

Lynnfield Center Water District

Fiscal Years 2019 and 2020

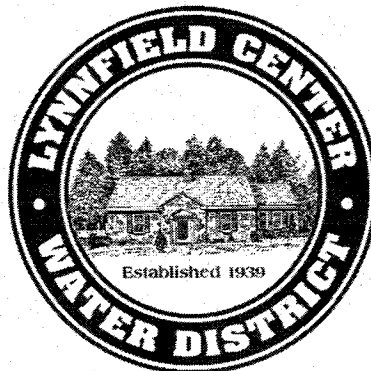
Special District Meeting

H. Joseph Maney Meeting Room

Lynnfield Town Hall

Monday, June 24, 2019

7:00 PM



Lynnfield Center Water District

83 Phillips Road

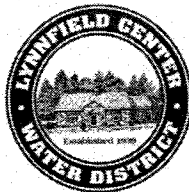
Lynnfield, MA

**Welcome to the Fiscal Years 2019 and 2020
Special District Meeting of the Lynnfield Center
Water District.**

**Thank you,
Board of Water Commissioners;
Robert B. Almy, Chairman
Joseph T. Maney
Anders F. Youngren**

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LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Fiscal Year 2019 and Fiscal Year 2020 Special District Meeting

Essex, SS.

To Stefan S. Taschner a legal voter resident within the Lynnfield Center Water District in the town of Lynnfield, Massachusetts.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to warn legal voters in said District to meet in the Lynnfield Town Hall H. Joseph Maney Meeting Room located at 55 Summer Street in said Town on Monday, June 24, 2019, at 7:00 P.M., then and there to act on the following Articles for Fiscal Years 2019 and 2020:

- ARTICLE 1:** To choose a Moderator of the special meeting to be sworn in.
- ARTICLE 2:** To see if the District will vote to rescind the April 1, 2019 Annual District Meeting Article 11 Fiscal Year 2020 transfer of \$75,000 from Surplus Funds (Free Cash) to the Reserve Fund Account 7030, and to raise and appropriate or appropriate by transfer, or otherwise, a sum of money for the Fiscal Year 2020 Reserve Fund, or what action it will take thereon.
- ARTICLE 3:** To see if the District will vote to rescind the April 1, 2019 Annual District Meeting Article 15 Fiscal Year 2020 appropriation of \$75,000 and the associated Fiscal Year 2020 transfer from Surplus Funds (Free Cash) to the Water Main Infrastructure Account 7040, and to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for Fiscal Year 2020 water main infrastructure repair and / or improvements, or what action it will take thereon.
- ARTICLE 4:** To see if the District will vote to authorize the Treasurer with the approval of the Board of Water Commissioners to retire and rescind the \$250,000 unused and no longer required December 10, 2018 Special District Meeting Article 5 \$250,000 authorization to borrow funds through low interest state loans, by issuing bonds or notes of the District, or otherwise, or what action it will take thereon.


ARTICLE 5: To see if the District will vote to amend existing District by-laws or adopt new District by-laws to define or further define the Water Restriction Policy of said District, or what action it will take thereon.

ARTICLE 6: To see if the District will vote to appropriate additional funds to further supplement the April 2, 2018 Annual District Meeting Article 5 Fiscal Year 2019 appropriation of \$1,677,593 supplemented by the June 18, 2018 Special District Meeting Article 3 Fiscal Year 2019 appropriation of \$10,000 and additionally by the Commissioners vote to transfer \$75,000 from the Fiscal Year 2019 reserve fund, to authorize an increase of the \$1,762,593 Fiscal Year 2019 operating budget, and to raise and appropriate or appropriate by transfer, or otherwise, an additional sum of money to cover increased maintenance and operating expenses, debts and interest charges, and installations for Fiscal Year 2019, beginning July 1, 2018, or what action it will take thereon.

And you are directed to serve this Warrant by posting attested copies thereof in two or more Public Places within said District seven days at least before the time and place of the meeting aforesaid.

Hereof, fail not and make due return of the Warrant with your doings thereon to the Board of Water Commissioners of said District at the time and place of said Meeting.


Given under our hands this 10TH day of June 2019.



