



LYNNFIELD CENTER WATER DISTRICT WARRANT

The Commonwealth of Massachusetts

Regular Board Meeting

7:00 p.m. June 10, 2019

Date, time, place: The regular meeting of the Board was held on Monday, June 10, 2019 at 7:00 PM at the Lynnfield Center Water District office at 83 Phillips Road, Lynnfield.

Present were: Commissioners Robert Almy, Joseph Maney, Anders Youngren, Water Foreman Nick Couris, Clerk of the Board Christine Smallenberger.

Absent: Treasurer James Alexander

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: Monday June 24, 2019 at 6:30 pm at Joseph Maney room, Town Hall

Adjourn: 10:00 pm

Chairman Almy opened the meeting to propose to change the order of agenda items and speak on Agenda item 2c.

Motion: Move to change the order of agenda items and speak on Agenda Item 2c. Superintendent Search.

Second: The motion was seconded and the motion carried.

Agenda Item. Old Business. 2c) Superintendent Search. The committee reviewed 5 candidates for the position and the committee determined via a phone call conducted by Mr. Tomasz that a few candidates didn't warrant a face-to-face meeting. The committee met with 3 candidates and had a meeting to determine if they are ready to move forward. The committee has 2 strong candidates and Mr. Tomasz will follow-up with the 3rd candidate to clarify a few things. The committee's goal is to present 2 candidates to the Board by June 24, 2019. Chairman Almy will ask legal counsel what part of the process does the names need to be public and is the position an at-will or a contract position. Salary will need to be discussed in a closed executive session. There are two versions of the job description where 1 may not have been approved by the board and the announced one may have been a compressed version.

Motion: A motion was moved to changing the order of Agenda Items 2ai) Review Proposed Warrant and 2aii) Close Warrant.

Second: The motion was seconded and the motion carried.

Agenda Item 2) Old Business a)Special District Meeting i) Review Proposed Warrant and ii) Close Warrant. Chairman Almy asked if there are any questions from the public and any petitions to add to the warrant. Seeing there was none, Chairman Almy asked for a motion to close the warrant.

Motion: A motion was made to close the warrant at 7:16 PM.

Second: The motion was seconded and the motion carried.

The warrant was discussed in further detail. During the discussion of Article 5 relating to water restrictions, a member of the District, Mrs. Shannon asked to speak to the board regarding the new water use restrictions. The new restrictions present a challenge to her. Foreman Couris said the District has already made a commitment to the state and has spent a significant amount of money in signage, advertisement, etc. for this year's restriction. The DEP was looking to get away from odd/even days and believes overnight watering is more efficient. Chairman Almy said if she brings enough people to the board they could consider a change.

Agenda Item 1. New Business.

- a) **Ipswich Basin Meeting of June 5, 2019.** Chairman Almy attended a meeting last week of a public agency that takes water from the Ipswich River Basin. From a technical standpoint, 7% of the basin's water that falls as precipitation is used for human use, 1%

of precipitation is exacted as ground water. The basin is small and shallow with no deep aquifers. This poses as a challenge to public agencies or private wells. Clearly there is a need to consider supplemental sources. There was discussion of seasonal water use cap between winter and summer water use; Lynnfield Center Water District is the only water supplier that would make that because of the District's water ban. Chairman Almy came away with the water supply is constrained for growth, something has to be done and it can't come from the river itself.

- b) Make correction to source of funding first payment for water supply study.** We need to make a correction to source of funding for a previous Board approved district check from December 28, 2018 to Lynnfield Water District; we need to change account it was taken from account 7230 additional water supplies study and moved to account 7015.

Motion: a motion was made to amend the previously approved Check #21294 from December 28, 2018 accounts payable warrant by having district bookkeeper move from account 7230 additional water supply to account 7015 additional water supply and to print an updated warrant to be approved by the Commissioners and posted with the old December 28, 2018 warrant, said payment is for the first portion of a joint engineering study conducted on behalf of both the Lynnfield Center Water District and the Lynnfield Water District to investigate the possibility and feasibility of Lynnfield Center Water sourcing some or all water with wholesale Massachusetts Water Resource Authority water from or through Lynnfield Water District.

Second: The motion was seconded and the motion carried.

