



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 p.m. October 28, 2019

Date, time, place: The regular meeting of the Board was held on Monday, October 28, 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: Tuesday November 12, 2019 at 7:00 pm in Break Room at Town Hall

Adjourn: 10:07 PM

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

Agenda Item 1. New Business.

- a) **Upcoming 2019 Meetings and Proposed 2020 Board Meetings.** The H. Joseph Maney Room at Town Hall has been reserved for the year 2020 meetings and will be posted on the website.
- b) **Superintendent's Update.**
 - i) **Operations, Distribution and Treatment.** Majority of crew time was spent on flushing. Due to the power outage we needed to do some communication troubleshooting. Majority of calls received were centered around flushing. The cloudy calls were air in system caused when the power went down. The Town Common septic crossed our water main successfully. The Flushing program began on October 15th and is scheduled to finish tomorrow (October 29th). We flushed 12 miles and used 600,000 gallons. We found issues within the distribution system. A valve on Glen Drive was nearly fully closed. We opened and flushed it. We don't know the impact of it at this time. A Hydrant broke on Rourke Rd. We flushed the dead ends off the main distribution system. The Merrow hydrant is back in service.

We may replace the blow-offs with an actual hydrant; adding hydrants gives us the flexibility to flush and fire protection. We received results from the first round of sampling. The second round is scheduled the week of November 12th. We hope to have information to present to everyone on December 12th. The contract is ready for the Commissioners signatures for CDM's Apple Hill Task Order. The Planning Board invited LCWD to an informational meeting with the Ipswich River Watershed and discuss what other communities are doing from a watershed and sustainability perspective. Superintendent Scenna plans on attending to cultivate relationships.

ii) Administration & Billing.

(1) Declaration of Surplus Goods. Anything below \$10,000 requires you to have your own policy. The District needs to navigate disposal of file cabinets and a vehicle. The policy summarizes 30B procedures for disposal of goods. We will post surplus goods on our website for a week. Anything over \$5,000 will be advertised in the paper and elicit sealed bids and have an auction.

Motion: a motion was made to adopt the policy Declaration of Surplus Goods outlined by Superintendent Scenna's memo dated October 28, 2019 with correction for items valued between \$1 and \$4,499 changed to \$1 and \$4,999 and the second page to say between \$5,000 and \$9,999.

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

(2) Policies for Estimated Readings and Non-Responsive Customers.

Motion: a motion was made to adopt the policy on Non-Responsive Customers presented by Superintendent Scenna that accounts that go through the listed process for 2 consecutive months and then be sent a certified letter from the District stating per LCWD policy, access to the meter must be coordinated within 15 days of receipt or the account will be assessed a non-refundable \$50 per month non-reading fee. Fee will be assessed every month until said meter is repaired and properly reading.

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

Chairman Almy noted the board may have to have a discussion at some point, that any fee related policies be brought forth at an Annual Meeting as Articles making them more enforceable or a procedure to be changed made more difficult.

The office is challenged when it comes to estimating bills and therefore, we need a policy. Superintendent Scenna has proposed a policy to establish a period of 1 year or a maximum of 3 years look back to create an average monthly use to apply when the meter didn't get a reading.

Motion: a motion was made for the District to adopt a policy on estimated read accounts as generated by Superintendent Scenna's memo dated October 23, 2019 with changes in item 5 that should be changed to shall and can be changed to shall.

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

(3) New Bill Format. We are planning to send the annual consumption bills out earlier than in the past and want to make sure the commissioners are okay with the changes. Eventually, we can add consumption history. The updated bill makes reference to credit cards. The language on the back of the bill statement has been updated.

(4) Credit Card Service Agreement. The virtual transaction will be contained on the office computer. As a utility district you can't have a swipe machine; otherwise you won't get the utility discount. We need 10% of our customers annually to pay by credit card to cover the cost of the monthly charges.

Motion: a motion was made to approve using (Transaction Resources Inc.) TRI as the District's credit card processing vendor in accordance with the quote submitted by TRI Inc. along with a \$3 credit card fee for customers opting to pay their bill by credit card.

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

iii) **Special Projects.** Superintendent Scenna outlined in an email that John Guilfoil Public Relations will work with us for several press pieces and a pamphlet to go in the November bills. Over the next 6 weeks we will push information on what the District is doing. Weston and Sampson came in for a site visit; we are waiting on their preventative maintenance proposal. MIIA came back with a ruling that we can apply for a grant for up to \$10,000 for security; the grant will have to be finalized by November 18th. We are looking to see if it will cover FOBS for the treatment facilities and possibly add some security cameras.

c) **Kick Off Discussion: Rate Setting Study (David Fox, Raftellis).** David Fox from Raftelis spoke to the board on the scope of work for the study. The Board had previously approved the study and will sign the contract this evening. The study will be completed by February and presented to customers in February with the new rates effective March 1, 2020.

d) **Financial Overview**

In summary, the budget went up because of articles for filter rebate and supplemental study and revenue shortfall because the rates were rescinded. Free cash was used to balance the FY19 budget. The amount in reserves affects your bond rating. We are projected less than half of free cash and we have no choice to go to this tax levy. November 25, 2019 is when we set the tax levy rate. The tax

rate is a fiscal year tax rate July 1st to June 30. This will be a residual impact for the first 2 quarters in FY 2021. When we send this message out it is an anomaly. We need this done by mid-November and on November 25th we can vote.

2) Old Business

- a) **Filter Rebate Program (Discussion).** Superintendent Scenna will have a warrant for the next meeting for filter rebates. We have 5 applications for the rebate. Chairman Almy wants to see November 15, 2019 as a hard deadline.
- b) **Cell Site Lease RFP (Discussion and Possible Action).** The Verizon lease is finalized and has to go to the Board of Appeals; the lease is pending for equipment install pending the approval process with the town. Attorney Casey has had no further discussion with T-Mobile since September and their contract expires September 30, 2020. Sprint's contract expires June of 2020; Sprint owes pictures of their equipment and are not installing anything new. AT&T's contract expires December of this year; several issues need to be addressed but no changes have been made including the security addenda.

3) Public Comment for any Topics not Listed on this Agenda. There was no public comment.

4) Board may go into executive session for labor related Issues. The Board voted to go into executive session at 9:27 PM.

Motion: A Motion was made at 10:02 PM to go back into regular session.

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

5) Review and Approve Minutes of Prior Meetings

Motion: A Motion was made to approve minutes from the October 15, 2019 meeting.

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,