



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:30 pm February 24, 2020

Date, time, place: The regular meeting of the Board was held on Monday, February 24, 2020 at 7:30 PM in the Break 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: 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 March 9, 2020 at 7:00 pm in the Maney Room at Town Hall

Adjourn: unknown

The meeting was called to order at 7:30 pm and is being recorded for the purpose of producing minutes.

Agenda Item 1. 31 Wildewood.

- 1) Water abatements: Shelly Baker from 31 Wildewood Drive. The Board was provided with backup information to include consumption history; our operators didn't find issue with the equipment, or any leaks and usage had gone back to normal. Ms. Baker has no explanation and has lived alone since 2014. Commissioner Almy asked about her higher usage in 2016; her daughter left in 2016 and her daughter's kids probably used the water. When we update our software system, we will have a mechanism in place to call you when readings are high. If we take the overall budget and divide amount of water we produce and the results are \$7.85

per thousand gallons which is our operating budget. We could possibly reduce by 20% or 25% and apply some relief to her bill. We can provide this for the record for the minutes, this bill is for the FY20 budget and with the old tiers/rates and is the actual cost of our entire operation. If you take this approach, we can look back on this and take FY21 expenditures and divide and issue a discount. The board needs to be careful to setting a precedent; with the fall billing with the new billing cycles, this situation could arise again. If we move to a different tier it won't set a precedent as we are going to new tier rates. If we move to Tier 8 the bill would change to \$1871.50.

Motion: a motion was made to approve an abatement for 31 Wildewood Drive and cap the invoice for consumption at a maximum rate of \$8.50 per thousand gallons (Tier 5) using the rates in existence at time of the bill.

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

The board would like to use the continuous leak report and send letters or door tags to customers with high readings.

Agenda Item 2. New business.

- a) **Meeting Results from Joint Meeting with Selectman.** The board had a joint meeting with town selectman to set compensation for the following fiscal year for the tax collector and assessors at \$550 and \$300, respectively.
- b) **Superintendent's Update. Ongoing & Projected Daily Operations Tasks and Items.** The board has received paperwork for 3 purchase orders awarded. The first one is for Roberts Filters for the filters in the water treatment plant. Roberts Filter did the initial calibration (in 2013) of the green sand filter and incorporating them into our system. Roberts Filter started today with a slow start and justified why we had them in; we couldn't get the main vessel opened as the bolt seized at top of tanks. The hatch is supposed to be opened yearly and the bolts seized. Roberts Filter's lead technician said this is the 2nd time he has seen this happen in his career. Roberts Filter is concerned with our pH level and humidity in the station and impact it is having on the fittings in the station. The dehumidification system no longer works. We have already reached out to HVAC vendors and trying to include in next year's budget. If we want to maintain pH at

the level we are doing, we are recommended to adjust after the filters, there's more to come as it's been a long time coming. The second purchase order was for Weston & Sampson for well redevelopment. Weston & Sampson will be starting at the end of the week for Main Street well to include cleaning and televising all the way down the screen and take care of any adjustments needed to make. It doesn't include repair of pumps and wells. Operators Couris and Deshaies feel it will be ok as we did improvements to the well last year. The gravel pack pump at Phillips may need repair above the purchase order and if we can afford to fix, we will. The good news is we are taking care of this before high demand season and will help with what CDM will be proposing shortly. Weston and Sampson is doing the rehab work with Tom Hydro overseeing the work. The Roberts Filter scope may be minimized if we can do the work ourselves in the future. The last purchase order is the mechanical components to the septic system where Pyburn will install. All that is left to do for the septic is the electrical and it will be substantially less than the contract price. We could try to have our guys install but the Board of Health will have to inspect, so we rather have Pyburn do this because it is their permit. The material is all per spec per engineer specifications and we will make sure the foreman closely observes.

On April 6th we will hold a Special District Meeting of the District with items we may address: One item is supplementing the salary; we will have a projection at the next meeting. Another issue is supplemental billing and will have to look if we can cover it in the existing budget. The 3rd item is the Chemical line item due to the sampling for the Apple Hill iron/manganese study. Appropriation for new bathroom construction as we didn't allocate enough funding for a bathroom and would prefer to do this at the Special District Meeting for the funds to be available immediately. The work is estimated at \$8,000 to \$12,000. It will be below the interior building procurement limit. The last piece is flushing. Mike Nelson from CDM will propose to do another flushing section identified as Glen Meadow. If we include this article for flushing in the annual meeting, we won't be able to begin this portion of flushing until the fall. There has been no systematic exercising of hydrants. Decisions will need to be made.