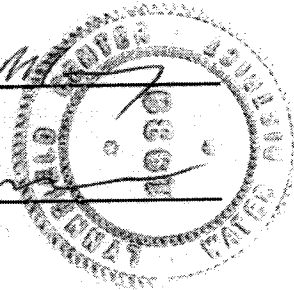
Robert B. Almy, Chairman



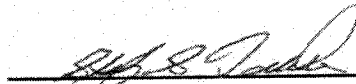
Joseph T. Maney



Anders F. Youngren



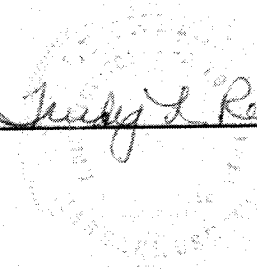
I have served the within Warrant as therein ordered by posting attested copies thereof in 4 places within said District on the 11TH day of June 2019.



Stefan S. Taschner

A true copy, attest





LYNNFIELD CENTER WATER DISTRICT
Fiscal Years 2019 and 2020 Special District Meeting
June 24, 2019 7:00 PM

MOTIONS

- ARTICLE 1: I move that **Richard J. O'Neil, Jr. Esquire** be chosen and sworn in as **Moderator** of this meeting.
- ARTICLE 2: I move that the District vote to **rescind the April 1, 2019 Annual District Meeting Article 11 transfer of \$75,000 from Surplus Funds (Free Cash) to the Reserve Fund Account 7030, to have said \$75,000 remain available in Surplus Funds (Free Cash), and that the sum of \$75,000 be appropriated to the Fiscal Year 2020 Reserve Fund Account 7030, and that this appropriation shall be met by raising the sum of \$75,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.**
- ARTICLE 3: I move that the District vote to **rescind the April 1, 2019 Annual District Meeting Article 15 appropriation of \$75,000 and transfer from Surplus Funds (Free Cash) to the Water Main Infrastructure Account 7040, to have said \$75,000 remain available in Surplus Funds (Free Cash), and that the sum of \$75,000 be appropriated to the Water Main Infrastructure Account 7040 to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for water main infrastructure repair and / or improvements, and that this appropriation shall be met by raising the sum of \$75,000 in the tax levy and from water rates and services for the period July 1, 2019 through June 30, 2020.**
- ARTICLE 4: I move that the District vote to authorize the Treasurer with the approval of the Board of Water Commissioners to **retire and rescind the \$250,000 unused and no longer required December 10, 2018 Special District Meeting Article 5 \$250,000 authorization to borrow funds** through low interest state loans, by issuing bonds or notes of the District, or otherwise.

- ARTICLE 5: I move that the District vote to amend the existing **District by-law Number 5 Water Restrictions Adopted April 2, 1990** to further define the Water Restriction Policy of said District by changing the first sentence of **Section 5 Penalty** from “Any person or entity who violates this Bylaw shall be liable to the District in the amount of \$50.00 for the first violation and \$100.00 for each subsequent violation which shall inure to the District for such uses as the Board of Water Commissioners may direct.” to now read “Any person or entity who violates this Bylaw shall be liable to the District in the amount of \$50.00 for the first violation and up to a maximum of \$250.00 for each additional subsequent violation in a given calendar year which shall inure to the District for such uses as the Board of Water Commissioners may direct.”
- ARTICLE 6: I move that the District vote to appropriate the sum of \$200,000 to further supplement the April 2, 2018 Annual District Meeting Article 5 appropriation of \$1,677,593 for the budget for the Fiscal Year 2019 period July 1, 2018 through June 30, 2019, as adopted by the Water Commissioners that was supplemented by the June 18, 2018 Special District Meeting Article 3 appropriation of an additional \$10,000 and again supplemented by the Commissioner’s vote to transfer an additional \$75,000 from the reserve fund, to authorize an increased total budget of \$1,962,593 in order to cover increased maintenance and operating expenses, debts, interest charges and installations for Fiscal Year 2019, beginning July 1, 2018 to be expended substantially in accordance with the estimates of the Water Commissioners. Said additional \$200,000 appropriation shall be met by transferring the sum of \$100,000 from Surplus Funds (Free Cash) to the FY2019 budget line item 6 Professional Fees Account 6109 and by transferring the sum of \$100,000 from Surplus Funds (Free Cash) to the FY2019 budget line item 21 Labor and Wages Account 6106.
- FINAL I move that this meeting be adjourned Sine Die.

