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May 19, 2023

Ms. Luly Massaro, Clerk  
Rhode Island Public Utilities Commission  
89 Jefferson Boulevard  
Warwick, RI 02888

**Re: *Docket No. 22-47-WW- The Narragansett Bay Commission  
General Rate Filing***

Dear Ms. Massaro:

Enclosed please find an original and nine copies of the following:

1. The Narragansett Bay Commission's Response to the Rhode Island Public Utilities Commission's Data Requests (Set Three).

Also, please note that an electronic copy of this document has been provided to the service list. Thank you for your attention to this matter.

Sincerely,



Joseph A. Keough, Jr.

JAK/kf

cc: Docket 22-47-WW Service List (*via electronic mail*)

**Comm. 3-1:** Referring to the response to PUC 1-2, for each vehicle proposed to be acquired, please provide:

- a. The type of vehicle that NBC is proposing to acquire.
- b. The expected business use of vehicle.
- c. If the new vehicle is replacing an existing vehicle, the year, make, model, mileage/hours on the vehicle that is being replaced.
- d. If the new vehicle is not replacing an existing vehicle, the justification for increasing the fleet size.
- e. Please provide a list of vehicles replaced or acquired for the last 3 years (include the year, make, model, and cost of the vehicle; whether the vehicle is replacing an existing vehicle or is a fleet addition)
- f. Please provide a copy of NBC’s vehicle replacement policy.

**Response:**

a. – c.

1a-Proposed Replacement Vehicle	1b-Vehicle use	1c-Vehicle to be Replaced and Mileage	
Comparable to Chevrolet Equinox	Transport personnel to and from construction job sites	2015 Chevrolet Equinox	15,432
Comparable to Dodge Caravan	Transport personnel to and from construction job sites	2012 Dodge Caravan	23,243
Comparable to Chevrolet Equinox	Site visits, site readings, water shut offs and postings	2016 Chevrolet Equinox	26,961
Comparable to Ford Stake	IM Field Work /Construction Work / Snow Plowing	2016 Ford Stake w/plow/sander	25,442
Comparable to Sterling Acterra	Construction Work / Snow Removal (The body is completely rotted, vehicle unusable)	2009 Sterling Acterra	10,329
Comparable to Ford E350	Maintenance PM mechanic, plantwide use	2013 Ford E350 Norm Rod	22,356
Comparable to Ford E350	Maintenance, plantwide use	2008 Ford E350	26,491
Comparable to Ford F150	Maintenance, plantwide use (Vehicle does not run and is being scrapped)	2008 Ford F150	22,634
Comparable to Ford F150	Operations, operators plantwide use (Vehicle does not run and is being scrapped)	2008 Ford F150	45,695
Comparable to Dodge Caravan	Vehicle used by EM staff to collect and deliver samples to the Lab	2014 Dodge Grand Caravan	37,947

d. Not applicable.

e.

<b>Fiscal Year</b>	<b>Vehicle</b>	<b>Cost of Vehicle</b>	<b>Replacement or Addition</b>
FY 2021	2021 Toyota RAV 4	\$ 27,596	Replacement
FY 2021	2021 Ford F250	27,685	Replacement
FY 2021	2021 Ford F350	34,800	Replacement
FY 2021	2021 Ford F350	34,800	Replacement
FY 2021	2021 Nissan Leaf	29,092	Replacement
FY 2021	2021 Toyota RAV 4 plug in	33,194	Replacement
FY 2021	2021 Ford Transit	33,209	Replacement
FY 2021	2022 International Catch Basin Cleaner Truck	185,925	Replacement
FY 2021	2021 Vacall JetVac	395,335	Replacement
FY 2022	2022 Ford Escape	24,375	Replacement
FY 2022	2022 Toyota RAV 4	24,879	Replacement
FY 2022	2022 Ford F350	43,334	Replacement
FY 2022	2022 Ford F350	42,334	Replacement
FY 2022	2022 Chevrolet Colorado	38,849	Replacement
FY 2022	2022 Ford F150	35,765	Replacement
FY 2022	2022 Ford Transit	30,813	Replacement
FY 2022	2022 Toyota RAV 4	38,724	Replacement
FY 2022	2022 Toyota Sienna Hybrid	30,734	Replacement
FY 2023	2023 Toyota RAV 4	34,370	Replacement
FY 2023	2023 F250 Extra Cab	60,390	Replacement
FY 2023	2023 Toyota Tacoma	37,803	Replacement
FY 2023	2023 Dodge RAM 1500	43,369	Replacement
FY 2023	2023 Toyota Tacoma	32,586	Replacement
FY 2023	2023 RAV 4 Prime Hybrid	43,376	Replacement
FY 2023	2023 Toyota Sienna Hybrid	38,606	Replacement

