



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
16 Lincoln Road
Lincoln, MA 01773-6353
Phone: 781-259-8997

Water Commissioners Meeting

July 10, 2019

4:00 p.m.

Town Hall Donaldson Room, 16 Lincoln Road

Attendees:

Ruth Ann Hendrickson, Chairman
Bob Antia, Water Commissioner,
Heather Ring, Water Commissioner

MaryBeth Wisner, Water Superintendent
Cindi Sergi, Administrative Assistant
Mary Day, Assistant Town Administrator

Commissioner Hendrickson called the meeting to order at 4:05 pm.

Approve Minutes of the June 10, 2019 - vote expected: The Commission reviewed and approved the minutes as written for the July 10, 2019 meeting. Motion made by Commissioner Hendrickson, Second by Commissioner _____ Ring. Approved unanimously.

Drought Update- vote expected: Superintendent Wisner informed the Board the pond level had dropped. Ms. Wisner continued, we are monitoring the dam and will be removing the next board sometime next week.

Motion made by Commissioner Ring to continue with the current water conservation program already in place. Second by Commissioner Antia. Approved unanimously.

Sign contract with Tata and Howard for contract operations – vote expected: Superintendent Wisner presented the contract to the Board and advised the Board that it would include a total of 136 hours with one 8-hour day per week. Ms. Wisner stated the contract is for approximately 3 months and would cost \$ 25,000.

Motion made by Commissioner Antia to sign the contract with Tata and Howard for contract operations. Second by Commissioner Ring. Approved unanimously.

Discuss and approve Randy Mercier for assistance with the Q2 billing – vote expected: Mary Day informed the Board that she met with Randy Mercier to discuss the billing process and training. Ms. Day went on to explain that the Board has already spent \$25-\$30K for Randy to prepare two billing cycles, train Jennifer Curtin on the basics of Munis and prepare documentation. Additionally, he has worked with Miss Curtin on fixing the 100+ accounts that had problems involving the wrong number of dials and zeroes on meters, meters assigned to the wrong account and broken meters. Ms. Day also informed the Board that we currently do not have an individual in house that is versed in water billing on Munis. Ms. Day added that Mr. Mercier can prepare the billing. The total cost for Mr. Mercier's assistance for the fiscal year would be \$ 25,500.

Going forward, the following is proposed:

- Mr. Mercier should continue to work with Miss Curtin on the billing cycle to document the process.
- Mr. Mercier will continue to work on the problem accounts.
- Mr. Mercier will train Cindi Sergi. Mr. Mercier estimates that would be 30 days over the course of a year (\$38,250). When Mrs. Sergi is fully trained, the need for Mr. Mercier's services will diminish.

Commissioner Ring inquired if other departments do this and Ms. Day responded, yes. Commissioner Antia had concerns regarding Mr. Mercier's lack of documentation and that Mr. Mercier has not provided the Board with the report they had request at the beginning. Both Commissioner Antia and Chairman Hendrickson expressed concern about what Mr. Mercier is doing. Commissioner Antia expressed the need for Mr. Mercier to account for his time. Ms. Day agreed.

Motion made by Commissioner Antia to approve the assistance of Randy Mercier with the Q2 billing. Second by Commissioner Ring. Approved unanimously.

Appointment - Chris Bibbo, Highway Superintendent to discuss the water line for the island project at the top of Sandy Pond Road – vote expected: Superintendent Bibbo presented to the Board his beautification project for the island at the top of Sandy Pond Road. The Board liked the idea of the project. Mr. Bibbo then requested that the Board waive the \$2,500 application fee along with requesting that the water usage be charged at the tier one rate.

Motion made by Chairman Hendrickson to approve the project. Second by Commissioner Ring. Approved unanimously.

Motion made by Chairman Hendrickson to waive the \$2,500 application fee. Second by Commissioner Ring. Approved unanimously.

Motion made by Commissioner Ring to charge the account at tier one rate. Second by Commissioner Antia. Approved unanimously.

Discuss the security policy - vote expected: Commissioner Antia stated he would like to see the Water Commissioners included as authorized personnel. Chairman Hendrickson asked if the department had the capability for manual operation. Superintendent stated yes. Chairman Hendrickson asked Superintendent Wisser to remove the sentence vehicles shall be stored overnight in a locked garage.

Motion made by Commissioner Antia to accept the security policy as amended. Second by Commissioner Ring. Approved unanimously.

Discuss and set a date for the rate hearing for September 2019 – vote expected: Motion made by Commissioner Antia to hold a public hearing on September 18, 2019 on the water rates. Second by Commissioner Ring. Approved unanimously.

