



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
6:30 p.m. February 25, 2019

Date, time, place: The regular meeting of the Board was held on Monday, February 25, 2019 at 6:30 PM in the auditorium at the Lynnfield Middle School at 505 Main Street, Lynnfield.

Present were: Commissioners Chairwoman Constance Leccese, Richard Lamusta, Treasurer James Alexander, Water Foreman Nick Couris, Clerk of the Board Christine Smallenberger and District Counsel Attorney Christopher Casey.

Absent: none

Also attending were: See sign-in sheet for ratepayers incorporated into the minutes hereto.

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: March 11, 2019 at 6:30pm

Adjourn: Unknown

Agenda Item 1. New Business.

The District received a letter regarding AT&T lease renewal and we need to respond within 60 days. AT&T is looking to reduce cost and lower lease payments. The District will need to negotiate and needs the board and District counsel to review. Per an October 23, 2017 board meeting it appears we will have to go out to bid. District Counsel will review and report back to the board.

Agenda Item 2. Old Business

- a) **Proposed Subdivision:** The District has heard from residents of Cranberry Lane and the developer at the last board meeting who were opposed to looping the water main. We are awaiting the final layout of the subdivision from the Planning Board but the District will require the water main to be "looped" through to Cranberry Lane. We understand and appreciate the concerns brought forth from the residents of Cranberry Lane and looping the water main will greatly benefit the entire District. We will work with the Planning Board and Conservation Commission to ensure minimal impact to Cranberry Lane residents.

- b) **Billing:** new bills and refund checks have been printed and signed and our goal is to have the majority of new bills and refund checks mailed out to customers by end of business on Friday March 1st. All bills should be in the mail by the middle of next week. We are refunding approximately \$480,000.
- c) Deadline to submit letter of intent for anyone interested in running for any open positions is March 1, 2019. The open positions are 2 Water Commissioner positions as well as the clerk of the District and Treasurer.

Agenda Item 3. Modify and Approve Minutes of Prior Meetings.

Motion: Chairwoman Leccese made a motion to approve the minutes of the January 28, 2019 meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Motion: Chairwoman Leccese made a motion to approve the minutes of the January 14, 2019 meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Motion: Chairwoman Leccese made a motion to approve the minutes of the December 17, 2019 meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Motion: Chairwoman Leccese made a motion to approve the minutes of the December 10, 2019 meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Agenda Item 4. Board Review and approval of payroll, A/P Warrant(s) and Rebates.

The board reviewed and signed payroll, and A/P Warrants.

Mrs. Campbell recognized Constance Leccese's leadership with grace and dignity for the past 5 years and wishes to thank her for her efforts on behalf of the LCWD customers.

Motion: Chairwoman Leccese made a motion (at 6:30 PM) to suspend the regular meeting until after the Special District Meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Motion: Chairwoman Leccese made a motion (at 7:27 PM) to reconvene the regular meeting.

Second: The motion was seconded by Mr. Lamusta and approved.

Mrs. Richard asked if watering fines will be changed. It was explained that the first water fine offense is \$50 and then \$100 is the maximum for all fines thereafter and we cannot fine again until 3 days have passed. Mrs. Richard said \$100 is not enough to fine people; they don't care. Chairwoman Leccese asked District Counsel Casey to answer Mrs. Richard regarding changing the water ban fines rates.

Chairwoman Leccese said the District needs a primary operator. Foreman Couris said all District operators are licensed and the question is will the new superintendent be the primary operator. Commissioner Almy asked Foreman Couris as the temporary superintendent you wouldn't be named the primary operator? Foreman Couris responded that technically, he is not the operating temporary superintendent. Operationally, if someone came in as a primary operator it is most likely not as a contract position. The primary operator has control of the system. If the superintendent is the primary operator that could change if there is a contract. Chairwoman Leccese hoped the new board would weigh the value of Mr. Couris and Mr. Deshaies by making it 2 primary operators, 1 for the plant side and 1 for the distribution side. Commissioner Almy asked how it is done in other water places. Foreman Couris said with changes in state regulations the primary operator would have to be within an hour of the Distribution system and work within the building for a minimum of 35 hours and this would take the superintendent away from management responsibilities. Foreman Couris further explained the District has 4 licensed operators that do everything and we are looking for hierarchy and if someone leaves, it provides a place people can advance to. Commissioner Almy asked is there a list of reasons to do it this way or that way. Chairwoman Leccese said to document the pros and cons with input from Tom Mahin (DEP drinking water chief). Commissioner Almy asked there is no primary operator and Foreman Couris said correct, the superintendent has always been the primary operator and no one was made secondary operator. Technically there is to be a primary and a secondary operator. Commissioner Almy asked is there an action needs to be taken by the board. Foreman Couris responded that Tom Mahin from the DEP is looking for an action plan. Chairwoman Leccese responded the DEP have given us a grace period as we were supposed to have someone already in this role.

Motion: Chairwoman Leccese made a motion for Commissioner Almy to speak with Tom Mahin and report back to the board at the next meeting.

Second: The motion was seconded and carried.

Chairwoman Leccese wanted to make a motion to elect a new chairperson. Commissioner Almy asked to put off this motion for 1 meeting and it was agreed to hold off on this motion.

Chairwoman Leccese made a motion that was approved and the meeting adjourned.

Respectfully submitted,