f. NBC does not have a formal vehicle replacement policy; however, NBC requires an asset disposal form to be completed and approved prior to any vehicle replacement. See attachment COM 3-1f.

**Prepared by:** Leah Foster

**Narragansett Bay Commission  
Application for Property Disposal**

Date : _____ To : <u>Asset Management Administrator</u> From : _____	Funding Source of Original Asset Purchase Not Sure <input type="checkbox"/> Operating Budget <input type="checkbox"/> Capital Project <input type="checkbox"/> Project # _____
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Asset # (Oracle) _____	Serial # _____
Location _____	Model # _____
Cost Center : _____	Hansen Asset # _____

Asset Description : **ATTACH CURRENT PHOTOS**  
*Be specific: original vendor, estimated purchase date & cost, color, etc*

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<b>Reason For Disposal</b> <input type="checkbox"/> Stolen - attach police report <input type="checkbox"/> Trade In <input type="checkbox"/> Surplus <input type="checkbox"/> Lost <input type="checkbox"/> Damaged beyond repair	<b>Recommended Manner of Disposal</b> <input type="checkbox"/> Scrap * Send \$ and receipt to Accounting <input type="checkbox"/> Trade In * Send receipt to Accounting <input type="checkbox"/> Sell * Send \$ and receipt to Accounting <input type="checkbox"/> Donate <input type="checkbox"/> Other: explain _____
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Describe Condition of Item to be Disposed Including Approximate Current Value :

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<b>Approximate Current Value \$</b>
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<b>Asset Management Administrator Review</b>	
Asset useful life exceeded. <input type="checkbox"/> YES <input type="checkbox"/> NO    If No, reason: _____	
<input type="checkbox"/> YES <input type="checkbox"/> NO    Accounting pre-notified of proposed disposal	<b>AMA Initials</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO    Purchasing pre-notified of proposed disposal	
<input type="checkbox"/> YES <input type="checkbox"/> NO    Department Managers given opportunity to assume ownership	

<b>Recommended for Approval</b>	
_____	_____
<b>DIRECTOR</b>	<b>DATE</b>

<b>Approved for Disposal</b>	
It has been determined that above identified property is no longer useful in the Commission's operation of the System. The disposition of above property will not impair the Commission's ability to satisfy the requirements of Section 603 of the Trust Indenture in the current or any future year.	
_____	_____
<b>EXECUTIVE DIRECTOR</b>	<b>DATE</b>

<b>Internal Use Only</b>			
Procurement (initial)	_____	Accounting (initial)	_____
Manner of Disposal	_____	Date entered on GL	_____
Sale Amt. Received	_____	Date removed from FA	_____
Date Disposed	_____	Send final to AMA	_____

**Comm. 3-2:** Referring to the response to PUC 1-2, budget account 16555, Annual PC Refresh Program Replacement, \$75,000:

- g. Please provide a list of what NBC expects to replace and what it expects to procure.
- h. Please provide a list of expenditures under the PC Refresh Program for each of the last 3 years.
- i. Please provide a copy of NBC's PC replacement policy.

