



LYNNFIELD CENTER WATER DISTRICT WARRANT

The Commonwealth of Massachusetts

Regular Board Meeting

7:00 p.m. August 26, 2019

Date, time, place: The regular meeting of the Board was held on Monday, August 26, 2019 at 7:03 PM at 83 Phillips Road, Lynnfield.

Present were: Commissioners Anders Youngren and Joseph Maney, Treasurer James Alexander, Water Foreman Nick Couris, Clerk of the Board Christine Smallenberger. Commissioner Robert Almy was in attendance via telephone.

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 September 9, 2019 at 7:01 pm at 83 Phillips Road

Adjourn: 8:27 PM

The meeting was called to order at 7:01 pm under rules that allow remote participation by 1 or more members. Chairman Almy called the meeting to order, with the 1st order of business to nominate a vice-chair.

Motion: a motion was made to nominate Commissioner Maney as vice chair.

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

Commissioner Maney for the record announced the names of those in attendance. No members of the public were in attendance.

Agenda Item 1. New Business.

- a) **Unemployment insurance.** The District received notice from the state that unemployment insurance from 2011 had been unpaid and had demanded interest on the unpaid balance that amounts to over \$19,000. Chairman Almy read the District auditor, Mr. Hingston's email response. In the past the District was on a reimbursable method for unemployment compensation. This makes sense because there has never been a layoff. Mr. Hingston did not know anyone from the District that collected unemployment or that the District had made payments. Treasurer Alexander did research last week and found District Counsel protested the payments back in 2012 and 2013. The District was adamant to not owing the money and it appears this issue wasn't resolved. Attorney Casey cites specific law that stipulates we do not owe this money. This was regarding a former employee terminated for cause. The board recommends putting Attorney Casey back on the case to send another letter to protest the demand for payment.

Motion: a motion was made to move that the matter be referred to Attorney Casey to prepare correspondence to the state to the effect that the District is not responsible for this payment and to reiterate the history of the claim and any associated interest.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by roll call vote.

- b) **Tank Inspections.** CDM Smith reached out to inquire if we want the water storage tanks and 2 clear wells inspected. The previous board signed off on it, but it fell by the wayside. The cost is \$12,000 and is already budgeted to inspect the clear wells and the 2 storage tanks. Foreman Couris looking for board approval to move forward. We do ground outside inspection once a month per state requirements. With internal inspection there is no real hard rule; it has been well beyond 5 years. The \$13,000 is a difference service. The internal inspection should be done every 5 years. The cleanout of the actual wells never happened. The clear wells are sealed concrete tanks and have been running for 20 years. It was recommended because it may help alleviate the discoloration where there may be deposits of iron and manganese in the clear well and once pumped out it may be suspended in the water causing the discoloring issue. Foreman Couris believes it should be done but doesn't believe it contributes to the larger factor of discoloration and doesn't believe it needs to be done right away; we should plan on budgeting for this in the next year or the year after. In Task Order #4 we have budgeted for inspections on the tanks. CDM Smith wants to know how to dispose of the

material. The board tasked Foreman Couris to get more information regarding the cost of disposal. The board wants to move forward with the standpipe inspection.

Motion: a motion was made to approve the \$12,000 for standpipe inspection and to ask Foreman Couris to develop more information regarding the disposal of the material for the clear wells.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by a unanimous roll call vote.

- c) **VFD study.** Foreman Couris is asking the board to enter into an engineering study with CDM Smith to upgrade/install variable frequency drives to control submersible well pumps and motors. In doing so, the District may be able to capitalize on the Reading Municipal Light grant program that could pay for up to 50% of the installation costs with a \$50,000 cap per service. The justification for the study is the new equipment would allow the District to lower electrical consumption costs and become more efficient. The VFD's could also prolong the life of currently installed equipment. The cost for CDM Smith to conduct the study is \$12,200. The Main Street station is already a VFD site and is working great.

Motion: a motion was made that we approve the workplan for CDM Smith.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative to approve the \$12,200 to allow CDM Smith to study switch VFD. The motion carried by a unanimous roll call vote.

Chairman Almy commended Foreman Couris for an excellent report.

- d) **Massachusetts Deferred Compensation Plan.** All members of the Board agree that the District should participate in this plan and to encourage all employees to participate.

Motion: a motion was made approve the District participation in the SMART Plan.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by a unanimous roll call vote.

The office manager will take care of the necessary arrangements to establish participation in the plan.

Agenda Item 2. Old Business.

