

LINCOLN WATER COMMISSIONERS

March 12, 2018

Regular Meeting

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

The meeting was called to order at 6:07 p.m.

PUBLIC COMMENT –None

CONSENT AGENDA

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

The following items were approved with the consent agenda for the March 12, 2018 meeting:

- February 6, 2018 Regular Meeting Minutes
- Capital Accounts – February 2018
- Abatements – February 2018
- Account Transaction Report – February 2018
- Correspondence

The meeting returned to the regular order of business.

FEBRUARY 6, 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 relayed that he would like to touch on a few items. The first being use of new equipment during our last reading effort for the upcoming quarterly billing. We were able to read the entire system in a day and half as opposed to the same effort with the existing equipment which took approximately 4 and half weeks. I imagine when we work out the bugs we can do it within a day. Moving forward, I will recommend purchase of the new equipment at an approximate cost of \$9,500. We have just received a quote for maintenance and upgrade of our existing hand held units for \$2,700 and in my opinion those funds should go toward the purchase of the new reading equipment. Superintendent Mendes explained that a quote for the new equipment would be provided to the commissioners for review and approval. Secondly, we are substantially complete with the radio read program basically having another 75 units or so to put in which will mean there will be no walking to customer's houses anywhere in the system. Lastly, we have another round of unregulated contaminant

monitoring mandated by EPA to undertake. The cost to do this round of monitoring which will take approximately a year and half to complete is \$9,100. Three quotes to perform the required analyses were obtained and the \$9,100 from a laboratory in Connecticut was the lowest. We are approaching the time where the weather is going to cooperate and we can do construction in the system. It won't be long before we undertake the Chestnut Avenue main replacement project which is 500 feet in length. Upon completion of that we hope to start cleaning line on Smithfield Avenue with W. Walsh. Finally, we hope to complete drive in mid-July or August.

Commissioner Hadley inquired about the cost of the new reading equipment, is the \$9,500 a one-time cost or are there maintenance fees. Superintendent Mendes replied there will more than likely be some type of ongoing fee to maintain and/or upgrade the software and laptop that same is loaded on. Superintendent Mendes believes that the initial purchase and some upgrades to software and hardware will be all that will be required. Commissioner Hadley inquired whether or not the captured data was secured so that it could not be used by anyone other than the Commission. Superintendent Mendes explained that the reading information was protected in the same manner as the rest of the Commission's data. There are a number of controls for our onsite storage and a backup is maintained offsite in the event the original is compromised in any way. Commissioner Fox asked if there was a way verify that all meters in the system are actually read. Superintendent Mendes replied yes, our billing clerk analyzes the information isolating all zero reads. She then determines why same occurred, bad meter ID, malfunctioning unit, vacancy etc. until the system is fully read.

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

MONTHLY FINANCIAL REPORT

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

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

OUTSTANDING BALANCE REPORT

Commissioner Fox asked, how are overdue Commercial Accounts handled? Superintendent Mendes explained that they are handled the same way as the residential accounts, 1st, 2nd and 3rd notice followed by termination if necessary.

Motion to accept the February 2018 account balance report passed unanimously (EdF/JL)

CAPITAL ACCOUNTS

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

MONTHLY INVOICES

Motion to approve payment of the February 2018 Accounts Payable in the amount of \$150,360.30 as well as Direct Payments in the amount of \$303,425.00 passed unanimously. (JL/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. Notification to Mark Landry
- b. RIWWA monthly meeting
- c. Providence/Lincoln/Smithfield Interconnection Evaluation

UNFINISHED BUSINESS

- a. Colonial Drive Main Replacement

Superintendent Mendes relayed that staff had a potential approach to doing the work on Colonial Drive and that was to “piggy back” onto the Earl Street bid award and potentially have D’Ercole Construction do the replacement if they were willing to hold the prices agreed to in that bid award. D’Ercole has indicated to us that they would be interested in undertaking the work under the specified 2017 bid prices for Earl Street and have provided a preliminary estimate of \$66,000 to do the work. That being the case I would recommend the Commission piggy back onto the Earl Street bid award bid and undertake the Colonial Drive replacement. Commissioner Fox asked for clarification on the removal of the existing pipe. Superintendent Mendes replied that the 12” diameter pipe would require the Commission to obtain heavier construction equipment and that is not a consideration at this point so procuring the services of a company that already has same should be seriously considered. Superintendent Mendes added that if the Commissioners had no objection, the Commission would initiate a change order for D’Ercole to do the work. Part of the approach will be to have some of our operators assist with the work. More than likely this would be pipefitting. Commissioner Long asked which operators who would be directly involved in that process. Superintendent Mendes expressed that at the very minimum the Foreman and Foreman in training would supervise the entire job. Chairman Fox asked if a motion was needed to proceed with the change order based on holding the prices from the prior bid. Superintendent Mendes replied yes, the Earl Street prices will be held for the proposed Colonial Drive replacement.

