



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**6:30 p.m. April 22, 2019**

**Date, time, place:** The regular meeting of the Board was held on Monday, April 22, 2019 at 6:31 PM in the auditorium at the Lynnfield Middle School at 505 Main Street, Lynnfield.

**Present were:** Commissioners Joseph Maney, Anders Youngren, Treasurer James Alexander, Water Foreman Nick Couris, and Clerk of the Board Christine Smallenberger.

**Absent:** Chairman Robert Almy

**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:** May 13, 2019 at 7:00 pm

**Adjourn:** 8:05 pm

**Agenda Item 1. New Business.**

**a) Elect a Vice-Chair.**

Motion: Commissioner Youngren nominated Commissioner Maney as Vice-Chair for the remainder of this year to April of 2020.

Second: The motion was seconded and the motion carried.

- b) Noncompliance Letter from the DEP/naming of Primary Operators.** Superintendent Burnham retired January 2, 2019 and the District had until February 2, 2019 to name the new primary operator(s) for treatment and distribution. This was not accomplished by the previous board. The previous board approved a 10% pay increase at the March 11, 2019 meeting but was never conveyed to the 2 employees and therefore nothing was done. The District received a letter last week from the DEP that we are non-compliant. Commissioner Maney spoke with Operators Brian Deshaies and Nick Couris to take on the primary operator roles and they felt a 10% increase was not worth the risk in

responsibility to their respective licenses. Commissioner Maney has proposed a 20% increase in their base pay which is \$38.63 per hour. Brian Deshaies will handle the treatment side and Nick Couris will be responsible for the distribution side.

Motion: Commissioner Maney made a motion to name Brian Deshaies the Primary Treatment Operator with both receiving an increase in pay of \$7.72 per hour and Nick Couris as the Primary Distribution Operator with both having sufficient authority to work as the Primary Operator. There are many restrictions and job specific requirements that the state sets forth that supersedes the board. The net cost is \$32,000 and right now we have budgeted \$19,000 for the 2 positions. By the time we hire a new superintendent it will more than make up for it in the next fiscal year.

Second: The motion was seconded and the motion carried.

Commissioner Youngren inquired about the responsibilities of the foreman and the primary operator and what increase in workload would be for both positions. Foreman Couris responded the water foreman is the first point of contact, fills in for day-to-day operations for the superintendent when unavailable (not for a prolonged period of time) and oversees the 3 operators. When it comes to reporting, he will prepare the reports for the primary operator and make they are ready to go. The foreman oversees cross connection program and heads up meter and billing. The foreman also oversees the regular duties of the operators and any carryover from the superintendent gets taken care of in a timely manner to the DEP. The state wants to see the primary operator separated from the superintendent to maintain checks and balances. The District runs on their license and is subject to any scrutiny and is the responsible party for the distribution and treatment system. The other operators are secondary; Nick would be secondary for Brian and Brian would be secondary for Nick. Foreman Couris is happy to continue handling the foreman duties. The former superintendent was primary operator for both treatment and distribution. Commissioner Youngren asked if the positions would be permanent or temporary until the superintendent is hired. Commissioner Maney would be comfortable to guarantee these positions until July 1<sup>st</sup> of 2020 but once you give something it is difficult to take it away and both Mr. Deshaies and Mr. Couris understand this.

**Superintendent search committee.** Mrs. Rauseo asked about the search committee for the new superintendent and Mrs. Campbell asked how it was decided upon to post the job description. Mrs. Campbell's concern is the person who is hired should have qualifications in a well system. Commissioner Maney has the same concern. Applicants have until May 7<sup>th</sup> to submit their resume; there will be a search committee just like the one Mrs. Campbell was asked to be on with the original committee. Commissioner Maney received an email from a gentlemen looking to be on the search committee as well. The previous board had asked Mr. Almy and Mrs. Campbell and my guess is we would extend the invitation to her, one member of our board, John Tomasz from the DPW and possibly Jim Finegan from the Lynnfield Water District. The search committee would be similar to what was proposed a few months ago. The committee may be announced on the 13<sup>th</sup> of May. Mrs. Campbell inquired where the job was advertised. Commissioner Maney responded it is on the District's website, New England Water

Works website and Mass Water Works website. Clerk Smallenberger said at this time we have received 1 resume.