Budget Worksheet

Fiscal Year 2019 (July 01, 2018 - June 30, 2019)
Proposed Budget Increase for June Special District Meeting approval

	FY 2017		Fiscal Year 2018		Fiscal Year 2019		FY 2020 Budget Request (RoundUP)	Compare to FY 2019 Budget	% of Total FY 2020 Budget	Compare to FY 2017 Budget
	Actual	Budget	Budget	Actual	Budget	Actual Y.T.D. for 11.77 mo Projected (RoundUP)				
1 * 6101 · Clerk Salary #	67,233	69,335	72,412	73,687	86,645	88,338	74,481	1.08%	4.05%	\$794.1
2 * 6102 · Other Salaries #	127,439	141,342	128,820	242,292	177,438	180,906	167,871	-30.72%	9.13%	-\$74,421.1
3 Total Admin. Salaries	\$194,672	\$210,677	\$201,233	\$315,979	\$264,083	\$269,244	\$242,352	-23.30%	13.19%	-\$73,627.1
4 6103 · Print, Post, & Stationary	5,425	7,500	6,809	7,500	10,155	11,000	7,500	0.00%	0.41%	\$0.1
5 6104 · Telephone	5,801	6,000	6,450	6,000	5,551	5,660	6,000	0.00%	0.33%	\$0.1
6 6105 · All Other Administration	2,738	4,000	6,388	4,000	10,832	11,500	4,000	0.00%	0.22%	\$0.1
7 6109 · Professional Fees	23,672	25,000	19,383	125,000	204,060	210,000	25,000	-80.00%	1.36%	-\$100,000.1
8 6111 · Data Processing	1,936	2,500	0	2,500	0	2,500	2,500	0.00%	0.14%	\$0.1
9 6112 · EPA Annual Report	5,600	5,600	143	5,600	0	5,600	6,000	7.14%	0.33%	\$400.1
0 6113 · Computing Equip & Supp	2,524	3,000	1,347	3,000	3,766	7,500	4,000	33.33%	0.22%	\$1,000.1
1 * 6114 · Payroll Processing #	2,061	2,300	2,073	2,300	2,302	2,347	2,337	1.61%	0.13%	\$37.1
2 6117 · Bank Fees	82	500	71	500	0	0	500	0.00%	0.03%	\$0.1
3 Total Admin. Expense	\$49,839	\$56,400	\$42,662	\$156,400	\$236,665	\$256,107	\$57,837	-63.02%	3.15%	-\$98,563.1
4 TOTAL ADMINISTRATIVE	\$244,511	\$267,077	\$243,895	\$472,379	\$500,748	\$525,351	\$300,189	-36.45%	16.33%	-\$172,190.1
5 6250 · Unemployment Compens	0	1,000	0	1,000	0	0	1,000	0.00%	0.05%	\$0.1
6 6260 · Blue Cross/Blue Shield	128,062	227,503	171,026	243,885	184,116	187,714	292,075	19.76%	15.89%	\$48,190.1
7 6270 · Maturing Debt	115,000	\$115,000	115,000	\$115,000	115,000	115,000	115,000	0.00%	6.26%	\$0.1
8 6280 · Interest on Debt	27,025	24,725	24,725	24,725	22,425	22,425	20,125	-18.60%	1.09%	-\$4,600.1
9 6290 · DEP Assessment \$8.50/MG	2,077	2,360	2,352	2,055	2,053	2,053	2,055	0.00%	0.11%	\$0.1
0 6300 · Essex County Assessm	69,306	85,468	83,902	95,468	93,500	93,500	104,123	9.07%	5.67%	\$8,655.1
1 6490 · Taxes Payroll #	9,175	10,339	10,559	11,408	12,070	12,307	12,134	6.36%	0.66%	\$726.1
2 TOTAL INS. & DEBT, ETC.	\$350,645	\$466,395	\$407,563	\$493,541	\$429,165	\$432,999	\$546,512	10.73%	29.73%	\$52,971.1
3 6106 · Labor and Wages #	453,673	580,266	540,952	521,268	587,555	599,037	478,738	-8.16%	26.05%	-\$42,530.1
4 6107 · Truck Maintenance	16,510	16,000	14,448	16,500	13,069	13,325	16,500	0.00%	0.90%	\$0.1
5 6108 · Pipe, Fittings & Supplies	\$9,005	\$9,000	\$9,660	\$9,500	6,402	10,000	10,000	5.26%	0.54%	\$500.1
6 6110 · Equipment Rental	7,139	15,000	12,625	15,000	13,615	15,000	17,000	13.33%	0.92%	\$2,000.1
7 6115 · Technical Training	1,327	6,500	1,977	6,500	2,711	3,000	6,500	0.00%	0.35%	\$0.1
8 6120 · Insurance (property, liab	45,359	48,405	43,073	48,405	47,222	47,222	48,405	0.00%	2.63%	\$0.1
9 6130 · Fluorides & Chemicals	75,645	82,000	67,575	83,000	58,723	59,871	83,000	0.00%	4.52%	\$0.1
0 6140 · Capital Outlay	1,486	2,500	2,500	2,750	19	200	2,850	3.64%	0.16%	\$100.1