- c) Use of technical and other contracted entities.** When the District uses contract people, if questions need to be asked, they need to come through the commission or commission chair so as not to spend District money without the Board's approval. The professional fees for this Fiscal Year have been extremely high; we have spent \$87,000 in fees to CDM Smith.

Agenda Item 2. Old Business

- b) Cell Site Lease RFP.** The RFP issue date will be June 24, 2019 with a July 8, 2019 due date. Verizon wants more time to submit a bid. The only way to give more time is to release the RFP earlier or a combination of the two. Can we release earlier? The only one affected is Verizon since they aren't an existing tenant. Perhaps we can send Verizon a copy of the last RFP as this is what we modeled the current RFP. The new RFP has a minimum bid and an existing tenant paragraph. Mr. Alan Dresios recommends the Board reach out to the Attorney General for guidance.

- d) **Summer Help.** We received interest from 7 applicants, 5 fit the requirements and 3 live in the District. We hired Tim Evangelista to start on June 17, 2019.

- e) **Contractor/Vendor Insurance Certification Requirements.** Contractor vendor certificate requirements are a problem with most of our vendors and the question is will it be adjusted per the project. Question is do we want to use small local vendors or start hiring larger commercial vendors and pay more money. Can we revise insurance needs as of July 1, 2019? We can ask about the up-charge cost to meet the insurance requirements. As of July 1, 2019, all contractors need to meet our requirements. We should get bids from those who meet the insurance requirements.

- f) **Rules and Regulations.** Christine will convert the document to Word to edit and send to Commissioner Youngren for his review.

- g) **Overview of Rates and Rate Setting.** Is the board ready to start the process or should we put this off another 2 weeks? The next step is to create a committee. We can solicit for interest on our Facebook and website and put together a press release for the paper. The size of the committee can be between 4 to 8 people. Commissioner Youngren will write the press release.

- h) **Technical Studies.** The information has been passed on to Lynnfield Water District. Nick spoke with CDM Smith regarding the status of the technical studies; Lynnfield Water District has the necessary information and is waiting on their engineering firm to go through it.

- i) **Consideration for filter rebate program.** The District is considering purchasing a dozen filters as a pilot program. Chairman Almy will write a white paper. After flushing, the District had significantly better results with none detected of iron and manganese. We will hold off on the filter rebate program for a few weeks.

Agenda Item 4. Public Comment for any Topics not listed on this Agenda. Mr. Alan Dresios mentioned the cell tower work and suggested Zoning Board of Appeals (ZBA) has the capability of passing the costs through the vendors. If we have to do engineering studies you will get billed for it. If it's in the ZBA by-law, it takes us out of the loop. CDM Smith sends their structural engineer and goes back to the vendor with a drawing that needs to change and the vendor will pay CDM Smith. Under the ZBA by-laws you are required to have an engineering study done at your expense. Another comment from Mr. Dresios is to look at the Inspector General website for information regarding going out to bid and for the insurance requirements. It's the 30b manual to keep the District out of trouble.

Commissioner Youngren inquired about operational safety. We do not have a formal safety program. District operators have gone to various MIIA training classes that are well represented and meet a lot of requirements on employee training requirements. We need to have a safety

program. We need to contact MIIA for a generic safety plan and see how we fit into that and what to do moving forward.

Chairman Almy was contacted by the planning board regarding renewing the town's plan. The District has no public trails for public use. We post signs before hunting season. We have not enforced passive recreation as they are neighbors and they let us know if something is going on. We don't have formal public trails. No trespassing is for general liability. We don't want to encourage people to use District land. The town will show it as reserved for water supply. The exception is the rail bed; we don't own all of it and don't have vehicular access unless the bridge gets repaired.

Chairman Almy said there was a request for a meeting tomorrow morning with Lynnfield Water District and planning board to support a water conservation program that is linked to storm water quality protection. Chairman Almy doesn't know enough about this.

The board discussed the need to have an executive session for employment compensation for the superintendent position at the next board meeting.

Agenda Item 3. Review and Approve Minutes of Prior Meetings

Motion: A motion was made to approve the minutes from the May 21, 2019 meeting.

Second: The motion was seconded and the motion carried.

Agenda Item 6. Board review and approval of payroll, A/P Warrant(s) and Rebates.

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

Respectfully submitted,