



LYNNFIELD CENTER WATER DISTRICT WARRANT

The Commonwealth of Massachusetts

Regular Board Meeting

7:00 p.m. October 2, 2019

Date, time, place: The regular meeting of the Board was held on Wednesday, October 2, 2019 at 7:00 PM in the Break Room at Town Hall, Lynnfield.

Present were: Commissioners Robert Almy, Anders Youngren and Joseph Maney, Superintendent John Scenna, Clerk of the Board Christine Smallenberger, District Counsel Attorney Christopher Casey and Attorney Allison Burns

Absent: Treasurer James Alexander, Water Foreman Nick Couris (not required to attend this meeting)

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: Tuesday October 15, 2019 at 7:00 pm in Break Room at Town Hall

Adjourn: 8:54 PM

The meeting was called to order at 7:05 PM

Agenda Item 1. Old Business.

Motion: A motion was made to go into executive session.

Seconded: The motion was seconded, and the motion carried by a unanimous vote.

Motion: A motion was made to move out of executive session and return to regular session at 7:35 PM.

Seconded: The motion was seconded, and the motion carried by a unanimous vote.

Chairman Almy stated for the record the board had discussion for potential litigation and no action was taken.

Superintendent Scenna had a meeting with staff today regarding implementing new policies: purchase orders for expenditures over \$250 to refine our procurement and protects us from overspending, debit card use, and weekly payroll sheets. Overtime reports will be summarized and provided to the board on a monthly basis.

The staff will begin the Apple Hill Sampling program. We want to guarantee water running out of spigot is from street and not stagnant. The sites were selected from those who have the issue as well as location based on the map. The next piece is to cut the pipe and take visuals and test the pipe. The last piece is to go to the homes with dirty water and see how they are connected and determine if we can improve their condition by re-tapping. Our crew can do the work but we don't have the equipment. Our hope is for the samples we test to show consistency. After flushing we will sample 1 more time. We believe most of the water is coming from Glen Drive and Main Street. We can absorb the cost for testing in the budget; we have 25% expended. If we do more sampling, we would have to supplement the line item in the budget in the spring. Superintendent Scenna is meeting with our auditor next week. We will do the double sampling and also test for total suspended solids.

We will need to re-key all locations at the cost of approximately \$2,800. MIIA has grant opportunities focused on facilities; we need to look at grants for security upgrades for our stations to protect our assets which falls under the general liability category.

Superintendent Scenna also wants to enlist West and Sampson as a backstop/second layer for our operations crew.

Only 1 pump is currently running at Glen Drive; the other one is a backup but hasn't run for years. The crew wants to turn it on when flushing in the area.

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

Respectfully submitted,