



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm January 13, 2020

Date, time, place: The regular meeting of the Board was held on Monday, January 13, 2020 at 7:00 PM in the All-Purpose Room Summer Street School, 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: 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: Monday January 27, 2020 at 7:00 pm in the All-Purpose Room at the Summer Street School

Adjourn: 9:10 PM

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

Agenda Item 1. New Business.

- a. **Upcoming Schedule of Meetings and Events.** Record Retention and Open Meeting law on January 23, 2020. The Rate workshop will be at the Al Merritt Center on February 3, 2020. The workshop will be recorded to be shown on public television. The video will also be on our website, and the town Vimeo site. The February 4th procurement training is optional for the board.
- b. **Superintendent's Update. Operations, Distribution & Treatment. Ongoing & Projected Daily Operations Tasks and Items.** The crew is working on the private ways list. The District needs to work on how to move forward with private ways. The crew is looking to see how to implement the recommendations, the mechanics of the VFD. We had to remove the mechanical aspect out of the septic contract and now soliciting for a motor, parts/fittings/check valves to do the work ourselves; we will need to procure an electrician. Ultimately, we will need \$15,000 to \$20,000 for funding the bathroom. Joe Sullivan (SCADA) is working on the FCC license; Superintendent Scenna will update the board at the next meeting. The truck is due to arrive in early February though it was supposed to be delivered 4 to 6 weeks from the signed commitment. We are showing the stations to HVAC contractors as the station lacks air circulation and humidification to get quotes for the new fiscal year. We will be starting a new sampling program: the DEP sent the 2020 sampling program and the only thing we supplemented is iron and manganese. We may do iron and manganese sampling every other week to save

money. We are working on a new schedule for sampling. The crew is working on regulating and inspecting private wells. The intent isn't to regulate consumption but more importantly determine no cross connections exists. We want to do this campaign before watering season begins. Work has begun on the CSR report. We are working on a list of existing interconnections as emergency response plans require it. The crew is also working on a list of smaller treatment plant projects: upgrading chemical feed lines and looking at the callouts they had. We want to run Pump 2 at Glen Drive and are looking to turn it on in the off-peak season and see what happens so it will be up and running for peak demand season. Superintendent Scenna is working on finalizing to incorporate all fees as By-Laws at the Annual Meeting. Superintendent Scenna is finalizing a connection fee permit process for contractors and may have it before the board at the next meeting. We also have a list of contracts to procure. Pyburn digs our excavations and we pay them by the hour; our outside auditor advised us it needs to be changed to a 1 year contract with 2 year extensions. We are working on new billing software and thinking of bridging for one year for the mailing portion of the bills. **Update on Capital Engineering Studies.** Superintendent Scenna met with CDM for updates and set a vision for 2020 and working on a new agreement with annual services. CDM will be at the February 24, 2020 board meeting to present technical projects: expanding flushing program, looking at additional water supply from North Coastal Basin, adding new wells and pumping more water out of existing wells. The memo was finalized for the supplemental water study and sent to Lynnfield Water District (LWD) for action requesting water at 3 different volume levels and what are the conditions for each option. Our goal for the Annual Meeting is to make a presentation with substantial progress to our tax base that proposed that article. We had a phone conference with a Reading Municipal Light (RMLD) manager regarding the VFD. It doesn't appear we qualify for incentives/rebates but there may be a chance we can qualify for some hybrid incentive. We need to give them operating cycle of pumps to see if we could change our operation a little bit. CDM's work will be done and it is up to us to finalize. Superintendent Scenna wants to fund this in FY21 budget. We received inspections on the 2 tanks but have not been able to review the reports in depth. One interesting observation at Wing Road was mucky water. At the Huckleberry tank there is clear sediment at the bottom and at Wing Road there is staining and couldn't get to bottom of it; there is a difference in water quality. John requested a 1 to 3 year recommendation. The District received 116 Apple Hill survey responses with a behind the scenes deadline of Monday morning. The EPA passed Americans Waters Infrastructure Act that requires risk and resilience assessment by June 2021. (see sheet CDM provided). The District must update the emergency response plan. **The execution of Weston & Sampson Agreement** is evaluating the existing infrastructure and provide a report with the preventative work we can do. We can fund it through the water and well treatment article where there is \$38,000 and save \$30,000 for radio communications. Part of the scope for Weston & Sampson is spending time with our operators where they may provide coaching to our operators. **New policies: Meter Tampering.** A Policy on meter tampering was provided by KP Law to the District. The District will need to go through the process of sealing meters. Commissioner Almy made a suggestion to make the quote its own paragraph. We will bring this policy to the Annual Meeting as a new By-Law.

