



LYNNFIELD CENTER WATER DISTRICT WARRANT

The Commonwealth of Massachusetts

Regular Board Meeting

7:00 p.m. September 23, 2019

Date, time, place: The regular meeting of the Board was held on Monday, September 23, 2019 at 7:00 PM in the H. Joseph Maney Room at Town Hall, Lynnfield.

Present were: Commissioners Robert Almy, Anders Youngren and Joseph Maney, Superintendent John Scenna, 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: Tuesday October 15, 2019 at 7:00 pm in Break Room at Town Hall

Adjourn: 9:54 PM

Agenda Item 1. New Business.

- a. **Location for Board Meetings.** The remainder of this year's board meetings will be held at town hall.
- b. **Superintendent's report.**
 - Operations update include a shutoff at 30 stillman Road scheduled for demolition. 46 Crescent Avenue completed inside service replacement last week. 5 Bryant Road has an inside service leak. One new connection added at 2 Hampton Court and another new connection is scheduled at 299 Edgemere Road. DPW repaired service at Forest Hill cemetery. The Stations had 4 callouts and were responded by in-house crew.
 - Wet testing is completed.
 - DEP conducted a site visit with no issues noted.
 - Lead and Copper samples are at the lab and are in process to complete the reports. All results came within the parameters but 2 sample sites at high school

had lead levels slightly above. The DPW and school was notified and are going through the necessary steps; both the school and DPW are confident the solder fixture at the site of the sample is the issue.

- Operations crew visited the Town of Byfield water department last week to observe how they are experimenting treatment for iron and manganese.
- Superintendent Scenna is continuing the transition and meeting with our vendors and contractors to address procurement issues.
- As of September 9, 2019, we received 4 water quality calls.
- The crew is soliciting entrance into homes with meter issues so that they can track and properly bill customers.
- The permit has been obtained with requested variances from the Board of Health for construction of a Septic System at LCWD Headquarters. Superintendent Scenna will reach out to Pezzella to determine if his bid includes prevailing wage. If it doesn't, it voids the contract.
- Superintendent Scenna is also planning changes to the office in order to improve customer service, security and technology all with the intent of refining the efficiency and transparency of the operation.
- Several Meetings between Town of Lynnfield Department Heads and LCWD Personnel have taken place to discuss lines of communications and how best to work together.
- Changes have been implemented by Superintendent Scenna to the Annual Consumption Water Bill including adding meter consumption figures and mailing it out in mid-November, nearly 30 days prior to past practice. Bills will still be due on January 31st.
- Superintendent Scenna solicited a quote for a plow to the truck.

Agenda Item 2. Old Business.

- a. **Filter rebate program:** A discussion on Filter Rebate ended with Commissioner Maney making a motion:

Motion: a motion was made to postpone the implementation of the August 12, 2019 vote until November 15, 2019 and allow people to re-apply for a filter rebate up to \$2,000 until such date, meeting the current criteria. The board will task Superintendent Scenna to approve the area and the monies.

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

The Commissioners also requested Superintendent Scenna use this time to further study the impacted area and how best to sample for issues. Superintendent Scenna will provide an update and recommendation at the 10/15/19 meeting.

- b. **Deferred compensation.** Employees met with 3 different plans. The cost to the District will be \$1.20 per weekly pay period.

- c. **Cell Site Lease RFP.** Superintendent Scenna updated the Commissioners on status of new leases with Verizon, AT&T, Sprint and T-Mobile. Superintendent Scenna is primarily focused on making changes to the documents prior to execution to make sure hours of work, access to the site, management of the site during work and background check procedures are clearly outlined. Superintendent Scenna is hopeful execution of these new leases can take place by the end of this year.
- d. **Rules and regulations.** This will be this worked on after the Rate Advisory Committee is up and running.
- e. **Overview of Rates and Rate Setting.** Commissioner Youngren and Superintendent Scenna lead a discussion on a newly formed Rate Setting Committee which will look at how rates are being set and discuss possible changes including the frequency of bills, consumption tiers and define costs and revenue sources. The Committee includes Commissioner Andy Youngren, Clerk of the Board and Office Manager Christine Smallenberger, Superintendent John Scenna, Clerk of the District Stefan Taschner, and two residents from the District.
- f. **Technical studies.** CDM Smith will present at our October 15, 2019 board meeting and give an update on open task orders and supplemental water supply.

Agenda Item 3. Public Comment for any Topics not Listed on This Agenda. No public comment.

Agenda Item 4. Board may go into executive session to discuss non-union employment negotiations. At this time the board voted to go into executive session.

The board voted to reconvene to regular session at 9:47 PM.

Motion: a motion was made to retroactive from July 1, 2019 increase the on-call stipend from \$1,000 to \$1,030 per week and increase the uniform allowance of \$1250 to 1287.50

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

Agenda Item 5. Review and Approve Minutes of Prior Meetings.

Motion: a motion was made to adopt the meeting minutes from September 9, 2019.

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

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

Respectfully submitted,