



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 p.m. November 25, 2019

Date, time, place: The regular meeting of the Board was held on Monday, November 25, 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 December 2, 2019 at 6:30 pm in H. Joseph Maney Room at Town Hall

Adjourn: 9:20 PM

The meeting was called to order at 7:00 PM and the pledge of allegiance recited.

Agenda Item 1. New Business.

- a) **Superintendent's Update.**
 - i. **Operations, Distribution and Treatment.** The week of November 15th the District had 4 water breaks in a 5-day period: Phillips Road, Heritage and 2 breaks within six houses apart on Homestead; 3 services had substantial breaks. All Breaks are documented. Heritage was a circular crack on 8" main and was in the area we recently flushed and could have been caused due to flushing or the onset of the cold weather. We shut down the water treatment plant for a week; the raw water quality was deteriorating over time. We investigated and went to the furthest well at Phillips Road, ran one well at a time looked at water quality at the source. Well 9a had discoloration so we shut and isolated it and will try to flush and clean it out. We also had trouble with pressure from the well field; the pressure may be associated with well 9b. We can meet our demand with the wells in production but 9a and 9b are down. We may have to disconnect 3 services on Summer Street at the street but not sure yet.
 - ii. **Administration and Billing.** This week we should hear from MIIA regarding our grant application. Next Monday, December 2, 2019 is the tax levy meeting with a 6:30 pm start time. December 12, 2019 is the workshop at the meetinghouse and Monday December 16, 2019 is our last board meeting for the year. The newspaper will run another piece for the workshop. CDM Smith will lead the workshop with a presentation to include the flushing slide show and sampling

program. The bills were mailed last week with a few left to follow up with additional reads and determine if a few accounts are meter tampering.

- iii. **Technical Updates.** The septic system contract is ready for execution. Amendment 1 takes out all electrical elements and is 100% legal to execute. Glen Pyburn is ready to start before frost comes in. Superintendent Scenna got 2 tree quotes and town vendor is significantly less with prevailing wage. We don't have funding for the electrical piece and need to find funding. Phase 2 will be the electrical piece. Superintendent Scenna provided the board with a summary of all the samples; we took a total of 3 rounds of samples. We will send the samples to CDM to analyze. The VFD & Load Shed Study is complete. The payback period has been defined to 4 to 7-year window and appears to be a good investment when we have free cash to allocate. We have the grant application to send to Reading Municipal Light. Tank inspections took place on November 14th. During tank inspections we found that we need to look at our emergency procedures and how to access the stations. We forwarded the final Supplemental water supply product to the commissioners and Jim Finegan at the Lynnfield Water District (LWD) in draft form. The pressures CDM used provided in 2015 are incorrect. The pressures are significantly higher for LWD which throws a loop in the report. The current report is null and void.

Agenda Item 2. Financial Overview. The Inside LCWD letter was sent in the bills to explain the tax levy. Treasurer Alexander spoke with the interim assessor today and believes the rate will be \$0.93 compared to \$0.55 last year. This should be a 1-year spike for reasons discussed in the letter. At the December 2nd meeting, we will classify it and vote on the rate. Treasurer Alexander and Superintendent Scenna will be meeting next week with Bartholomew for post-employment benefits.

Agenda Item 3. Old Business.

- a. **Filter Rebate program.** The filter rebate is closed. We received 13 applications for a total of \$21,818.00 and will be on a warrant next week.
- b. **Update on Cell Site Lease RFP.** Jacobs Engineering has been in on behalf of Verizon to do structural work and are looking to submit to the Zoning Board in December. T-Mobile exchanged comments on the security exhibit. We want subcontractors and anyone associated to be Cori checked. AT&T has been non-responsive, and their contract is expiring in December. We need to determine the legal ramifications with no signed lease. We will need to put them on notice that their contract has ended and it's up to them to figure out how to cure it.
- c. **Rate setting process.** The rate committee will have recommendations for the Board in January with some options. The plan is to take the recommendations to a public meeting in February. Raftelis developed a model of the tax levy and volumetric that mimics existing rates. Superintendent Scenna is working with Dave Fox from Raftelis on the budget; Dave Fox will be at our meeting on December 16th and show us what he has prepared. The recommendation will be quarterly billing with a start date of March 1, 2020. We will notify the District in February of the new rates and on March 1, 2020 we will issue a pro-rated bill on the old rates and pro-rate the consumption tiers. The 1st new quarterly bill will go out in June. We looked at classification of rates, single and 2 family with 2 or 3 tiers. The 2nd category will be multi-family residential (LIFE,

PARTRIDGE), the 3rd category will be a recommendation for a 1 tier municipal rate that will be easier to analyze and execute. There will be fixed component to account fees for the quarterly bills.

- d. **Shared Services with Town of Lynnfield.** Mr. Dolan wants to present the package to the selectman in December before they change the chair. Superintendent Scenna will defer this item to our December 16th meeting when we know what the cost of water will be. The District is trying hard to improve their public image and want to treat all the same including the town. Superintendent Scenna sent the board the minutes regarding Fire Hydrants with District Counsel's decisions. The town is requesting we continue to shovel the hydrants ourselves. We will have a plow and through the shared service agreement we will have access to DPW equipment. It was mentioned to combine cleaning the hydrants with the town's plowing contract.

Agenda Item 4. Public comment. Chairman Almy is moving out of the District and would like to stay active until his term expires on April 6, 2020. Chairman Almy wants to make it clear if there is significant controversy, someone wants to stand for election or if District Counsel explicitly tells him to withdraw from board he will do so. Chairman Almy feels it is prudent to ask one of other commissioners to serve as chair as the chairman signs certain documents on behalf of the District. Chairman Almy formally announced his resignation as chairman.

Motion: Commissioner Youngren made a motion to nominate Commissioner Joseph Maney for the position of replacing Chairman Almy as Chairman for the Lynnfield Center Water District.

Second: the motion has been seconded, and the motion passed by unanimous vote.

Motion: a motion has been made to nominate Commissioner Anders Youngren as vice-chair.

Second: the motion has been seconded, and the motion passed by unanimous vote.

Motion: a motion had been made to approve the minutes of the October 28, 2019 meeting.

Second: the motion has been seconded, and the motion passed by unanimous vote.

Motion: a motion had been made to approve the minutes of the November 12, 2019 meeting.

Second: the motion has been seconded, and the motion passed by unanimous vote.

Agenda Item 6. Board Review and approval of payroll, A/P Warrant(s) and Rebates. The board reviewed and approved payroll, A/P Warrants.

Agenda Item 5. Board may go into executive session for labor related Issues

The Board voted to go into executive session and dismissed the Clerk of the Board at 8:54 PM. The Board voted to adjourn from executive session at 9:15 PM with nothing to report from the executive session. The board adjourned at approximately 9:20 PM.

Respectfully submitted,