* = see supporting detail worksheets for calculations

Budget Worksheet

Fiscal Year 2019 (July 01, 2018 - June 30, 2019) Proposed Budget Increase for June Special District Meeting approval

	FY 2017 Actual	Fiscal Year 2018		Fiscal Year 2019		FY 2020 Budget Request (RoundUP)	Compare to FY 2019 Budget	% of Total FY 2020 Budget	Compare to FY 2017 Budget
		Budget	Actual	Budget	Y.T.D. for 11.77 mo Actual Projected (RoundUP)				
6150 · Laboratory Fees	17,216	23,000	19,278	24,000	23,896	24,363	16.67%	1.52%	\$4,000.0
6160 · Uniforms	4,349	3,900	4,855	6,250	6,096	6,250	-17.60%	0.28%	-\$1,100.0
6161 - Safety Equip.		0	543	1,000	1,319	1,500			
* 6170 · Mileage	7,459	7,457	6,387	7,000	2,143	2,185	0.80%	0.38%	\$56.0
6175 · Contract Service Agreement	15,212	22,000	17,372	22,000	13,361	15,000	81.82%	2.18%	\$18,000.0
?? Maintenance Other		0	84		84				
6210 · Street Trench Repairs	16,657	19,000	19,000	20,000	9,155	12,000	12.50%	1.22%	\$2,500.0
6220 · All Other Maintenance	29,664	91,000	127,803	36,500	41,307	44,000	3.01%	2.05%	\$1,100.0
TOTAL MAINTENANCE	\$700,700	\$926,028	\$888,133	\$819,673	\$826,677	\$853,037	-1.39%	43.98%	-\$11,374.0
6230 · Fuel & Electricity	108,528	152,500	156,770	153,000	113,264	115,478	0.00%	8.32%	\$0.0
6240 · Repairs, Maint & Supplies	21,525	24,000	28,996	24,000	13,093	15,000	25.00%	1.63%	\$6,000.0
TOTAL PUMPING STATION	\$130,053	\$176,500	\$185,766	\$177,000	\$126,357	\$130,478	3.39%	9.96%	\$6,000.0
GRAND TOTAL	\$1,425,909	\$1,836,000	\$1,725,357	\$1,962,593	\$1,882,947	\$1,941,865	-6.35%	100.00%	-\$124,593.0

* = see supporting detail worksheets for calculations

Fiscal Year 2019 (July 01, 2018 - June 30, 2019)

Proposed Budget Increase for June Special District Meeting approval

Mon, 02-Apr-18 ADM	Article 5	\$ 1,677,593	Approved FY19 Operating Budget Appropriation - Tax Levy and Water Rates
Mon, 18-Jun-18 SDM	Article 3	\$ 10,000	Approved FY19 Operating Budget Supplemental Appropriation - Tax Levy and Water Rates
Mon, 23-Sep-19 Board	Vote	\$ 75,000	FY19 Operating Budget Supplemental funding - Transfer from Reserve Fund
Fri, 21-Jun-19		<u>\$ 1,762,593</u>	Total FY19 Operating Budget
Fri, 21-Jun-19 Quick Books		\$ 1,882,947	Actual FY19 Operating Budget Spending June 1 2018 - June 21 2019
Fri, 21-Jun-19		\$ (120,354)	FY19 Operating Budget Overspent YTD as of June 21 2019
Mon, 24-Jun-19		<u>\$ (58,918)</u>	Projected remaining FY19 Operating Budget Expense June 21 - 30, 2019 to be paid by July 15, 2019
		\$ (179,272)	Total Projected FY19 Operating Budget Over Spending June 1 2018 - June 30 2019
		\$ 1,941,865	Total Projected FY19 Operating Budget Spending June 1 2018 - June 30 2019
		<u>\$ 1,762,593</u>	Total FY19 Operating Budget
		\$ (179,272)	Budget Deficit
Mon, 24-Jun-19 SDM	Article 6	\$ 200,000	Requested FY19 Operating Budget Supplemental Appropriation - Transfer from free cash
		<u>\$ 1,962,593</u>	Total FY19 Proposed Operating Budget
		\$ 20,728	Anticipated End of Fiscal Year 2019 Operating Budget Balance