Superintendent Scenna followed up with Chief Breen. The District isn't considered at the public works level as they are collectively bargained in the police contract. The board would like to see 4-hour minimum followed up by hourly rate and eliminate premium rates and be billed like public works projects. The chief wants

details for all night work and unattended holes. We will recommend that it changes at the next CBA and to be treated the same as the DPW. Superintendent Scenna will address this in writing.

Sagamore Development approached us about the possibility of a smaller development connected to LCWD water system. Sagamore is willing to invest in us. They don't want to go to Peabody and Option B is to create own water supply. Sagamore will be coming to the office on Thursday to meet with us. The Fire Chief is excited about extending the main for fire protection with fire hydrants extending up the hill. The plan is for Sagamore to go to town meeting in the fall.

Everett bank will be here to present on March 9th. We will close the warrant on March 9th. Treasurer Alexander is working on having Bartholomew attend the meeting on March 9th regarding post-employment to close the loop on budget line item. Marsh & McLennan will be present at the meeting on March 23rd for health insurance. We will also have to identify a chief procurement officer at the March 23rd meeting and district counsel recommends voting on a chief procurement officer.

Update on Capital Engineering Studies with CDM Smith. Mike Nelson from CDM is here to present a summary of existing task orders, items not funded, and items we need to look for funding in the upcoming cycle. The Overall wellbeing is intertwined together to improve water quality and sustainability.

Apple Hill Study. CDM did a lot of work studying the system, analyzed the sample data and confirmed it is more a manganese problem than an iron problem. CDM took the sample results, SCADA data and started their modeling exercise and running through scenarios. CDM is now changing the scenarios to determine how to increase blending and rely more on the tank. To determine where Apple Hill is getting their water, they did a trace analysis, and the water from Glen Drive is going down directly to Chestnut Street and ending up in the west side of the study area. This area is not relying on water from the tank with the source coming directly from Glen Drive and is with valves closed as the 1st scenario. We know the source of manganese is from Glen Drive as we sampled Glen Drive the same time as the Apple Hill samples. We don't have a strong correlation, yet. Becoming evident is the cumulative effect of the manganese buildup; once it builds up in then everything in the water attaches to it which creates problems, which is what we found in the tank as well. The District has not had health advisory issues. Is the unidirectional flushing help reduce buildup of manganese?

Documentation of unidirectional flushing proves we are bringing it out. CDM sent out 361 surveys and received 125 responses (about a 34% response rate). The survey shows significantly more people had tinted water rather than cloudy water, which speaks directly to manganese. We need to figure out how to push Main Street water west while not isolating sections of town that have been receiving water solely from Glen Drive. When you close valves it stops one problem and opens another. It ties in with the other task orders. Are there operational changes we can make. One thing we can look at is to throttle back Glen Drive in the winter. CDM is targeting to complete the study by the end of March. **Tank Inspection.** CDM received the tank inspection reports (inspected November 2019) from Suez. The overall findings: the inspections were great with no major defects in either tanks. Typical things noted: freezeproof screen not at top, hatches could be upgraded to modern hatches. Internal and external coatings were assessed and were photographed. The big finding on Wing Road was excessive sediment of 12 inches with Knoll Road having 1 inch of sediment. The difference of water quality is noted in the report; 1 foot of sediment is more than what we want to see. A recommendation is for sediment removal at wing road and we are waiting on pricing. We would need to isolate the tank, drain and chemically clean and recoat it. Minor defects were noted on the inside, nothing significant. The main function for the tank is for daily flow, fire protection and peak demand. If taken out of service, it will be out of service for several weeks in the spring or fall. Procurement of services to cleaning can fall under professional services under a contract, An RFP would apply to paint and be a competitive bid and likely the earliest timing would be this fall for painting. The exterior is in fair condition but the lead content is elevated enough it will need to be blasted and tented. There is a cost associated with disposing of the sediment. The Knoll road exterior coating is in fair condition, tenting and blasting is not required. Several recommendations for concrete repair, upgrading screens, hatches, splash pads on outlet structures can easily be procured from the district. We do not know if tenting the tank will affect with the cell radio equipment; Mike Nelson will talk to Suez for the answer. There is a piece of Apple Hill that is fed from the tank during high demand. The quality issue of tank also compounds quality issue with the Apple Hill section. Hard to quantify. Any pipe served by the tank may be affected by the sediment in the tank.

