



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**7:00 p.m. December 16, 2019**

**Date, time, place:** The regular meeting of the Board was held on Monday, December 16, 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 January 13, 2019 at 7:00 pm in the All-Purpose Room at the Summer Street School

**Adjourn:** 10:06 PM

The meeting was called to order at 7pm with the pledge of allegiance recited.

**Agenda Item 1. New Business**

**a. Upcoming Schedule**

- i. 2020 Board of Commissioner Meeting Schedule. The meeting schedule for 2020 has been distributed and is on the website.
- ii. LCWD Office & Operations Holiday Schedule. The Board has agreed to a half day on Christmas Eve and New Year's Eve. The Commissioners are concerned for whomever is on call, within that window, no overtime starts until 4 PM. This was an overtime issue on July 5<sup>th</sup> and became a \$1,200 issue. Ultimately, if the operators get a call it is designated a callback.

**b. Superintendent's Update**

- i. Operations, Distribution & Treatment. February 4<sup>th</sup> will be a District-wide workshop for rate setting, one month prior to the rate increase taking affect. Rate increase proposals will come before the board at the January 13, 2020 meeting with follow-up at the January 27<sup>th</sup> meeting. Educational material will be out in January regarding rates. We had a few quiet weeks for distribution & treatment. The crew did a service repair for 18 Orchard Lane who had a long history with calling for dirty water. We explored and found the service tap was around 3 o'clock towards the middle and was a windy approach to the property line. We abandoned the line and shifted to a straight shot. It will be interesting to see what happens with quality and improvements. We are getting ready to start the septic

project with the permitting process finalized. Last week was the Apple Hill workshop with both newspapers covering the event and the presentation is on our website. People are filling out the survey. CDM is working on analyzing the sample results with a possible completion towards the end of January. Superintendent Scenna is working on the VFD study with Brian, Nick, and Joe Sullivan (SCADA). The supplemental water program revised memo with the correct pressures is due this week. It doesn't appear anything on our side will change. CDM is preparing a proposal for flushing where we would rotate flushing the other unaffected areas. Glen Meadow is important to flush because of interconnections with Lynnfield Water District (LWD), determine what valves need repairing and to make sure the system works properly from a safety perspective. Commissioner Youngren asked if we should test the hydrants to ensure they are working; Superintendent Scenna feels testing hydrants are a good program for summer interns. In January the crew will work on interior winter maintenance items.

- ii. **Discussion with Weston & Sampson Services.** Rob Rollin and Paul Provost from Westin and Sampson gave the board a brief overview of the services Westin & Sampson can provide to the District. Commissioner Almy recused himself from any actions as he is employed by Weston and Sampson. The Commissioners agree: they like having a Plan B.
- iii. **New policies.** The Planning board has on their meeting agenda the beginnings of a discussion to regulate private wells. They have not formally asked for our input; it is in their domain to regulate private wells not the District. The District was awarded a \$5,000 security grant from MIIA that must be spent by June of 2020. We are still waiting on our FCC license. The recent call log was distributed to the board and contained fewer water complaints. Superintendent Scenna will email the Abatement procedure to the board for any comments and does not need a vote of the board. The purpose of the form is to give customers a way to dispute their charges when they don't like the answer they receive from the office. Prior to speaking to the board, the customer will need to complete the form and provide backup to corroborate their claim; the office will then prepare and provide the background information to the commissioners before the customer goes before the board.

## **Agenda Item 2. Old Business.**

- a. **Execution of KP Law Agreement.** Superintendent Scenna will draft a letter from the chair to Attorney Casey to work with the Superintendent to transition District files as well as provide a recap of ongoing and pending business including the leases and unemployment issue.
- b. **Update from Rate Setting Committee & Upcoming Schedule.** Dave Fox conducted a webinar at today's rate setting meeting; the model has been built and has our existing expenses, projected expenses, data on assessments and consumption. Currently, it is modelled to the existing tiers. The proposed tier structure will have 3 classes: residential, commercial, and flat fee per unit for municipal with no tier. We will have a more refined model at the January 13<sup>th</sup> meeting where the rate committee will make a recommendation. The direct

expenses associated with production of water and maintenance of system is \$4.23 per thousand gallons. The proposed tiers will have substance, not arbitrarily chosen and quarterly billing as a recommendation.

- c. **Discussion & Approval of Shared Services Agreement with Town of Lynnfield.** The board is concerned regarding the wording in the agreement and how to get around the water restriction. The board is concerned with the perception of the customers in the District if the customers aren't allowed to water but the Town can water the Common. The DEP model gives the board the ability to allow the town to water. The board discussed changing the language in the agreement to read:  
Water use will be permitted at said new services throughout the year between the hours of 10 PM and 4 AM and will not be subject to fines and penalties so long as irrigation systems are equipped and maintained with appropriate rain sensors. Said systems, shall always be operated and monitored to supply water at industry standards for proper growth and maintenance and landscape features. LCWD reserves the right to review the town's water use and operating procedures if the District were to enter a state declared Level 4 emergency drought (Commonwealth of Massachusetts Drought Management Plan of September 2019), and/or any additional restriction imposed by the board as a result of infrastructure failures.

Motion: a motion was made to approve Superintendent Scenna's memo to the town of Lynnfield with approval of the language as discussed and modified as above.

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

**Agenda Item 4. Public Comments:** Clerk of the District Taschner wanted to remind the board to recruit for the board position for the upcoming fiscal year. Treasurer Alexander announced the state certified our tax rate.

**Agenda Item 5. Review and approve minutes of prior meetings.**

Motion: a motion was made to approve the December 2, 2019 minutes.

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

**Agenda Item 6.** The Board may go into executive session

Board voted to go into executive session at 9:28 PM. The Clerk of the Board took leave of the meeting. The board voted to leave executive session at 10:05 PM with nothing to report from the executive session.

Chairman Maney made a motion to adjourn the meeting at 10:06 PM.

Respectfully submitted,