Mrs. Campbell inquired to the new primary operator's salary. Commissioner Maney said Mr. Deshaies salary went from \$83,000 to \$101,000 annually and Mr. Couris salary went from \$99,000 to \$115,000 annually.

Commissioner Maney asked Foreman Couris when the Main Street station will be back online. Foreman Couris responded it will be back online by the end of the week. Tom Mahin from the DEP will be notified of the designation of the primary operators and the paperwork will be completed and sent in tomorrow.

Mrs. Campbell remarked she had suggestions for the superintendent job description but thought the committee was on hold. Commissioner Youngren said we are in transition. Commissioner Maney further mentioned if you think something was omitted or should be added please contact Christine in the office and if it's not too late we can add it. If you were offered to be on the committee before, you will be offered again.

- c) **Employee personnel vacation carry-over.** Vacation is essentially a use it or lose it at the end of the fiscal year. There are 3 employees that will have a week of vacation and didn't take the time because of the obligation they felt to the District and each other and are asking to carry over their vacation on a one time basis. The board may look into changing this policy in the future.

Motion: Commissioner Maney made a motion to approve the carry-over that is set to expire June 30<sup>th</sup> for one year for any employee that has not used their allotted vacation time due to these unique circumstances.

Second: The motion was seconded and carried.

- d) **Cross Connections.** Foreman Couris stated we have a handful of customers who have a second supply of water whether if be a holding tank or well. The District has a by-law that states there shall be no physical connection between the two. One customer in particular, who isn't using our water, has a cross connection and has a meter and kornor horn installed and has received a letter and phone calls. We are looking to the board if we should seek legal counsel. Per the by-law we can fine up to \$25,000 per day. However, we need to get it resolved so it doesn't impact the rest of the distribution and/or treatment system. Commissioner Youngren asked if shutting the gate at the street is an option and Foreman Couris said it is an option but doesn't know when he is using our water. In the past they have two options: remove the connection and leave a gap or we remove all our equipment. The legal implications if we shut off at the street are minimal to Foreman Couris' understanding. Commissioner Youngren asked if we shut them off they become inactive and Foreman Couris said yes but we want to pull our equipment because you can buy the tools to turn the service on. The homeowner had originally told us their plumber could not make it in the time allotted but this has gone on

too long. The by-law was attached to the letter that makes it clear to the implications. The office will follow-up with a phone call tomorrow and the fines will begin May 6, 2019. If we don't have a concrete timeframe from them by May 13<sup>th</sup> we will start fining them \$25,000 per day. The District will go out tomorrow and shut off the water at the street and follow-up with a phone call and letter that you are no longer receiving LCWD water. The Commissioners are not willing to put the rest of the District at risk for possible contamination and the Commissioners are well within our rights to protect the District. We have eye witnesses, zero usage readings and service orders for proof of a cross connection. It was shut off below and after the meter and still a visible connection.

This is the only active cross connection the District is aware of.

- e) **Ipswich River Water Association May 15, 2019 invitation to participate in workshop.** The Ipswich River Watershed Association is hosting an informational session where the public is invited to participate.

## **Agenda Item 2. Old Business.**

- a) **AT&T Cell Site Lease renewal/extension.** The lease expires in 2020. Work still needs to be done on the RFP. Andy received new zoning regulations for Lynnfield and not sure if it impacts this RFP. The renewals are a work in progress. AT&T was the first one to sign on and first one to renew. Chairman Almy is adamant that it is a renewal and not an extension. It is a 4 year term with 4 extensions to run 20 years and once that expires, the contract needs to be re-bid. We will not take any action tonight.
- b) **Overview of Rates and Rate Setting.** The commissioners are planning to put together a committee of ratepayers and commissioners. We have a report from CDM Smith dated December 26, 2018 with additional options for additional water supply. There is work to be done before we can determine how much to charge. Before we do that, we need to discuss whether we are to supplement or augment our water supply and the percentage. Before we get too deep into rates and rate setting we need to get a handle on this. The peak demand is the summer season. We can't change the rates during this cycle. If we were to change the rates it would be over the winter for the summer. We have time to do our homework and do it right and be transparent.