**Response:**

- a. The equipment expected to be replaced under the Annual PC Refresh Program is computer and related equipment at or beyond a 5-year life cycle. In FY 2024, NBC plans to replace approximately 20 personal computer (PC) laptops and related equipment, 1 Macintosh desktop workstation, additional workstation monitors, and mobile devices, as necessary.

b.

**16555 Annual PC Refresh Program Expenditures**

Description	FY 2021	FY 2022	FY 2023 YTD
Personal Computers (desktops, laptops, docking stations for laptops)	\$ 67,084	\$ 48,632	\$ 41,127
Computer workstation monitors	5,786	7,776	6,676
Mobile Devices (iPads, iPhones, otter boxes for mobile devices)	-	13,461	4,581
Barcoding printer			533
<b>Total</b>	<b>\$ 72,870</b>	<b>\$ 69,869</b>	<b>\$ 52,917</b>

- c. NBC's refresh cycle for computers and related equipment is typically 5 or more years.

**Prepared by:** Brendon McLean

**Comm. 3-3:** Referring to the response to PUC 1-2, budget account 16550, Conference Room Upgrades, \$25,000, please provide a list of the proposed upgrades. Please also provide a list and description of any Conference Room Upgrades for the last 3 years.

**Response:**

NBC does not have any specific planned upgrades for FY 2024 at this time. NBC budgets \$25,000 in the 5-year operating capital program to ensure there are sufficient funds to address ongoing necessary technological needs, upgrades and repairs.

FY 2021 - \$53,932

Upgraded ceiling-mounted remote-controlled cameras, audio microphones, and speakers to capture virtual meeting table participants and meeting discussions. Upgraded wall mounted touch panel programming for virtual meetings and presentations. The conference rooms upgraded included the Main Boardroom, Accounting/Finance, Laboratory, Environmental Monitoring and Data Analysis, and the Engineering Conference Rooms.

FY 2022 - \$64,184

Annual upgrades to conference rooms, including ceiling-mounted remote-controlled cameras and audio microphones and speakers to capture virtual meeting table participants and meeting discussions, and wall mounted touch panel programming for virtual meetings and presentations. Also included in FY22 were conference room display monitors and control programming. Conference rooms upgraded in the FY22 year included the Education Center Conference Room and further upgrades to the Laboratory and Environmental Monitoring and Data Analysis Conference Rooms. In addition, digital signage monitors were purchased and installed for employee information screening.

FY 2023 YTD - \$26,200

Upgrades include a projector upgrade for the Education Center Conference Room and the Pretreatment Conference Room with a display and local HDMI wall plate installation to conduct successful virtual meetings and presentations.

**Prepared by:** Brendon McLean

**Comm. 3-4:** Referring to the response to PUC 1-2, budget account 16550, Computer Room Enhancements, \$25,000, please provide a list of the proposed enhancements. Please also provide a list and description of any Computer Room Enhancements for the last 3 years.

**Response:** NBC does not have any specific planned upgrades for FY 2024 at this time. However, to meet the ever-increasing and imperative cybersecurity needs in this digital age, NBC budgets \$25,000 in the 5-year operating capital program annually to ensure there are sufficient funds to address ongoing necessary hardware upgrades for the computer room. NBC did not have any expenditures in FY 2021 or FY 2023 to date.

FY 2022 - \$22,346

RSA key cryptosystem was purchased to strengthen NBC's cybersecurity.

**Prepared by:** Brendon McLean

**Comm. 3-5:** Referring to the response to PUC 1-2, budget account 16555, ERP Replacement \$500,000, please explain this project. Include a description of why NBC believes the enhancements are needed now.

**Response:** The current Oracle ERP was implemented in 2003 and is hosted on-premises. NBC seeks to migrate to a cloud-based solution that has modern features and better reporting. Transition to a cloud-based solution is important for business continuity, information integrity, and the mitigation of cybersecurity risks.

