



**LYNNFIELD CENTER WATER DISTRICT WARRANT**

**The Commonwealth of Massachusetts**

***Regular Board Meeting***

**3:00 p.m. July 8, 2019**

**Date, time, place:** The regular meeting of the Board was held on Monday, July 8, 2019 at 3:00 PM at the H. Joseph Maney Room at Town Hall, 55 Summer Street, 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 July 22, 2019 at 7:00 pm at 83 Phillips Road

**Adjourn:** unknown

The regular board meeting was called to order at 3:01 PM. All in attendance recited the Pledge of Allegiance.

**Agenda Item 1. New Business.**

- a) **Board Interviews of Candidates for District Superintendent.** Mr. Scenna thanked the Commissioners for the opportunity to interview. Mr. Scenna has a degree in civil

engineer and worked for the Melrose public works department for 22 years. Melrose had an aging infrastructure and he started a Capital Improvement Plan program and started investing and improvement conditions, service, water main replacement, and built water boost station. We created proper loops in distribution system. We turned to storm water and merged parks and cemeteries into public works that includes 68 employees. Water is one of 8 divisions he oversees in the day to day operations. Mr. Scenna is ready to start a new chapter and feel no better place than water where he started. Mr. Scenna lives in Lynnfield and is aware of the water situation issues with quality and quantity. To solve a problem the District will have to dive into neighborhoods firsthand and reach out to people to work with them to solve the problem. Melrose is 100% MWRA yet is very familiar with distribution and treatment. His knowledge is not real work experience but has run from the sewer side but will take very seriously if selected. He has no current licenses but has fundamentals in engineering. Internal staff will be more aware of policies and procedures and those are the rules of the game. Mr. Scenna has been involved in policies, procedures and manuals and involved in collective bargaining agreements through Melrose as Director. Mr. Scenna is comfortable writing contracts, policy and technical aspects of material. With respect to rate setting, he worked to be as transparent as possible in Melrose. He managed design and construction for miles of water main. They have an annual gate valve program. It is important to flush the system. We do maintenance programs and built 2 pump stations in 2003. In the public sector, we have to clearly articulate and make aware of what we are going to do. Mr. Scenna works a lot with MWRA. The first thing Mr. Scenna wants to do is look at existing assets and get familiar with what is in the ground. Do we supplement, or improve it or both? At the end of the day he is an engineer by trade and needs the data to drive decision. MWRA should be looked at as a resource. We need everyone on same page. He holds himself and everyone to high standards; you identify weakness and improve upon it and make it a top priority. He will hold himself accountable. Mr. Scenna sees the Superintendent to be the bridge between the Board and staff. The Board sets the vision and operationally the crew sees it through. Mr. Scenna is not afraid of finding problems and setting probations; complacency is the evil in workplace. Job descriptions are very important. The board thanked him for his time and Mr. Scenna took leave of the meeting.

Note: The Board voted to consider items 1.c through 2.b out of order while waiting for Mr. McCarthy to arrive for his interview. (The minutes are below)

b) **Board Interviews of Candidates for District Superintendent (continued at 4:40).**

The Board interviewed **Mr. McCarthy**. Mr. McCarthy is interviewing for a few reasons; a mutual friend and colleague Robert Cook thinks it would be a good fit and wants to do right by his career which is why he is here. The picture he sees here is the District is experiencing water quality issues with taste and color from iron and manganese; you want a greensand filter plant yet have public trust issues. Mr. McCarthy works very closely with all and communications are properly conveyed through workers, town administration and the members of the town. Commissioner Maney was impressed with his knowledge of treatment and distribution. He will make sure details are clear between

contractors, customers and engineers. Treatment systems Mr. McCarthy has operated in Massachusetts were small package plants and old age home municipal wastewater systems. He also worked with the City of Gloucester which was challenging because it was bedrock. Danvers gets water from a fraction of wells, mostly coming from Middleton pond and 2 wells are on the Ipswich River. Mr. McCarthy has no experience working with MWRA but has met them, gone on tours and sat in classes. He came up with a 7-part questionnaire relative to the subject the SOP is written. SOPs are important for everyone to be on the same page and is familiar with writing them. Mr. McCarthy can help set the budget and go through line by line projections. He has not been involved with water rates but has a hand in setting water restrictions. He has experience with procurement and deals with vendors directly. He works closely with their engineering firm (Kleinfelder). He would integrate himself with the field crew. Unless something is way off base, he will leave well alone. From a management prospective, he is not a disciplinarian. Mr. McCarthy was interested in looking at our ASR report to which the board said they can supply him with a copy. The board thanked him for his time, and he took leave of the meeting.

