



**LYNNFIELD CENTER WATER DISTRICT WARRANT**

**The Commonwealth of Massachusetts**

***Regular Board Meeting***

**6:30 p.m. June 24, 2019**

**Date, time, place:** The regular meeting of the Board was held on Monday, June 24, 2019 at 6:30 PM at the H. Joseph Maney Room at Town Hall, 55 Summer Street, Lynnfield.

**Present were:** Commissioners Robert Almy, Joseph Maney, Anders Youngren, Treasurer James Alexander, Water Foreman Nick Couris, 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:** Monday July 8, 2019 at 3:00 pm at Joseph Maney room, Town Hall

**Adjourn:** 9:10 pm

The regular board meeting was called to order at 6:30 PM. All in attendance recited the Pledge of Allegiance.

The board agreed to table New Business Item 1. Crescent Avenue Water Break until Foreman Couris arrives from an emergency call.

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

### **a) Special District Meeting.**

Clerk of the District Taschner talked about the money for the Special District Meeting. We will appropriate \$200,000. How much of a buffer do we have this year; \$20,000 is a fair amount. The Board agreed to keep the original amount of \$200,000 for the Special District Meeting.

**Agenda Item 1. New Business. Crescent Avenue Water Break.** Commissioner Maney asked if this is a policy question rather than a Crescent Ave question. If we are in the business of selling water do we care if it's a private way or not? The shut-off for 5 houses is what Foreman Couris is using. Is there another way to determine responsibility? One is where the main goes to a hydrant and was put it there by private interest. The other situation is where the extension from the shut off valve a larger pipe serves a number of houses and put in under a private road and we didn't put it in and didn't sanction it. One is ownership of pipe and other is what kind of property, public way or private road. Foreman Couris is to set a definition what is a main and what is a service. Crescent Avenue is defined as a service though it feeds several houses and is a right of way. The District does not know who had put in the service. There are a total of 18 not accepted streets on the street listing. One possibility is to request there are shut offs at end of property and consider taking the main over. We would consider adopting a policy if property owners request us to assume responsibility for a section of the system; we would give them criteria.

Commissioner Maney will inform John Tomasz (from the DPW) the District doesn't have any basis for billing and didn't have authority to authorize the work as it is not District property. The District uses a company that would have charged half the cost that was billed for this break. The District billed the homeowners from a past break that occurred on a private way and all the homeowners paid.

At this time, the meeting was put on hold to open the Special District Meeting at 7:05 PM. Clerk of the District Taschner opened the Special District meeting at 7:05 PM.

The regular meeting resumed at 7:29 PM.

**Agenda Item 1. New Business. Crescent Avenue Water Break** (continued). Much of our system is standardized specifications. If we take ownership of private ways we have no idea of what is in the ground and what is the possibility for future breaks and the liability. There is a lot to consider. We could consider changing policy but the system would need to be "up to snuff" and an agreement protecting the District if work is to be done. In some cases, the homeowners bought the hydrant and they are responsible for the maintenance of the hydrant. The connection is the responsibility of the owner.

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

- b) **Cell Site Lease RFP.** Some carriers have called and have picked up a copy of the RFP. Commissioner Youngren has sent the RFP advertisement to some of the carriers and hopes to reach all 4 of the entities. If we negotiate with one successful carrier, the others can ask for a contract with the same terms and we can decide to offer a contract.
- c) **Superintendent Search.** The committee is ready to forward the names of the 3 finalists to the commission this evening and will do so in executive session.

Motion: A motion was made to move to executive session.

Second: The motion was seconded and carried.

## **Agenda Item 3. Board may go into Executive Session to Discuss Non-Union Employment Negotiations.**

The meeting was called back to order at 8:43 PM. The purpose of the executive session was to discuss personnel issues. The Board has decided to invite 3 candidates to interview for the Superintendent position. The interviews will be conducted during the July 8, 2019 board meeting. The candidates' names will be announced at the public meeting and not before in case they choose not to interview.

The Board approved a 3% increase on the base rate for the operations crew. Clothing allowance will remain at \$1250 and on-call will remain at \$1000 per week for this fiscal year. Chairman Almy asked if there is a better way to get clothes at a clothing wholesaler. Foreman Couris responded we purchase our work shirts from a shop in Revere to bring the cost down. Foreman Couris said the allowance was previously tied into the cost of living per the handbook every year and was there a reason? Commissioner Maney said the on call went up 53% and clothing allowance went up 108% which was not the 3% cost of living. Foreman Couris said it was negotiated previously for the clothing allowance to keep in line with other town departments; we don't receive a flat check like other departments. Commissioner Maney understands but the hourly salary isn't in-line with other departments. The board can discuss it but has many things to do this year. Commissioner Youngren asked if the allowance is adequate; Foreman Couris said it wasn't in previous years and everything was adjusted by the cost of living. Chairman Almy said to Foreman Couris if it doesn't work, come back to the board mid-year to discuss. The board wants the guys to be in safe clothing/gear.

- d) **Contractor/vendor certificate insurance.** We are having some difficulty in people agree to the insurance and meeting the requirements. Our insurance carrier, MIIA, is reviewing the certificate of insurances from our contractors and validating the

requirements. Typically landscapers don't carry that level of insurance. The summer help was cutting grass so we purchased a cheap push mower to take care of the office grass; this will suffice for now but not sufficient for the densely vegetated properties. Commissioner Youngren will get Foreman Couris names of other landscaping contractors. The board approved All Pro Excavating to do the street paving work contingent on the appropriate insurance requirements accepted by our insurance carrier.

- e) **Rules and Regulations.** This is a work in progress.
- f) **Overview of Rates and Rate Setting.** Commissioner Youngren is working on a press release to gauge interest from people in the town to serve on the committee; Commissioner Youngren extended an invite to the Clerk of the District, Stefan Taschner to serve on the committee and Clerk Taschner accepted. Commissioner Youngren will bring progress reports back to the board.
- g) **Technical studies.** Chairman Almy has not heard back from Lynnfield Water District (LWD) regarding status of supplemental supplies. They do have scenarios and are working on it. Chairman Almy asked CDM Smith to give us a proposal for a study of flushing throughout the District and what it would cost to expand the flushing program. We currently have a flushing program in place for the problem area section. We don't want to bite off more than we can chew. CDM Smith has a model of the system and will give us an estimate of stagnant water and different scenarios. If they work the way it should work, it may head off problems in the future. This is the second time completing CDM Smith's flushing program and it is going faster and cleaning faster and the complaints have gone down.
- h) **Consideration of Filter rebate Program.** Chairman Almy is still working on it.

Treasurer Alexander will make a deposit to Bartholomew this week for post-employment benefits to reduce our liability to \$65,000; Treasurer Alexander will put in \$15,000 to \$20,000. Clerk Taschner recommended depositing the entire remaining amount in the line item.

#### **Agenda Item 4. Review and Approve Minutes of Prior Meetings.**

*There are no minutes available to approve at this time.*

#### **Agenda Item 5. Public Comment for any Topics not Listed on this Agenda.**

*No comments at this time.*

#### **Agenda Item 6. 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,