The current Oracle Enterprise Resource Planning (ERP) software does not reflect technological advances and has not provided any major enhancements or improvements during the last 20 years. As NBC's reporting requirements and management demands have increased, staff have had to develop excel spreadsheets for tracking and reporting and increasingly rely on IT for support. NBC has created procedures and forms to address several system shortcomings such as cash flow preparation, restricted tracking, trust indenture requirements, fund accounting preparation, and closing of capital projects, functionality that should be available through the ERP. NBC is also seeking a solution that will include budgeting, preparation of the Annual Comprehensive Financial Report, debt management, and the attachment of scanned documents. The ERP will assist NBC management to make informed decisions based on timely and accurate information.

**Prepared by:** Leah Foster



**Comm. 3-6:** Referring to the response to PUC 1-2, budget account 16555, CIS Enhancements \$250,000, please explain this project. Include a description of why NBC believes the enhancements are needed now.

**Response:** The Customer Information System (CIS) Enhancements consist of an upgrade of the existing CIS to a secure cloud-ready customer information and utility billing solution along with a new customer engagement portal. Transition to a cloud-based solution is important for business continuity, information integrity, and the mitigation of cybersecurity risks. The CIS upgrade is a significant technological upgrade that will enhance customer service and billing. It includes a customizable customer care representative and management browser-based interface with a dashboard style, workflow automation functionality, and stream-lined business processes. The new customer engagement portal will provide accurate and timely account, billing, and payment information with an improved interface.

**Prepared by:** Michael Murphy

**Comm. 3-7:** Referring to the response to PUC 1-2, project 24000P, NBC Electrical Improvements \$540,000, please describe this project and provide an explanation of the need for this project.

**Response:** This project involves the evaluation of the electrical power systems at the Field's Point Wastewater Treatment Facility and the development of a long-term plan to address this critical infrastructure. The majority of this equipment dates to the facility's original construction in the mid- to late-1980s or early 1990s and has been in continuous operation since its initial startup. Many of NBC's main Motor Control Centers (MCCs) and other electrical devices are no longer manufactured and it is becoming increasingly difficult to find replacement parts. In layman's terms, a MCC is an "industrial" fuse box and is critical for the operation of pumps, mixers, blowers, and other equipment required for the safe and effective wastewater treatment.

Once the long-term plan has been completed, NBC will program its implementation in its Capital Improvement Program.

**Prepared by:** Dave Bowen

**Comm. 3-8:** Referring to the response to PUC 1-2, project 20801, Data Communications Ethernet Upgrade \$1,959,500, please describe this project and provide an explanation of the need for this project.

**Response:** The Field's Point Wastewater Treatment Facility utilizes multiple treatment technologies and many complex process systems. The Supervisory Control and Data Acquisition (SCADA) system facilitates the safe and efficient operation of the treatment process through continuous monitoring and controls. Much of this SCADA system dates to its original implementation in the 1990s. There are reliability and performance challenges with the current SCADA system's data communication network due, in part, to the use of mixed model communication units and related system components. Older components are also incompatible with new technology. This project involves implementing an Ethernet based hybrid data SCADA system upgrade to keep the existing system viable for many years. The project will integrate various new hardware, software, and other ancillary support services to upgrade the existing SCADA system through use of Ethernet DCS Loop Improvements.

**Prepared by:** Dave Bowen

**Comm. 3-9:** Referring to the response to PUC 1-2, project 91000, Office & Building \$1,635,000, please provide a breakdown of the work that is proposed to be included in this project and an explanation of the need for this project.

**Response:** This project includes the replacement of roof-top HVAC units at the Corporate Office Building and the storage facility. It also includes the replacement of the Field's Point Primary Sludge Pumping Station roof. Office renovations and reconfigurations to accommodate organizational changes are also part of this project.

**Prepared by:** Michael Cook

**CERTIFICATION**

I hereby certify that on May 19, 2023, I sent a copy of the within to all parties set forth on the attached Service List by electronic mail and copies to Luly Massaro, Commission Clerk, by electronic mail and regular mail.

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