Funding

Fiscal Year 2020 (July 01, 2019 - June 30, 2020)
Proposed Budget for June Special District Meeting approval

Source and use of funds						
Article Number	Description of appropriation or transfer	Total \$ amount of article	\$ amount from surplus funds	\$ amount from existing * warrant items	\$ amount from Water Rates and Tax Levy	Bal. as of 6/5/19
14	7155 Reinstate Flouridation 3910 Reserve for System			\$26,652.12		\$0.00
27, 28	Development and Conservation Account			19,300.00		0.00
						0.00
						0.00
	Beginning balance for Xfer:					0.00
	Beginning balance of free cash:		\$550,297.00	\$45,952.12		\$550,297.00
7	6101 - 6490 Operating Budget	\$1,838,000.00			\$1,838,000.00	\$1,838,000.00
9	7005 Installation / Replacement of Serv	\$18,000.00			\$18,000.00	\$20,000.16
10	7125 Backflow Preventer Service	\$8,775.00			\$8,775.00	\$9,910.00
11	7030 Reserve Fund	\$75,000.00			\$75,000.00	\$75,000.00
12	7010 Audit	\$12,000.00			\$12,000.00	\$14,394.54
13	7090 Building Infrastructure	\$20,000.00			\$20,000.00	\$24,757.15
14	7075 Station / Well Infrastructure	\$50,000.00		-\$26,652.12	\$23,347.88	\$50,000.00
15	7040 Water Main Infrastructure	\$75,000.00			\$75,000.00	\$100,461.79
16	7045 Infrastructure Replacement	\$25,000.00			\$25,000.00	\$29,612.13
17	7015 Additional Water Supply	\$150,000.00	-\$150,000.00		\$0.00	\$122,341.73
18	7150 Leak Detection Equip and Service	\$13,650.00			\$13,650.00	\$19,740.00
19	7091 Alarm / Security Infrastructure	\$7,500.00			\$7,500.00	\$8,465.54
20	7140 Metering Infrastructure	\$60,000.00	-\$60,000.00		\$0.00	\$71,886.18
21	7141 Billing Infrastructure	\$5,000.00			\$5,000.00	\$5,666.86
22	7175 Code Red / Reverse 911	\$3,000.00			\$3,000.00	\$3,094.26
23	7190 Xfer to Post-employment liability	\$36,500.00			\$36,500.00	\$36,500.00
24	7210 Hydraulic Model	\$20,000.00			\$20,000.00	\$21,000.00
25	7100 Real Estate Acquisition and cost	\$5,000.00			\$5,000.00	\$27,250.00
26	7220 Septic system (new)	\$0.00			\$0.00	\$31,143.75
27	7105 Enhanced Conservation Plan	\$17,000.00		-\$17,000.00	\$0.00	\$30,316.07
28	7170 Conservation Rebate - water bank	\$2,300.00		-\$2,300.00	\$0.00	\$3,497.00
29	NEW Residential Filter Rebate	\$50,000.00			\$50,000.00	\$50,000.00
30	NEW Replace Maint. Truck	\$65,000.00	-\$65,000.00		\$0.00	\$65,000.00
	7230 Addl Water Supply Study (SDM)	\$0.00			\$0.00	\$0.00
	7165 Capital Equipment Purchase	\$0.00			\$0.00	\$1,641.39
	7110 DEP Permit Defense	\$0.00			\$0.00	\$2,015.33
	Ending balance:	\$2,556,725.00	\$275,297.00	\$0.00	\$2,235,772.88	\$0.00