



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
6:30 p.m. March 11, 2019

Date, time, place: The regular meeting of the Board was held on Monday, March 11, 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 25, 2019 at 6:30pm

Adjourn: 7:42 pm

Agenda Item 1. New Business.

a) Description of Elected Positions (Receive and File)

Over the years, there has not been formal descriptions and where the responsibilities are derived from the legislation and enabling act. These positions are subject to change in the future whether through by-law and legislation. Copies will be made available to anyone interested.

Motion: Chairwoman Leccese made a motion to accept these job descriptions and place in the file.

Second: The motion was seconded and moved.

- b) **Primary Operator Designation.** Mr. Burnham was the primary operator prior to his retirement. The District has 4 operators that are qualified to be primary operators to run the system today and Commissioner Almy's recommendation is to name existing staff as a primary operator for the distribution system and another as primary operator for the treatment system. Commissioner Almy recommends a 10% increase in base salary, which would be a combined cost of \$354 per week = \$4600 through the end of this Fiscal Year. Total cost for FY2020 is roughly \$19,000. The increase this year would be offset by the delay in appointing a superintendent.

Motion: Chairwoman Leccese made a motion to designate 2 current operations staff for the roles of primary operator for the distribution system and treatment system facilities respectively, pursuant to MASS DEP Rules, such designation would include a designated increase in the current hourly rate of pay increase of 10% in recognition of additional responsibilities of acting as a primary operator.

Second: The motion was seconded and moved.

Agenda Item 2. Old business.

a) AT&T Cell Site Lease renewal/extension

Chairwoman Leccese made a motion to renew the cell site lease. Commissioner Almy said it subject to going through appropriate procedures through bids. Attorney Casey clarified the motion is to accept bids for this location, not specific for AT&T. The District must go through the bidding process. Commissioner Almy wants to suggest the commission have 1 Commissioner and 1 operations crew work with Attorney Casey to develop a bid package and report back with the schedule. Commission Almy will volunteer to take the lead.

Motion: Commissioner Almy moves to appoint Commissioner Almy and Foreman Couris to review the past bids and develop a bid package and bring a status report back to the commission prior to moving forward.

Second: The motion was seconded and moved.

b) Status of modified bills and refunds

Foreman Couris said the reissuing of bills and refunds have been completed. Some customers have returned their refund checks made to wrong person due to not updating their accounts due to a deceased spouse or divorce. We will need to update the account and process a new check after we receive the required paperwork.

Agenda Item 3. Letters of Intent for elected District positions.

Letters the District received for the open positions: Mr. Joseph Maney submitted his letter of intent for the position that will expire in 2021. Mr. Anders Youngren and Mr. Michael Walsh both submitted letters of intent for both open commissioner positions. Mr. Stefan Taschner submitted his letter of intent for the Clerk of the District position and Mr. James Alexander submitted his letter of intent for the Treasurer position.

Motion: Commissioner Almy made a motion to contact candidates for the Commission positions to be prepared to make a 1 to 2 minute presentation of their qualifications at the Annual District Meeting.

Seconded: The motion was seconded and moved.

Agenda Item 4. Ratepayers with Billing Issues.

- a) **Cynthia Fallon of 69 Bourque Road** has never historically used this much water and is looking for a reduction since she gets a bill once a year. Chairwoman Leccese deferred to Foreman Couris. Foreman Couris said Mrs. Fallon is a fairly consistent user on the higher side. When it comes to the usage, we can't find where the water has gone but that it has gone through the meter and does not have any explanation as to how the water has been consumed. Chairwoman Leccese said the board will take this under advisement and we will have an answer by the March 25, 2019 meeting. Mrs. Fallon complimented Nick for being accommodating.

Motion: Chairwoman Leccese made a motion to table Mrs. Fallon's water billing issue until the next meeting.

Second: The motion was seconded and moved.

- b) **Mr. Baldini owns 47/49 Beaver Ave.** with a typical water bill that runs 97,000 to 150,000 annually. This year's \$3,000 bill was shocking, however an internal audit was done in May. The May reading was outrageous and May to December readings went back to normal. A tenant was being evicted and left water running constantly or the meter was tampered with. Mr. Baldini is asking for forgiveness and outlined a reasonable amount in a letter. Foreman Couris had talked to Mr. Baldini and went over the usage. Since then his usage has come back down.

Motion: Chairwoman Leccese made a motion to table this matter and take it under advisement until the next meeting.

Second: The motion was seconded and moved.

- c) **Mr. Slaney from 17 Melch Road** had used 459,000 gallons. Mr. Slaney said they did not turn on their irrigation system once and occasionally hand waters and has no leaks in his pool and new toilets. Foreman Couris said a year ago we installed a new meter

and we recently checked the usage again and the usage came way down; everything is good on our end.

Motion: Chairwoman Leccese made a motion to table this matter and take it under advisement until the next meeting.

Second: The motion was seconded and moved.

Commissioner Almy said it is possible to give you grace on the bill depending if we are able to adjust the bill and/or give you a week or two extension on the due date.

Foreman Couris said we are working on in the process of reading meters monthly and it will take time to trend the data and to set parameters. Mrs. Fallon asked what the standards for billing are in other communities. Foreman Couris responded some communities' bill more frequently but can't speak to what others do. Commissioner Almy said the trend is more frequently and we are working on getting there. Foreman Couris said we see a significant bump in the seasonal months and now we are trending the usage and going into the summer months we will see what the average user is using to give those users a heads up, yet what they do with the information is up to them.

Agenda Item 5. Close Special District Meeting Warrant and Annual Meeting Warrant at 7:00 PM.

Motion: Chairwoman Leccese made a motion to close the Special District Meeting Warrant and Annual Meeting Warrant subject to minor editorial changes as necessary.

Second: The motion was seconded and moved.

Agenda Item 6. Request for executive session to discuss personnel matters under G.L.c.30A, section 21(a)(3).

Motion: Commissioner Lamusta made a motion to go into executive session specifically to discuss employment compensation negotiations for non-union employees and further that the board of commissioners intends to come back to open session at the conclusion of the session.

Second: The motion was seconded and moved.

Motion: Commissioner Lamusta made a motion to go back in open session at 7:27 pm and that there were no votes taken in the executive session.

Second: The motion was seconded and moved.

Agenda Item 7. Modify and Approve Minutes of Prior Meetings.

Motion: Chairwoman Leccese made a motion to approve the minutes of the February 25, 2019 meeting.

Second: The motion was seconded and moved.

Agenda Item 8. Board review and approval of payroll, A/P Warrant(s) and Rebates.

The Board reviewed and approved payroll, and A/P Warrants

There will be a joint meeting with the Town Selectman on March 18, 2019 at 7:00 pm.

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

Respectfully submitted,