



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm February 10, 2020

Date, time, place: The regular meeting of the Board was held on Monday, February 10, 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 February 24, 2020 at 7:30 pm in the Break Room at Town Hall

Adjourn: unknown

The meeting was called to order at 7:00 pm and is being recorded for the purpose of producing minutes.

Agenda Item 1. New Business.

- a) **Board Vote to open Warrant for April 6, 2020 Annual Meeting and Current Fiscal Year 2020 Special District Meeting at 7:00 PM.**

Motion: a motion was made to open the warrant for both the Annual Meeting and Special District Meeting.

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

- b) **Open Election for Commissioner, Treasurer and District Clerk Positions.**
Chairman Maney reminded the board and District members regarding open election for 1 commissioner, treasurer and clerk. Jack Adelson has submitted his letter for commissioner, James Alexander has submitted for re-election as treasurer and no letters have been received for clerk at this time.
- c) **Joint Meeting with Board of Selectman, Monday, February 24, 2020.** The meeting will be at 7pm at the Al Merritt Center. Following the joint meeting, the board will head back to town hall for our regular board meeting.
- d) **FY21 Annual Compensation to be paid to the Tax Collector and the Board of Assessors for work performed for the District.** The board voted on annual compensation for tax collector/assessors for annual compensation. \$550 tax collector, \$300 for assessors.

Motion: a motion was made for compensation set at \$550 for the tax collector and \$300 for each assessor for work performed for Lynnfield Center Water District for FY21.

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

- e) **Treasurer's Update.** Treasurer Alexander presented the board with financials as of December 31, 2019 to include account interest for 2019. Treasurer Alexander feels the District can make a little more money on interest with the Mass Municipal Depository Trust (MMDT). We certified free cash of \$206,000 and can take \$200,000 of free cash and place in the Mass Depository Trust account; we will have the ability to move money back and forth to be available in our account within a day.

Motion: a motion was made to close Wakefield Co-Op account and move the money to MMDT account.

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

Treasurer Alexander will handle closing the account. Everett Savings Bank will be coming to the March 9th board meeting to present their services. We will wait to determine moving the free cash around. Treasurer Alexander will find out how many days the money needs to be in an account for gaining interest. Payroll has historically been underfunded and this year we will be about \$130,000 short. Treasurer Alexander will be speaking to the board of assessors to release some of the abatements, as far back as 2016, to go into free cash. Treasurer Alexander will also come up with a plan to address refund checks from last year that have not been cashed. Superintendent Scenna questioned what liability account 2050 unclaimed checks were? He also asked for a differentiation between retained earning accounts 3215, 3500 and 3900, what are they and how are these funds calculated? Chairman Maney requested an FY20 line item update from Treasurer Alexander at the first meeting in March.

- f) **Superintendent's Update.** The district has benefitted from the quiet winter/weather pattern. Tomorrow is the meeting with Lynnfield Water District (LWD) engineers and CDM to discuss supplemental water studies, specifically a narrowed discussion surrounding scenario 2 and 3. Scenario 2 is occasional summer supplemental and scenario 3 is a permanent connection to provide as much water that Glen Drive currently provides in the event LCWD chose to limit the operation from that station, its highest producer of iron and manganese. We will have an update at the next meeting. Superintendent Scenna also has requested that CDM revisit the possible Wakefield connection to see why this was discredited. We will have an update on the tank inspection within the next few weeks; they will be coming back out to look at paint thickness. Superintendent Scenna remains heavily concerned with sediment discovered in the Wing Road Tank. Last weekend we had an issue with chlorine pumps at Main St. and at the same time we shut down the treatment plant for backwash; when we compare the call log, Glen Drive kicked on which may have resulted in flow reversal and resulted in 3-4 quality issues in same area of Apple Hill. The logs have been updated. Administratively, we have updated the website to include a page for rate setting to include the presentation, workshop video, rate committee agendas, and newspaper articles to be used as a resource in the future. After tonight's meeting, we will put up the new rates. We also changed the rebate page for the Filter Discount Program on the website for language as discussed in last meeting.

