



**LYNNFIELD CENTER WATER DISTRICT WARRANT**

**The Commonwealth of Massachusetts**

***Regular Board Meeting***

**7:00 p.m. August 12, 2019**

**Date, time, place:** The regular meeting of the Board was held on Monday, August 12, 2019 at 7:03 PM at 83 Phillips Road, Lynnfield.

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

**Absent:** Commissioner Joseph Maney

**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 August 26, 2019 at 7:00 pm at 83 Phillips Road

**Adjourn:** 8:26 PM

**Agenda Item 1. New Business.**

- a) **797 Summer Street - Fines.** Mr. Knox from 797 Summer Street addressed the board regarding his recent watering fines. Mr. Knox was out of town from 7/1/19 to 7/16/19. His father was watching the house and he never told his father to turn on/off the sprinklers. His parents don't live in Lynnfield and don't have direct knowledge of the

water ban. His water usage has gone down since issuing these fines. Chairman Almy proposed to reduce the second fine to \$50 and fines would be a total of \$100.

Motion: a motion was made to reduce/waive the fine from \$100 to \$50 but if there are any subsequent fines, they would follow the fine structure.

Second: the motion was seconded, and the motion carried.

- b) **Crescent Avenue – Easement.** Mr. Recka, from 78 Crescent Avenue, wants to know who is responsible for the piping in the main at Crescent Ave. There was a break 2 years ago, due to a contractor's fault and not the responsibility of the District. Mr. Recka found out there is an easement granted in 1950 that says the District is obligated to maintain a perpetual easement to repair, replace and renew. Mr. Recka is seeking an answer that the District is obligated per this easement to repair and maintain the line. What the District knows is the town, as a courtesy, plows the road. There is no hydrant. What the District does not know is who put the line in, if the developer put the line in it is the residents' line to maintain. There are 2-inch mains in areas that are known as private. We have been looking at the street listing as to what is accepted and what is not accepted. We don't have records back to 1950. Mr. Recka said Crescent Ave. was accepted. Foreman Couris was not aware of the easement. As a board we need to be consistent, technically there are 18 private ways and less than a dozen with a 1 or 2-inch line with no hydrant. This won't be quick to sort out, but we want to sort it out and be consistent. We want to be more deliberate with the smaller lines and come up with a policy with similar issues. Foreman Couris will put together a list for the board and perhaps have the summer help do research and send him to Essex registry of deeds to acquire any similar documents, see how they are worded and whether there are any that are similar.

- c) **New Truck purchase.** The question arose with what to do with the truck we are replacing. The commissioners agree the best option is to trade in the vehicle.

Motion: a motion was made to authorize Foreman Couris to trade in the old vehicle for the purchase of a new vehicle.

Second: the motion was seconded, and the motion carried.

- d) **Notice of Cambece Bankruptcy Proceedings.** A customer has declared bankruptcy. The customer owes approximately \$197.00. We have a memo from District Counsel which answers questions regarding the need to file a claim. We will forward paperwork to Attorney Casey's office and determine what we need to do. The other piece is the tax liability which is done by the town. This will be on the next agenda meeting.

## Agenda Item 2. Old Business.

- a) **Pump Failure and Repair.** On July 4, 2019, well #2 Glen Drive's motor failed. On July 26, 2019 the motor was replaced by Maher Services. Maher Services will send it back to Franklin Electric and determine if it is under the warranty. The well was placed back online on August 6, 2019. We are satisfied with Maher services.
- b) **U.S. Geological Survey (USGS) sample request.** The USGS wants to sample the 9a well field (gravel pack well). Upon further investigation we can isolate the well; the USGS is looking for PFAS sample. The test may be skewed because of the PVC tubing that contains PFAS, but it is the only way to get the sample. Testing may be skewed dependent on the materials used during testing. If the sample shows up PFAS, we would take another sample without the materials and resample.
- c) **Radio Communications Equipment.** Foreman Couris received the price sheet supplied by Northeast System Controls (NSC). The first step is getting the FCC license and NSC is working on getting the license. Foreman Couris did some research on the prices and they appear to be correct. We must replace cable all the way up to the tank. This replaces the communication system.