- a) **Notice of Cambece Bankruptcy Proceedings.** The Town is aware of it the filing. The District will file separately. Foreman Couris will flag this account in the monthly readings. The office manager will file the necessary paperwork with the court and not use District Counsel.
- b) **Landscaping Contract.** Foreman Couris reached out to another landscaper and the price quoted is \$1,300; this company has the proper insurance and is ready to work.

Motion: a motion was made to authorize Foreman Couris to hire All-Pro Landscaping to mow the fields for \$1,300.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by a unanimous roll call vote.

- c) **Pump failure repair.** Foreman Couris reported everything is running great and is back online with no issues. We will take this off the agenda until we receive word regarding the warranty.
- d) **U.S. Geological Survey (USGS) sample request.** USGS came out on August 15, 2019 and successfully sampled Well 9A. The operators mentioned their concerns regarding PFAS. We are looking at a wait time of 9 to 12 months for the results.
- e) **Radio Communications equipment.** The board previously voted and approved this project and we are moving forward. The parts have been ordered and waiting on the FCC license. At this point, buffers have been in place to lessen calls and we have been doing okay.
- f) **Cell Site Lease RFP.** Commissioner Youngren is working with Verizon and gave them priority to get them moving. Just today, Commissioner Youngren signed an access agreement that District counsel reviewed and made minor changes; Verizon agreed to the changes. Sometime in near future Verizon will reach out for access to the site to do testing. Verizon has sent a letter regarding the lease rent start date. They were hoping to start rent when they begin construction instead of the November 1st date from the RFP.

Motion: a motion was made to allow Verizon to begin lease payments on January 1, 2020.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by a unanimous roll call vote.

Commissioner Youngren will reach out to Verizon with the board's decision to begin lease payments on January 1, 2020.

Motion: a motion was made to authorize Casey & Lundregan to complete and finalize the negotiations with Sprint and T-Mobile for the leases and to direct Casey and Lundregan to look at the AT&T assignment language that we agreed to in the past.

Second: The motion was seconded. Commissioner Maney took a roll call vote with Commissioners Almy, Youngren and Maney all voting in the affirmative and the motion carried by a unanimous roll call vote.

- g) **Contractor/Vendor Insurance Certification Requirements.** We are all set with insurance requirements and can take this item off future agendas.
- h) **Rules and regulations.** The new superintendent, Mr. Scenna has a copy of the draft and Commissioner Youngren will review with him when his employment begins.
- i) **Rates and rate setting.** The public was invited to participate in this committee. We have 3 members of the public interested in participating: Gayle Richardson, Alan Dresios and Stefan Taschner. Commissioner Youngren and Superintendent Scenna will also be on the committee. The committee will officially be formed at the September 9, 2019 regular board meeting.
- j) **Technical Studies.** Chairman Almy had conversations with CDM Smith regarding supplemental supply studies. The next piece of work has them looking at the 4 scenarios and give feedback on where the existing connections would be utilized in each scenario and how much water would be taken by the District at each connection. In order to do that they need to do some modeling which is part of existing Task #5. We hope to have something for the next meeting. Chairman Almy asked them for an estimate for preliminary work regarding chlorine vs. chloramine and we hope to have the proposal at our next meeting. Foreman Couris talked to Angela Moulton from CDM Smith regarding the 2nd phase of interconnection study; it will be more intensive than what they have been doing. We may not see anything until the October 15, 2019 meeting. The rough cost estimate will be between \$20,000 to \$30,000 to determine how the waters mix together. We need to get a list of parameters that they want sampled and break the subtask out; they would do sampling, or we could do the sampling and take responsibility for the sampling and shipping to the lab. The board wants to know upfront what they need for the dataset as we may already have the data in hand.
- k) **Consideration of filter rebate program.** This was taken care of at last meeting; Chairman Almy and Clerk Smallenberger will devise the final form for next meeting.

Agenda Item 3. Board may go into executive session to discuss real estate lease issues negotiations. The board opted not to go into executive session while Chairman Almy is not physically present at the meeting. Commissioner Maney mentioned discussing the operator's COLA increase for uniform and on-call is still to be discussed. The board will defer to the September 9, 2019 meeting.

Agenda Item 4. Review and Approve Minutes of Prior Meetings. This will be deferred to the September 9, 2019 meeting.

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

Foreman Couris spoke about the variance for the septic system and is looking to the board to send a letter to the board of health rescinding the letter from September 11, 2018.

Foreman Couris spoke about a Cranberry Lane easement and is asking the board's approval to have District counsel review to determine if there are any issues. The easement allows us to loop and save the trees. #4 Cranberry Lane is offering an easement on his land to save the trees and if this would cause any issues down the road. Foreman Couris will attend a meeting with the contractor bring it back to the board later if necessary.

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,