



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

Date, time, place: The regular meeting of the Board was held on Monday, March 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, Robert Almy, Treasurer James Alexander, Water Foreman Nick Couris, and Clerk of the Board Christine Smallenberger.

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: April 8, 2019 at 6:30 pm

Adjourn: 7:30 pm

Agenda Item 1. New Business.

- a) **CDM Smith Proposal for MWRA Alternative Analysis.** The Board received a proposal from CDM Smith. Commissioner Almy is meeting with them for a status report. If we are satisfied with the description of the work, as we compare to Lynnfield Water District, then we will ask CDM Smith to take this proposal and put labor hours and a hard deadline and move forward. Right now it is a proposal with the cost at \$25,000 for Phase 1. Phase 2 is between \$90,000 to \$100,000 to include operational modeling to give insight as to how to keep water moving through the system and minimize any problems with the higher iron and manganese problem as a side benefit. This is the study the ratepayers asked for in December. Mr. Maney asked is this the only bid and Commissioner Almy responded it is from our consultants. Mrs. Campbell asked is this connecting to MWRA for summer or all year round. Commissioner Almy said it is an evaluation under existing conditions for a partial replacement and a complete replacement of our existing supplies.

- b) **7 Hutchins Circle – service leak.** The District has been going back and forth with 7 Hutchins Circle regarding their service leak and it was determined it is the homeowners' responsibility to repair the leak. The repair will begin tomorrow.
- c) **Verizon 34 Carter Road meter issues.** A new issue has come to light with respect to the Verizon building at Carter Road, which is a central Verizon hub for the town of Lynnfield. In the past 4 to 5 years it has shown zero consumption. We decided to investigate and district operators reported damage was broken; we always believed it to be vacant but all local Verizon personnel occupy this location and is regularly staffed. Foreman Couris spoke with the caretaker of the building who said to let them know what they need to do and they will comply. We do not believe it was meter tampering due to the damage but a penalty needs to be paid for damaging the meter and not informing us of the damage.

Motion: Commissioner Almy made a motion to have the staff develop an estimate of water use for a period of time that the meter hasn't been functioning and to base that on the records Verizon has shared with us and to investigate what kind of penalty may be appropriate in addition to charging for back water use.

Second: The motion was seconded and moved.

Agenda Item 2. Old business.

- a) **AT&T Cell Site Lease renewal/extension.** The District received a memo from legal counsel and looking back in our records it is in the District's best interest to renew the leases. The legal counsel had worked with staff to develop a draft RFP. At the next meeting we hope to have a timeline and process to send the RFP out to bid. Currently we have 3 cell phone providers leasing space. The office will send letters to the current lease holders regarding the RFP. We will also send a letter to Verizon. Mr. Maney asked if the leases expire at the same time. Commissioner Almy said AT&T lease expires first as they won the initial bid and granted a contract and the other companies were invited to install at the AT&T set price. Commissioner Almy said we will go with the highest bid that will set the price. Mr. Youngren asked if we have enough space for a 4th cell provider. Foreman Couris doesn't know about the spacing requirements on the towers; typically the consultant firm handles the structures of the tank. Treasurer Alexander responded the police and fire have space at both tanks. Commissioner Almy said we may speak with CDM Smith to determine how many providers we can have on the tank.
- 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 the 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.

- c) **Annual Joint Meeting with Town Selectman – Meeting Results.** The meeting with the Board of Selectman occurred on March 18, 2019 to set the rates for the tax collector at \$550 and \$300 for the assessors.
- d) **Ratepayers with issues.** Commissioner Almy went through lots of different ideas with Foreman Couris to address the ratepayers' unusual spikes in their water use. This isn't a situation with leaking water service as we have a policy for leaks in services. This isn't meter malfunction; this is a situation for no apparent spike in water use. We developed a set of criteria. In the future if similar situations occur and someone asks for relief, it is likely we have to look at the criteria again, particularly if water rates change. For now, this is what is recommended for the board and not necessarily applied for the future. The criteria is: customer payment is up to date, increase is not due to an identifiable leak, increase in usage is greater than 15% than the average of the last 3 years and last single year. Finally, no citations and fines imposed. In all 3 cases, Commissioner Almy recommends reducing the charges that were made to those customers so all the charges at or above tier 5 (\$8.50) be charged at tier 5. Keeping at tier 5 keeps the District's costs covered. The specific amount ranges from \$78 against a bill of \$972, and \$1200 against \$4300.
 - i) Cynthia Fallon of 69 Bourque Road. Mrs. Fallon finds this unfair as we get a bill once a year and doesn't give her any notice. There were no leaks present when the operators went to her home. We have done our due diligence. Mrs. Fallon wants to appeal this further and wants to know where to go as a \$78 reduction means nothing. Commissioner Almy said beyond the board of directors there isn't any place to go unless there is something illegal that has been done. Commissioner Almy said we may get to a place where we charge monthly or bi-monthly. Foreman Couris responded that Mrs. Fallon's usage is trending the same way, he does not have her numbers in front of him and her meter is reading correctly. Commissioner Almy said we have to charge what goes through the meter; we can reduce per unit but given the rate structure we cannot subsidize it. Commissioner Almy said for Mrs. Fallon to come to the District with a proposal and we can look at it and talk to the operations staff.
 - ii) **Dennis Baldini of 3 Hutchins Circle.** Mr. Baldini has a copy of his proposed reduction from Commissioner Almy.
 - iii) **Steve Slaney of 17 Melch Road.** Mr. Slaney has a copy of his proposed reduction from Commissioner Almy.
 - iv) **Kheer Zaheer of 4 Joseph Lane.** Has a water quality issue after he moved in; the dissolved solids are impacting the mechanics of the toilet system. He was able to remediate the problem but had a problem with his bidet and had to replace his dishwasher because the hardness is impacting the system. The District's operators came out and explained how the meter works and Mr. Zaheer understands the pricing tiers. Mr. Zaheer is asking for relief and re-assess his bill

at the lower tier. This is no one's intentional negligence. Mr. Almy said he will personally offer Mr. Zaheer the opportunity to work on a new rate structure.

- e) Review of Warrant for Annual District Meeting. The Annual Meeting is next Monday, April 1, 2019.** Article 4 is for the vacant 2nd and 3rd year term for Commissioner and Article 5 is for 2 people running for the 3 year term of Commissioner.

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

Motion: Chairwoman Leccese made a motion to approve the minutes of the February 25, 2019 Special District Meeting and the March 11, 2019 regular board 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

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

Respectfully submitted,