- c) **4 Richards Road Septic System.** Conditions exist that require further evaluation from the Board of Health to determine if it affects the environment.

Motion: a motion was made for the Board of Commissioners to approve a variance for 4 Richards Road Title V inspection report for the septic system located within Zone 1 of the public water supply.

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

- c) **Greenscapes**

Motion: a motion was made to partner with Lynnfield Water District (LWD) and the conservation commission to become a member of Greenscape Community at our cost of \$800.

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

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

- a) **Cell site Lease RFP.** Commissioner Youngren stated we got in touch with all 4 entities. Verizon is the only one with no lease experience with the District. The had extended the due date for the RFP to July 22, 2019 at 3:00 PM. We will need to log the bid, inform interested parties the designated time clock and read the bids out loud as it is public knowledge. No one can make copies but can see the bids. The next step is to have a meeting to review them and make a determination. We will accept the bid at a board meeting and direct them to get permits and contracts signed.

- b) Contractor insurance requirements.** Foreman Couris put together a broader scope and the only landscaper who bid on it is Young and Sons; no one else has returned a bid. Young and Sons scope of work is different and had a higher quoted price.

Motion: A motion was made to accept for calendar year 2019 the Young & Sons landscape quote provided they have the proper insurance.

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

#### **Agenda Item 2. Old Business.** (continued after Mr. McCarthy's interview)

- c) Rules and regulation status.** The Board will consider a status report on review of the rules and Regulations at a future meeting.
- d) Overview of rates and rate setting.** The Board set a deadline of August 15, 2019 for members of the District to inquire about serving on the committee. Commissioner Youngren gave the press a copy of the press release to submit to the paper.
- e) Technical studies.** Chairman Almy will send email to Angela Moulton regarding expanding the flushing program. With the increase of recent water usage, we would have expected to get more calls, but we did not. The flushing program has reduced the number of calls. If other areas could benefit from the flushing, we should start the program before any issues arise. Foreman Couris will send an email to Angela Moulton and copy the board with the maps. Flushing gives the most impact; the rain has helped as well. Usage has been down across the board.
- f) Consideration of filter rebate program.** Chairman Almy has learned a lot about treatment systems way beyond what we need for iron and manganese. It appears the problem is suspended particulates. Single stage filters to remove particulates typically cost under \$200 (plus the cost of installation). Some filter's lifespan is months or are related to amount of water used. Some of these filters appear to be easily replaced and relatively inexpensive. If someone chooses to put in thousands of dollars that choice goes well beyond the District's responsibility to meet the responsibility that the water is clear, both at the primary and secondary standards. Those who have purchased expensive systems are misinformed. It might be advantageous, to explain where we are now, this is the kind of filter we are working toward so if someone tries to sell them a filtration system, they can pull out our news release specifying what they really need. It goes back to public trust issue. Chairman Almy will bring this back and is working with Foreman Couris on this. We will put this website on information on the website.

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

Motion: a motion was made to approve minutes for June 10, 2019 meeting.

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

Motion: a motion was made to approve minutes for June 24, 2019 meeting.

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

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

Foreman Couris reports Well #2 has a pump motor issue. The question pertains to the current situation with insurance. Is there anything that can be done in interest of time? The pump company that we have used doesn't have the proper insurance and doesn't focus on municipal systems. The pump and motor were replaced in February 2018 and we don't know if the problem was caused by power issue at Glen Drive. We won't know until we test further, our electrician did as far as we can go. The life expectancy is 10 years. We typically do 70 gpm and haven't any issues. We will ask CDM Smith about our options. Well #2 is out of service. We have the ability to bump up the other wells, but it may stress water quality. The biggest concern is it could cost over \$20,000 to \$30,000 and could turn out to be an emergency. Because there is a warranty involved and it is an emergency situation, we need to go with Smith Pump initially. Moving forward we need to look into another pump service. We will need to get Smith Pump's insurance certificate. We may need to write up a press release announcing a higher level for water conservation because of an emergency.

At this time, the Board voted to go into executive session and dismissed the Water Foreman and Clerk of the Board from the regular meeting.

The Board returned from the Executive session and reconvened its regular session. The Board reported that they had discussed salary and other personnel issues.

The Board voted 3-0 to offer Mr. Scenna the position of Superintendent of LCWD. Commissioner Maney will call Mr. Scenna with the Board's decision. Chairman Almy will draft an offer letter and present it to Mr. Scenna.

The Board voted to adjourn its meeting at 7:00 PM

Respectfully submitted,