipated work in the Read Street area or even Cabot Street. Superintendent Mendes relayed that it would be his recommendation to undertake replacement work on Colonial Drive as soon as practical if the area experienced further breaks. Commissioner Fox inquired as to the length of the pipe presently in place. Superintendent Mendes replied that the length was 700 to 800 feet at an approximate cost of \$120/ft or approximately \$95,000. The Commission should try to bid the work for the next construction season in March of 2018 should there be additional breaks. Chairman Fox stated thank you.

b. Lincoln Water Commission Public Supply Sanitary Survey Report

Superintendent Mendes relayed that a copy of the Sanitary Survey Report recently generated by the Department of Health had been provided in the meeting packet. The Department undertakes same on each water system in the state once every three years. The last one was done in 2014. The report has just a few recommendations for some minor work at some of our Tank sites and indicates that the Lincoln Water system is in very good operating water.

c. Residential Lead Service Line Removal Program – Incentive for Replacement

Superintendent Mendes relayed that the Commission should strongly consider putting a lead service line removal program for water service connections in place. Basically the program would provide an incentive of up to \$750.00 for homeowners to replace existing lead service lines with copper. The work which can run in the range of \$2,500 to \$3,500 is often not anticipated by the average homeowner and so one way to make the decision to undertake the work easier is to provide an incentive to plan and change out the service immediately. Under the program, the Commission would put the homeowner in touch with contractors that have done work in the system previously and are known to be very good at what they do and then if financial assistance was needed, the Commission would contribute \$750 to any part of the work that was required to remove the lead service. The bottom line would be that provided with such an incentive, most homeowners would find a way to come up with the other \$1,500 or \$1,700 or so that would be required to eliminate a hazard on their property.

Commissioner Hadley inquired as to how many of these types of services existed. Superintendent Mendes replied he would say we are talking about 50 or so which is low for a water system the size of Lincoln's. We are doing very well with our lead and copper sampling which shows that we don't have an issue with lead in drinking water but that doesn't mean same will always be the case. Commissioner Hadley inquired as to how a determination of a lead service line was made. Superintendent Mendes replied that our service cards would indicate the type of pipe material going into the house and that sometimes those were not 100% accurate but what is 100% accurate is one of our operators noticing certain characteristics of service pipes when changing a meter and doing a scratch test to confirm lead. Chairman Fox stated okay, any other discussion. Commissioner Hadley asked when the program was intended to begin. Superintendent Mendes replied that it would begin immediately and be left in place until all lead services had been removed from the system. Commissioner Hadley inquired as to the effect on the budget of putting the program in place. Superintendent Mendes replied that there was enough flexibility within our capital improvement budget to fund the lead service line removal program.

Motion to approve the lead service line removal program passed unanimously (EdF/GH)

d. Any other Business that may properly come before the Board

19 Jason Drive –Request for waiver of TON Fee

Resident Oluseyi Ankanji appeared before the Board and stated that water service to her residence at 19 Jason Drive was terminated for an overdue balance that was very low. Superintendent Mendes inquired

as to whether or not the Ankanjis had received the Commission's notices regarding the outstanding balance on the account. Mrs. Ankanji stated that she did receive the notices but left some unopened because she had made some payments toward the outstanding balance. She stated that she understood the situation was her fault but she felt her service should not have been terminated and a turn on fee of \$100.00 applied when the outstanding amount was \$2.00 or less. To compound matters the Commission did not have a way to contact Mrs. Ankanji by phone and since no arrangement had been made to take care of the portion of the balance that was more than 90 days old, the water service was terminated. Superintendent Mendes offered to review the account and put something together regarding the imposition of the turn on fee for the Commissioners to review at their next meeting. The Board will review all information and reply to the request to waive the fee in writing. Mrs. Ankanji stated thank you and good night.

#### 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. (EdF/GH)

Public Vote on matters from Executive Session - None

#### ADJOURN

Motion to adjourn passed unanimously. (GH/EdF)

There being no further business before the board the meeting adjourned at 7:28 p.m.