Commissioner Maney asked for a reasonable expectation for the study to be completed. Foreman Couris said we submitted all reports to CDM Smith a few weeks ago and Lynnfield Water District (LWD) has not heard from CDM Smith. LWD can't do anything until they get information from us. The District's SCADA specialist pulled some pumping data from our system. We are not sure if CDM is running a hydraulic model but they were supposed to report back their findings. Foreman Couris doesn't believe CDM Smith was formerly tasked with this until recently. Mrs. Rauseo said it was due in April. The \$250,000 that was approved during the Special District meeting was for the interconnection study only. The issue is how much it costs for the study. Commissioner Youngren said we received a report on December 12, 2018 from

CDM Smith. The report states the entrance fee for 1 million gallons is \$4 million. The study amortizes over 20 years with a bond that comes up with a cost per year for each ratepayer if you flat rate it across the board.

Do we have to go 20% or are we running out of water this summer. If people adhere to watering ban of 5 PM to 9 PM even calendar days we will be okay. When they water outside of that is an issue. Daily demand in the winter is we pump between 350,000 to 400,000 gallons and 1.3 million to 1.4 million in the summer months. If everyone can conserve a little we should be okay for the foreseeable future. To help with conserving, the District water patrols and hands out fines.

There is no exact timeline of a life expectancy of well. Some of our wells have been in service since 1939, some since the 1950's and some since the 1980's. The Glen Drive well has been online since 1997; the water quality has diminished slightly with slight elevations of iron and manganese but the volume is there. If we had other sources and the greensand filter plant we could put those sources on-line. We are pushing sustainable run time at an operational level and have been able to manipulate the best well health. The pump stations don't run 24 hours but will when seasonal demand picks up. With proper planning and setting ourselves up with no issues is the best way.

Mrs. Rauseo feels the brown water is dirt and that the pipes are broken. Foreman Couris responded the District's leak detection specialist was recently out in the Apple Hill area. One issue right now is the street sweepers are in town and they are only allowed to use the hydrants at the DPW yard to mitigate discolored water. When they open other hydrants it changes flow direction and whether they adhere to opening only the hydrant in the DPW or not is a different story. Mrs. Rauseo suggested putting a camera in the pipes to determine the cause and Foreman Couris said we cannot do that due to concerns of contamination. Twice a year we do leak detection survey to listen to every pipe in the District (48 miles of pipe). The microphones listen to sound waves for cracks.

Mrs. Campbell asked if we will raise the fines for this summer. Commissioner Youngren asked if there are any state regulations that cap the amount. Foreman Couris said in 2016 we had an escalating tier with the largest fine at \$3,200. Last year we fined \$50 and every subsequent offense was \$100 and found it moderately successful. The Commissioners would like the Foreman to address the Fines this year. Between sign boards, advertisements, and social media we do our due diligence to alert the District. The discussion regarding water ban fines will be on the next board meeting's agenda.

- c) **Overview of Rates and Rate Setting.** We will talk about more in future meetings.
- d) **Topics for future Agendas.** We will talk about more in future meetings and get as much information from CDM Smith. Foreman Couris will inquire with CDM Smith regarding status of feasibility study
- e) **Consideration of filter rebate program.** We need to identify eligible neighborhoods. The program is still being developed.

**Agenda Item 3. Review and Approve Minutes of Prior Meetings.**

*Minutes were not approved at this meeting.*

**Agenda Item 4. Public Comment for any Topics not listed on this Agenda.**

*No further public comments at this time.*

The next board meeting will be on Monday May 13, 2019 at 7:00 pm at 83 Phillips Road.

**Agenda Item 5. Board review and approval of payroll, A/P Warrant(s) and Rebates.**

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

Chairman Almy made a motion that was approved and the meeting adjourned.

Respectfully submitted,