The draft Connection Permit is to be used for contractors making repairs, connections, and any type of service work. With this permit in place, the District will have more leverage and control over the contractors, specifically those working on the LCWD system. The permit will be ready at a March meeting for board action. Superintendent Scenna just wanted to send it around ahead of time to start to get feedback. Weston and Sampson completed a half day of inspection of our facilities with a full team of engineers and the report will be coming in soon. There are some recommendations that Superintendent Scenna has already been discussing and may implement soon ahead of our high demand season. Superintendent Scenna is working on possible articles for flushing and a proposal for the June 2021 American infrastructure requirements; CDM is looking for grants. Those will be discussed further at the next meeting with CDM present.

Bills will be sent out in March dependent on tonight's vote. We will include a flyer with new rates in the March bill. Superintendent Scenna spoke with chair of zoning board regarding Isotrope study: if we can show 2 consecutive years of data unchanged, we can switch from them billing us quarterly to once a year.

- g) **Rate Structure Discussion and Vote.** The board thanked the committee for their dedication. The Villager newspaper ran an article on the workshop and the office received a half dozen calls. Most calls seemed positive once a full explanation of the new system and the reasons for the change were understood. The proposed rate structure is before the board and to be voted on:

Motion: a motion was made to set the following quarterly billing rates effective March 1, 2020 to include the following:

Tier	Price per Kgal
0-24	\$6.45
25-36	\$16.13
>36	\$19.35
Municipal	\$2.10

Class	Per Quarter
Residential	\$25.00
Other	\$50.00
Municipal	\$25.00

Quarters shall consist of:

March, April and May à Spring Quarter

June, July and August à Summer Quarter

September, October and November à Fall Quarter

December, January and February à Winter Quarter

Classes shall consist of:

Residential shall apply to all single and multi-family homes

Other shall apply to commercial, churches and other places of worship, LIFE and any other multi-unit/multi building property

Municipal shall apply to all school and municipally owned property, grounds, parks and fields owned and operated by the Town of Lynnfield

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

Motion: a motion was made that one last bill should be issued in March for consumption from November 2019 through March 1, 2020 and that said consumption should be billed at the existing prorated billing rates.

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

- h) **FY21 Budget Initial Discussions and Presentation.** Superintendent Scenna presented 2 documents for discussion: 1 is a summary of the last 3 fiscal years and this fiscal year to date. It has all existing line items, what is budgeted and what is spent. These proposed changes will help to better understand how we are spending our money. Superintendent Scenna is putting out the proposed changes to review

and make recommendations and will talk on February 24th for further discussion. Final vote on the budget is targeted for the March 9th Board meeting. Big caveats are the labor wage and insurance piece and articles for future capital investments. The last meeting, we mentioned estimating an 8% increase in health insurance and we just found out it will go down 2%. Superintendent Scenna also presented a revised format to operating budget format and articles. In general, the board supported this approach of including all recurring/operating expenses within the operating budget and reserving article funds for one time, capital expenditures, projects, programs and/or rate payer driven agendas. Superintendent Scenna will continue with this approach and have updated documents on 2/24 and finalized budget documents on 3/9.

Agenda Item 2. Old Business.

a) **Execution of Shared Services Agreement with Town of Lynnfield.**

Superintendent Scenna is scheduled to meet with Chief Breen regarding police details and is open to the District be considered the same as the public works projects.

b) **Water Abatements:** We will have the 2 abatements in question come to the meeting on February 24th.

Agenda Item 3. Public Comment for any Topics not Listed on this Agenda. For the month of July, the board will meet on July 20th only; this change will be reflected on the website.

Agenda Item 4. Review and Approve Minutes of Prior Meetings. Commissioner Almy asked to revise minutes of January 13, 2020 regarding meter tampering policy to say language for the policy was provided to District. Going forward we can remove Foreman Couris absent from minutes as he is no longer required to regularly attend the meetings.

Motion: a motion was made to approve January 13, 2020 minutes with revised language as specified.

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

Motion: a motion was made to approve January 27, 2020 minutes.

Second: the motion was seconded, and the motion passed 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 moved to executive session at 8:56 pm. Clerk of the Board took leave of the meeting.

Respectfully submitted,