Motion to do a change order to the Earl Street bid and to proceed with the Colonial Drive replacement passed unanimously. (GH/EdF)

NEW BUSINESS

a. Lonsdale Elementary School Car Wash

Superintendent Mendes explained that he had been approached by the Lonsdale Parent Teacher's Association regarding potentially holding a car wash at the Commission offices to generate funds for a 5th grade send off. Superintendent Mendes relayed that he would supervise the entire endeavor lasting approximately 2 hours since his youngest son is one the 5th graders. The Superintendent added that he and his wife would be making a donation from their personal funds and he would ask the Commission to match same. The PTA will has tentatively planned for April 7th or 8th if the Board approves the request. One of the requirements will be to have each guardian of a participant waive liability for any injury while on Commission property. Commissioner Hadley inquired where the matching donation will come from. Superintendent Mendes replied it will come out of Commission Operating account.

Motion to grant the request and make a matching donation to the effort passed unanimously. (EdF/GH)

b. Required UCMR 4 Sampling

Superintendent Mendes pointed out that the required schedule for unregulated contaminate monitoring beginning in March 2018 thru July 2019 was in the packet for the Board to review. The lowest bid to do the analyses received was \$9,120. Commissioner Hadley stated that the analytical costs were high. Superintendent Mendes replied yes and that the other two quotes were \$9,800 and \$10,200 respectively. The attractive feature about the low bidder is that they deliver and pick up everything required for the sampling. All the Commission actually has to do is collect the samples. Commissioner Hadley remarked, we're paying \$9,100 and still have to do the collect the samples. Superintendent Mendes relayed that since we are more familiar with the locations it is better for our staff to do the collection. The cost is to perform the analyses for Pesticides and PM Byproduct Alcohols, Semivolatile Organic Chemicals and new disinfection byproducts and cynotoxins which are not routine analyses. Commissioner Hadley asks how long after the sampling would we see the results and when would payment be due? Superintendent Mendes replied that results would be provided within two weeks or so of each sampling being completed and that an invoice for each analysis would follow within two weeks of receiving same. Superintendent Mendes explained further that he believes the budget for drinking water analysis for the current fiscal year is sufficient but same would need to be increase for the coming fiscal year. Chairman Fox asked if there were any other questions.

c. Request for Accommodation – Blue Mist Drive

Superintendent Mendes relayed that the Commission had received a request from a resident on Blue Mist Drive for reimbursement of a diagnostic fee incurred after water was turned off for the purpose of replacing the meter. Superintendent Mendes made the Commissioners aware of the part of the regulations dealing with this type of occurrence. The regulation specifically states that in the process of completing that meter change outs that require water to be off temporarily, Commission is not liable in the event internal piping or appliances are affected. The memo prepared on the matter goes into more detail with the recommendation being to deny the request.

Motion to deny the request for reimbursement of the \$99diagonstic fee passed unanimously. (EdF/JL)

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

Chairman Fox asked the Superintendent if documentation he had requested to describe the activities the new Foreman in Training had been assigned and completed. Superintendent Mendes relayed yes and handed a folder documenting same for the prior 4 weeks to the Chairman. Chairman Fox explained that he had asked the superintendent if he could the Commissioners an update on training provided to the employee that would eventually be placed in the position of Foreman. Would the Board want to see same monthly or would the preference be that the Chairman and Superintendent review? Superintendent Mendes added that the Foreman in Training appears to be in a good state of mind and is working very well with the entire crew as well as the existing Foreman. His impression was that the individual was going to get up to speed very quickly and that the Board would need to review the reports in question at the end of the 6 month probationary period to determine whether or not to the position would be permanently filled. Commissioner Long posed a question on a different subject. The young man that was taking the review class in an attempt to pass the operator certification exam, had he applied for the next test? Superintendent Mendes replied that the individual would definitely attempt one or both of the upcoming exams. Chairman asks anything else? All Commissioners replied no.

CLAIMS

- a. None

NEWS ARTICLES –

- a. None

EXECUTIVE SESSION –

Public vote on Matters from Executive Session

Motion to allow the Superintendent and Chairman to act independently of the Board on minor Commission business with a financial impact of no greater than \$1000 passed unanimously. (EdF/JL)

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)

There being no further business before the board the meeting adjourned at 7:40p.m.