

LINCOLN WATER COMMISSIONERS

February 6, 2018

Regular Meeting

The regular monthly meeting of the Board of Water Commissioners was held at the Lincoln Town Hall with Commissioners Eric Fox, George Hadley, Julie Labreche, Edward Fox and Louis Long present. Also present were Water Superintendent Romeo Mendes, Anna Nascimento, Lewis Prescott and Town Solicitor, Anthony Desisto. Patricia Fox, Leo A. Tetreault Sr, Brenda Lemieux & Terry Brierly were present from the public. Lincoln Water Commission field staff, Joseph Bastic, Keith Botelho, John Christo, Jean Gagnon, Gary Scotto and Jeffrey Shayer were also present.

The meeting was called to order at 6:00 p.m.

Public Comment: None

Motion to move the Executive Session to the front of the Agenda passed unanimously. (EdF/GH)

EXECUTIVE SESSION

- a. Legal Opinion Regarding Impact Fee Assessment – Old Jenckes Hill Road
- b. Commission liability relating to January 10, 2018 Main Break
- c. Recommendation of current staff member to fill the position of Foreman upon same becoming vacant

Motion to move items 11a & 11b to the front of the Agenda passed unanimously. (EdF/GH)

NEW BUSINESS

- a. Old River Road – Request for Relief

Superintendent Mendes relayed that the Commission had received a request for relief from the resident at 412 Old River Road. The resident specified that recent high usage was due to a service leak. The customer, Leo Tetreault requested that the entire recent usage be billed at one of the middle tiers to provide some relief from the high billing. Superintendent Mendes relayed that the original bill and an analysis showing what same would be by billing at the \$4.08 tier had been provided to the Commissioners. Should the Commissioners approve same, the bill would be reduced by \$30.63. Superintendent Mendes asked Mr. Tetreault if he had anything to add. Mr. Tetreault responded that the only thing he would add is his usage had been fairly consistent and then shot up because of the leak. Chairman Fox asked if any Commissioner had an issue with billing the entire usage at the \$4.08 tier. Commissioner Fox motioned to bill the entire usage at the \$4.08.

Motion to bill the entire recent usage for 412 Old River Road at the \$4.08 tier passed unanimously. (EdF/JL)

b. Union Street – Request for Relief

Superintendent Mendes explained that this situation was basically the same as Old River Road except this usage was 117,000 gallons. The same type of analysis was done and should the Board approve the accommodation the bill would be reduced by \$198.18. Superintendent Mendes asked Ms. Brenda Lemieux if she had anything to add. Ms. Lemieux explained that in December she got a call from the Water Commission that her bill was very high and typical usage had doubled. She soon discovered that a basement toilet had been running and that was what caused the high usage. As far she knew the issue had been corrected. Ms. Lemieux explained that she would appreciate any consideration the Board could give and that she would make an immediate payment of \$300 on the balance and request a payment plan for the remainder. Superintendent Mendes relayed that the payment plan is something staff can work on with you. Commissioner Fox motioned to bill the entire usage at the \$4.08 tier.

Motion to bill the entire recent usage for 66 Union Street at the \$4.08 tier passed unanimously. (EdF/GH)

CONSENT AGENDA

The following items were considered for approval in the consent agenda:

- January 2018 Regular Meeting Minutes
- Capital Accounts – January 2018
- Abatements – January 2018
- Account Transaction Report – January 2018

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

The meeting returned to the regular order of business.

JANUARY 10, 2018 EXECUTIVE SESSION MINUTES

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

SUPERINTENDENT REPORT OF DAILY ACTIVITY

Superintendent Mendes explained that as Commissioner Hadley pointed out a little while ago, we did pump 7 million gallons more this January than we did last January, however, 2 million of that was lost to breaks. With regard to same, the field crew continues to skillfully handle all required repairs with their main goal to always return service to affected customers as soon as possible. Superintendent Mendes explained further that he and various Commission staff did have a demonstration of new meter reading equipment and it appeared that same would be able to give us more readings in a shorter amount of time with less driving. That being the case, we have tentatively decided to read the entire system at the end of February concurrently with our present reading equipment to gauge what savings there are in time and resources. Superintendent Mendes explained that he was of the opinion that unless major drawbacks with the new reading equipment are found, purchase of same should seriously be considered

even if the Commission didn't go to monthly billing. We can just take the approach to stay on quarterly billing and read monthly just to get data which would be useful to us especially in the summer. More details will be brought forward as we gather information. Lastly, Superintendent Mendes wanted to mention that a plan for refurbishing and possibly expanding both the office and garage spaces which house our entire operation may be prepared in the near future. Details of same will be brought to the Commissioners as they become available. That is all I have for this month. Chairman asked if there were any questions on the Superintendent's report. Commissioner Fox inquired whether or not permission from Town Administration was required since they own the land at 96 Old River Road. Superintendent Mendes replied that part of what is contemplated is to use a portion of the vacant lot behind the building and since the Town does own the land that our building and storage tank are presently sited on, permission would be required.