Motion: a motion was made to authorize Foreman Couris to contract with Northeast System Controls to upgrade our communications system in accordance with their July 22, 2019 quote.

Second: the motion was seconded, and the motion carried.

- d) **Cell Site Lease RFP.** The District received 4 bids: AT&T, T-Mobile, Sprint and Verizon. The bids were opened today at 3:00 PM. AT&T's proposal is for \$5,508.64 per month with a 3% increase for the life of the lease. Sprint and T-Mobile's bids were \$5,400; all 3 of these bids were for the Wing Road tank and are existing tenants. The fourth bidder, Verizon bid for the Knoll Road tank at \$2,500 per month with a 3% annual increase. The Verizon Rep. toured both sites and felt there wasn't enough room at Wing Road and Knoll Road would better suit their purpose. We went through the bids and didn't notice anything out of ordinary. The contracts will need to be reviewed for compliance. If someone wants to see the bids, they are now in the public domain. Verizon asked to have this expedited as they have a lot of work to do. We will send the bids to legal counsel and expedite review of Verizon's bid. Legal counsel will need to look at all bids for review.

Motion: a motion was made to authorize Commissioner Youngren to give a notice to proceed to Verizon to commence their permitting and design work upon confirmation from our attorney that Verizon's bid is in compliant, and contingent that they are successful in permitting successful filing execution.

Second: the motion was seconded, and the motion was carried.

- e) **Contractor vendor insurance requirements.** Nothing new to report at this time.
- f) **Rules and Regulations.** The board is still working on rules and regulations; it may be wise to put John (the new superintendent) on this at some time. We will provide John a copy of the working document.
- g) **Rates and Rate Setting.** The deadline for interested people to participate on the committee is August 15, 2019. At the next meeting, we will set up a committee.
- h) **Technical studies.** Superintendent Finegan wants to discuss ongoing study with his board before giving us more information. Tata & Howard ran the numbers we gave them of the 4 scenarios and are focused on static pressures versus baseline under a number of time scenarios are initially looking at system impacts of pressure. The two challenges are going to be the .83 million gallons and 1.5 million gallons per day scenarios. we will need to discuss how to bring water into the system. When we have more clarity, we will have discussions between the consultants and the 2 water districts. We will ask how we will take water under the various scenarios. We need to think of where we will place the equipment. It doesn't necessarily have to be where the systems meet. Another piece to look at is to task CDM Smith to look at what to do with chlorine vs. chloramines. Mrs. Campbell asked what is the intent, is it for research, permanent or for supplementing for summer months. Chairman Almy responded that right now it is research and could help us for emergencies or use for summer months. At some point the District may need to look at a new treatment facility or replace existing supplies. People of the District weren't happy with the information presented last year. There was a petition from a ratepayer to do this study. The greensand filter plant study will be looked at after this study is completed.
- i) **Filter rebate program.** Chairman Almy recommends the board to increase the rebates slightly for qualified people and to establish criteria. Filters for particulates are about \$200 and cartridges are reasonable to replace.

Motion: a motion was made to move that the District institutes an increase to the rebate for a maximum of \$200 for a "whole house" particulate filter and an additional \$200 for installation of the filter conditioned on confirmation of particulate problem, status of payments to LCWD, customer documentation of filter purchase and installation.

Seconded: motion was seconded, and motion carried.

We will rework this rebate attachment for a press release and revise the rebate form.

**Agenda Item 3. Board may go into executive session to discuss non-union employment negotiations.** The board did not go into executive session as Commissioner Maney was not in attendance.

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

Motion: a motion was made to approve meeting minutes for July 8, 2019, July 15, 2019 and July 22, 2019.

Second: motion was seconded, and motion carried.

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

Mrs. Campbell spoke up regarding the recent meeting of the 20 Elm St development project in North Reading and spoke up at the meeting to express her concern this project is detrimental to the surrounding communities. The District doesn't have a technical issue/direct interest to add so we didn't attend the meeting.

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

The Board signed and approved payroll and warrants.

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

Respectfully submitted,