



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 p.m. November 12, 2019

Date, time, place: The regular meeting of the Board was held on Tuesday, November 12, 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, and Clerk of the Board Christine Smallenberger

Absent: Water Foreman Nick Couris

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 November 25, 2019 at 7:00 pm in H. Joseph Maney Room at Town Hall

Adjourn: 9:45 PM

The meeting was called to order at 7:02 PM and the pledge of allegiance recited.

The tax classification hearing will be moved to December 2, 2019. A notice will be sent to the paper.

Agenda Item 1. New Business.

Item b. Presentation by Town of Lynnfield on Shared Services & Municipal Water Use, by Robert J. Dolan, Town Administrator. The board deferred to begin with Item b. on the agenda. Superintendent Scenna has been meeting with the town since the beginning of his tenure to look at shared services and municipal water use. Town Administrator Robert Dolan began his presentation thanking Chairman Almy for his service. Town Administrator sent a letter to the District this afternoon and further expanded upon the contents of how we can work better together. 2 of those reasons is 1) the Importance of setting municipal water rate to protect parks and administration buildings; Mr. Dolan is aware of the challenges the District faces financially. 2) The second reason is public safety and improving the town where irrigation is crucial. The Commissioners feel it is a good start and a great opportunity to work together. Superintendent Scenna would like board feedback to bring to the selectman and adopt together; Superintendent Scenna is hoping to finalize this agreement within the next few weeks. The Board will need to look carefully at our unrestricted water supply and tweak any by-laws at the April annual meeting.

- i. **Operations, Distribution and Treatment.** Flushing is complete. We are scheduled to get our 3rd sample for the Apple Hill program. Backflow testing took place this week and will be doing leak detection within next the 30 days to

determine any leaks in system. All ports that were leaking were repaired and addressed. Our next goal at Glen Drive is to get the second pump up and running, it's been off for decade. At water treatment plants some tubes went on injector and some developed leaks; Phillips Road plant is operating efficiently. The filters for iron and manganese hasn't been looked at since installed. Superintendent Scenna met with Williamson Motor & Pump to develop a proposal to pull a pump every 6 months, look at them and be proactive instead of re-active to repairs. We have a proposal from Weston & Sampson for preventative maintenance, operator assistance and emergency assistance. This is all in the exploration phase and will be introduced in FY21 budget as we don't have it in this year's budget; this has been unaddressed for years.

- ii. **Administration and Billing.** Meters were read last week. The bills are scheduled to go out November 20th. Credit card processing is ready. The MIIA security grant has been sent. The District has a match to add to the grant money; we hope the MIIA acts favorable. We met with our vendor for several options to complete by May 1st. We will know if we receive a grant by November 27th. Office renovations are substantially complete. The Police Department wants to do communications upgrades on Wing Road, they may have been getting power from us so we will require them to bring in their own power. If they bring in CAT5 we may be able to use it for installing a camera in the future.
Customer Accounts to Lien. Letters were sent out to 66 accounts owing over \$200; we are down to 33 accounts to lien. There was a leak on Crescent Avenue and the contractor is looking to the District for help with payment. Unfortunately, the District does not have the basis to help lien these properties. Superintendent Scenna will put together an overview on private ways.
Education Outreach Program. Superintendent Scenna is working with the Ipswich River Watershed and the schools to teach students about water resources, and distribution. CDM will visit 2nd graders and 4th graders at no cost for in-school presentations.
Inside LCWD Pamphlet. Superintendent Scenna shared two educational pieces with the board: 1) Inside LCWD flyer will go into every water bill with a brief narrative that explains what we are doing, rate setting, how we raise revenue, the upcoming tax levy, some of the challenges navigating to set the tax levy, and the new rate structure and schedule. 2) a press release regarding Apple Hill to be released Thursday on the web, social media and newspapers. The press release will have photos of the crew taking samples and invite people in the Apple Hill area to a workshop in December.
- iii. **Technical Updates.**
Septic System Contract Award. Arthur Pyburn & Sons is the low bidder of the 5 bidders but is still over our budgeted amount. It is more cost effective to take out the electrical work as Pyburn would subcontract out. The discussion is whether to waive the bond: the contract requires 100% performance and payment bond in lieu of that he's willing to offer a higher credit if we waive it. Warranty is 1 year on workmanship. Superintendent Scenna will issue the credit change order and present as part of the contract to have the board sign. Superintendent Scenna will issue a notice to proceed.
Flushing and Apple Hill Engineering Analysis. We don't know how successful the flushing was. We have data before flushing and will be taking samples after flushing to compare the before and after. We will

have a survey for people to complete and tie this to the GIS maps to see who has discoloration issues. In the first week of flushing we found there were 3 distribution valves shut off. We need the model to help tell us what is going on. We hope the workshop will be interactive and not a back-and-forth.

VFD and load shed. We may be eligible for a grant with a 4 to 5-year payback to install VFDs at Phillips Road and Glen Drive well fields; this would make our pumps more energy efficient, save money and prolong the life of the pumps. We have to go through grant submission, and it appears we could qualify for some level of funding.

Tank Inspections. Tank inspections are rescheduled for Thursday.

Supplemental water supply. Superintendent had an internal review with CDM. Superintendent Scenna will send in draft form to Lynnfield Water District and set up a meeting for the week of Thanksgiving.

2. **Financial Overview.** Treasurer Alexander sat down with Town Assessor Dick Simons to go through numbers for the tax levy. As soon as Mr. Simmons has information, he will contact Treasurer Alexander for the December 2nd meeting.

3. **Old Business.**

Filter Rebate Program. The deadline is approaching and both press releases make reference to it. Superintendent Scenna will present all rebates on the 28th. Lisa Lopez from West Tapley Road asked for information on the rebate. The board decided not to make the current rebate retroactive.

Update on Cell site Lease RFP. Sprint is picking up momentum and came in today to take pictures of their equipment but there is still no reply from the others.

Rate setting process. Superintendent Scenna received an update from Raftelis with data provided by the office; Raftelis hopes to provide us exhibits for our next meeting.

4. **Public comments.** Lisa Lopez from West Tapley thanked the board for their progress and efforts for transparency.

5. **Board may go into executive session for labor related issues.**

Motion: A motion was made to go into executive session at 8:46 PM.

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

Motion: A motion was made to go back into regular session at 9:30 PM.

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

6. **Board Review and approval of payroll, A/P Warrant(s) and Rebates.** The board approved payroll and warrants.

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

Respectfully submitted,