Motion: a motion was made that this language with slight modification be adopted as policy by the board.

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

Bank Services & Options. Everett Bank has reached out to offer their services. Superintendent Scenna met with them and will follow-up with them to compare services with our current bank, The Savings Bank (TSB). TSB charges no fees. We will need to vet out and put together some strategies for these accounts.

- c. **Rate Structure Discussion.** The rate committee had another good meeting with Raftelis. Dave Fox from Raftelis will be at our next board meeting to present the rate model and costs. **Rates Classes.** The committee concluded to have 3 rate classes: residential, municipal and other (multi-unit, commercial). The Other class will have 1 tier and municipal is 1 tier. **Service Charges.** The committee is proposing a quarterly service fee as well at \$25 for Residential, \$50 for Other and \$25 for Municipal. Dave Fox will have the model to present and can zero in on an actual dollar rate. Dave will present options to flip the tax rate. With the presentation we will show how the 3 tier structure is similar to other towns to put things in a broader perspective. **Consumption Tiers.** Tier 1 for residential is: 1 to 24,000 gallons per quarter (coincide with the DEP standard of 65 gpd), Tier 2 is additional 25,000 to 36,000 and Tier 3 is above 36,000. **Next Steps: Tax Levy/Volumetric Split and Rate Amounts.** The office had received some calls regarding the tax increase with some people understanding and some upset.
- d. **FY21 Budget Discussion: Structure, Budget v. Articles, Goals.** Superintendent Scenna hopes to have a proposed budget by February 10th. Health insurance asked us to carry an 8% increase and liability insurance a 5% increase. Superintendent Scenna is looking at other insurance options as we owe the District that effort when the question comes up at the Annual Meeting. Superintendent Scenna received our Essex County assessment to incorporate into the budget. There are a lot of article items that should be in the operating budget and reserve the articles for projects and 1-time expenditures. There are some accounts to split and new accounts to create. Two lines need to be looked at carefully, the operator's salary could have been funded higher and laboratory fees.
- e. **Treasurer's Report.** The Board wants to receive a monthly report of YTD and current events. Treasurer Alexander showed the board comparative reports from last year to this year. Treasurer Alexander informed the board we have approximately \$49,000 in allowance for abatements the town assessors need to release back into our accounts. The District needs to look into the refund checks issued from last year's billing, after a year unclaimed we have to account for them.

Agenda Item 2. Old Business

- a. **KP Law Agreement & Transition.** The District is waiting on Casey & Lundregan to send unemployment issue and lease documents. The AT&T existing lease expired; we signed an extension that covers us from a liability perspective to February 29, 2020. T-Mobile had conference call regarding exhibits. Sprint wants to know why we are contacting them as the contract expires in June.

b. Discussion & Approval of Shared Services Agreement with Town of Lynnfield.

The Board of Selectman invited Superintendent Scenna to attend their Board of Selectman meeting to be held on January 14, 2020 where they will approve the Shared Services Agreement.

- c. **Water Abatements.** The Water Abatement process has been put in place. We had 1 customer submit their abatement which was rejected and was sent an explanation letter. The District also sent letters to the 3 accounts with rejected 3 filter rebates. Letters were sent to 2 Kimberly regarding removal of LCWD equipment and to 110 Lowell for an issue with meter spinning backwards because of their well/cross connection.

Agenda Item 3. Public Comment for any Topics not Listed on this Agenda. None

Agenda Item 4. Review and Approve Minutes of Prior Meetings.

Motion: a motion was made to approve minutes from the Dec. 16, 2019 meeting.

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

Agenda Item 5. Board Review and approval of payroll, A/P Warrant(s) and Rebates. The Board approved payroll and A/P Warrant(s).

Agenda Item 6. Board may go into executive session for labor related issues. The board did not go into executive session at this time.

Chairman Maney made a motion to adjourn the meeting at 9:10 PM.

Respectfully submitted,