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

MONTHLY FINANCIAL REPORT

Motion to accept the expenditure and revenue report for the month of January 2018 passed unanimously (GH/LL)

Motion to send the January 2018 financial status report summary letter to the Town Finance Director passed unanimously. (LL/EdF)

OUTSTANDING BALANCE REPORT

Motion to accept the January 2018 account balance report passed unanimously (GH/EdF)

CAPITAL ACCOUNTS

The capital Accounts report for January 2018 was passed with the Consent Agenda and will be placed on file.

MONTHLY INVOICES

Motion to approve payment of the January 2018 Accounts Payable in the amount of \$203,899.96 as well as Direct Payments in the amount of \$279,742.25 passed unanimously. (GH/LL)

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. None

UNFINISHED BUSINESS

- a. None

NEW BUSINESS

- a. Old River Road – Request for Relief
- b. Union Street – Request for Relief

Items a & b were moved to the front of the Agenda

- c. Exam Review Course for New Utility Person

Superintendent Mendes relayed that the individual offered the Utility Person position contingent upon passing the Distribution 1 exam had not passed same and wished to inquire if the Commission would pay all or part of the cost for him to take a review course prior to his next attempt. The cost to take same is \$500.00 with the course beginning on March 15th and progressing through April 19th. The last class falls after the date of the exam so he would miss that session. Superintendent Mendes mentioned that both he and the Foreman thought it would be beneficial for the individual to take the review class. The operator in training is willing to take whatever assistance the Board of Commissioners wants to give whether that is to pay for the entire class or whether that is to pay for a portion of it.

Chairman Fox inquired what would happen if the individual failed the exam again after taking the review class. Superintendent Mendes explained that there would be a final attempt in July. He surmises that at the very least, the operator will be closer to passing during future attempts. Commissioner Long asked how close the individual came to achieving a passing score on his first attempt. Superintendent Mendes replied the passing score is 70; he was not within 10 points of it. Chairman Fox explained that he was hesitant on doing this just for the fact that if he may fail again. Hasn't the Commission already paid for him to go and take this test one time? Superintendent Mendes replied yes, the total cost was \$43.50. Chairman Fox added that in his opinion, it is incumbent on the individual to study and get what they need if they wish to be an operator for the Water Commission and asked what the other Commissioners thought. Commissioner Hadley stated that he was not sure that the Commission should pay for the individual to take the requisite exam more than once. Chairman Fox relayed we already paid \$43.50 and now potentially another \$500 to go to a review class. Is the operator required to pay for future exams he will take? Superintendent Mendes answered yes.

Chairman Fox again questioned what would happen if the individual failed a second time. Superintendent Mendes replied that he would still have multiple attempts available. It would all come down to how much time the Commission was willing to give him to acquire the required licenses. Commissioner Long Proposed that the Commission pay for the individual's next attempt and half of the cost of the review class. Commissioner Hadley inquired if the action was for this one request or to establish a policy to be followed going forward. Superintendent Mendes replied that the action was not to set policy and that each request would be considered on its own merits.

Motion to pay half the \$500 review course fee up to \$250 but the exam fee would be left to the examinee passed unanimously. (GH/EdF)

- d. Any other Business that may properly come before the Board - None

CLAIMS

- a. None

NEWS ARTICLES –

- a. None

EXECUTIVE SESSION –

Executive Session was moved to the front of the Agenda

Public vote on Matters from Executive Session

Motion to have the Town Solicitor prepare a confidential memorandum regarding implementation of the Water Commission's High Service Impact Fee passed unanimously. (EdF/GH)

Motion to appoint the most senior field staff member, Keith Botelho to the position of Foreman upon same becoming vacant passed unanimously. (GH/EdF)

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

Motion to adjourn passed unanimously. (GH/EdF)

ADJOURN

There being no further business before the board the meeting adjourned at 7:15p.m.