Abatement request 194 Lincoln Road – vote expected: Superintendent Wisser informed the Board that the abatement was denied. The customer is appealing the decision. Commissioner Antia reviewed the data logger report. The report indicated a leak condition existed in December 2018. Ms. Wisser informed the Board that the customer contacted the office in August 2018 regarding broken pipe in the irrigation system. The customer was away on vacation so the leak went undetected for a month. The customer shut the system off but did not repair. The water department visited the property in October 2018 and the leak was not repaired. The water department visited the property in December 2018 to perform a data logger and the leak was still active. Commissioner Antia asked Superintendent Wisser for copies of the water bills before and after the leak. Ms. Wisser stated she would generate a usage report.

Motion made by Commissioner Antia to table further discussion until the August 14, 2019 meeting, Second by Commissioner Ring. Approved unanimously.

Discuss the 2019 updates to the Water department rules and regulations - vote expected: Superintendent Wisser advised the Board that the Water Department Rules and Regulations consisted of 70 pages and were not included in the packet. Commissioner Antia questioned what changes had been made. Commissioner Antia requested the Board table this agenda item until the September 14, 2019 meeting. Commissioner Antia suggested that Ms. Wisser add to the Regulation if a matter is before the Board, customers shall be notified to give them the opportunity to attend the meeting. Commissioner Hendrickson advised Ms. Wisser to check the document as she noticed some sections referred to hydrants opening to the left and in another location it mentioned hydrants opening to the right.

Motion made by Commissioner Antia to table further discussion on the proposed revisions until the August 14, 2019 meeting. Second by Commissioner Ring. Approved unanimously.

Discuss Staffing Plan: Superintendent Wisser advised the Board there have been no applicants for the Plant Manager and Water Operator vacant positions. Ms. Wisser reminded the Board that there is a shortage of license water operators. Wisser presented her career path plan and explained the idea is to be able to hire inexperienced employees and train them.

Commissioner Ring suggested to work with the Minuteman School and to consider summer internships. Ms. Wisser stated each training course is \$1,000. Commissioner Antia asked if this would impact the Union. Superintendent Wisser responded the positions would need to be added to the Union contract.

The Board discussed a requirement that employees would need to remain employed with the Town for one year after receiving the training. Superintendent Wisser stated she would check with Mary day. The Board authorized Ms. Wisser to move forward with her plan.

Discuss the dam operation, maintenance and safety program – vote expected: Tabled. Motion made by Commissioner Antia to table further discussion until the August 14, 2019 meeting. Second by Commissioner Antia. Approved unanimously.

Discuss the spill response plan for Flint's Pond - vote expected: Tabled. Motion made by Commissioner Antia to table further discussion until the August 14, 2019 meeting. Second by Commissioner Antia. Approved unanimously.

Discuss EPA's America Water Infrastructure Act of 2018: Risk Assessment and Emergency Response Plan: Superintendent Wisser informed the Board that in October 2018, the America's Water Infrastructure Act (AWIA) was signed into law. The law requires community (drinking) water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPs). The law specifies the components that the risk assessments and ERPs must address, and establishes deadlines by which water systems must certify to EPA completion of the risk assessment and ERP.

Discuss Q2 bill insert – vote expected: Commissioner Hendrickson asked Ms. Wisser to remove the first sentence in the second paragraph. Ms. Wisser asked the Board is there was anything else the board wanted to include. Commissioner Antia suggested (AG) be inserted. Commissioner Antia suggested some statistics be inserted regarding leaks. Superintendent Wisser suggested a caption of did you the average irrigation leak wastes.....gallons of water per year. Chairman Hendrickson suggested inserting the gallons per capita day from the annual statistical report.

Motion made by Commissioner Antia to accept the Q2 bill insert as amended. Second by Commissioner Ring. Approved unanimously.

Discuss water usage fees for accounts on the exempt list – vote expected: Tabled. The Board felt they needed more time to investigate. Motion made by Commissioner Antia to table further discussion until the August 14, 2019 meeting. Second by Commissioner Antia. Approved unanimously.

Discuss future regulations and fees: Tabled. The Board felt they needed more time to review. Motion made by Commissioner Antia to table further discussion until the August 14, 2019 meeting. Second by Commissioner Antia. Approved unanimously.

There being no further business the meeting adjourned at 6:15 PM. Motion made by Commissioner Ring. Second by Commissioner Antia. Approved unanimously.

The next meeting of the Water Commissioners is scheduled for August 14, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

Cindi Sergi
Administrative Assistant