There will be a Public workshop, likely after the annual meeting, to talk about the Apple Hill study results and plans going forward.

Supplemental Water. The District met with Lynnfield Water District and their engineers (LWD) on February 11, 2020. The revised hydraulic evaluation memo was presented in draft form because it is a living document, every time we meet and receive more information, it is added to this section. They presented water system upgrades to meet each demand. The 3 items that came out from the meeting: increased flow through LWD to supply us with our requested demand may require a significant upgrade of their main booster pumping station on Route 1 (currently have 2 pumps). They may have to possibly add a third pump, upsize the pumps, upsize suction and discharge of the pumps, concerns of the footprint of the building if they can handle the upgrades, and whether emergency generator can handle the upgrades. CDM has not entered LWD's station to observe and Tata & Howard hasn't vetted it out yet. Other major factors is pipeline upgrades on Salem street, the length has not been determined. CDM told LWD to narrow it down to 2 scenarios and our intent where we will connect. The connection would be at Summer Street. The DPW is planning on working on Summer and Salem Street to prepare for pipeline; Superintendent Scenna had discussed with the DPW. The third piece is the infrastructure investment, the actual connection point: flow meter, flow control valve and pressure reducer valve and along with it there would be SCADA to open and close. LWD has requested that configuration not be in a vault under Summer Street and put in a building off the road which could be a significant investment. We offered our personnel to access an underground vault but they were not receptive to that solution. There is an easement right at Huckleberry, Superintendent Scenna already made contact as an option (it is between 2 houses). Those are physical upgrades that are still being vetted out. Another point that came up is LWD preference for fire flow or emergency within their district, their intent would be to close the connection during an emergency to preserve capacity to fight the fire. The new upgrades leave them in a better place for fire protection. John's intent is to leave the connection open as we are investing all this money and the intent is not to connect for just 2-3 weeks in summer, if you are taking a third or more you want to know it is there including the hottest day of year. The intent is that it is expensive to connect to the MWRA and it not to supplement but to replace some problematic infrastructure. The MWRA connection fee cost is \$4.4 million per million gallon per day (mgd) per year. We would not pay upfront as they offer a 30-year loan period, that is deferred for 3 years with 0% interest to balance your consumption out. Will we be considered an MWRA community and we will have 0% loans for pipe replacement. The question is can LWD give us .8 mgd on a consistent basis including if there is a fire without shutting us off and what is the impact of the

station. The initiation fee is on par with a new filter plant. A booster station and interconnection could be over \$1 million each with costs around \$10 million. We are going to be charged volumetric through LWD and higher than the rates we voted on. We haven't gotten to pricing options in the analysis yet. We have a task order to look at chloramine and chlorine and also pH corrosion control. Before we do this task order, we need to go through the financial analysis of all the options to see where the leader of the pack is. If MWRA is the option, then we will do this analysis. Other communities have already done the analysis. MWRA said they will not fund an extension of the transmission main up to Route 1. The \$4.4 million is buying into their infrastructure. Jeff, an engineer from CDM, had worked on the district's water system many years ago; John tasked CDM to look at the North Coastal Basin to get more water. Station 1 tubular wellfield was taken off because of nitrates. Could we do new wells at station 1, the answer is no, a gravel pack well is not feasible because of the shallow nature of the aquifer and would still have the nitrate issue as it pulls from same source. Well 7 is our best bet to increase yield. We did create a draft study plan but was not submitted to DEP. They require a 60-day pump stabilization test. Well 5 had lower yield and poor water quality and DEP approval was never undertaken. A portion of potential yield was transferred to well 7. Additionally, putting well 5 online could impact yield to other wells. Well 26 was formerly abandoned and wouldn't be considered a viable alternative. Well 9 is not a gravel well pack but can be cleaned like a gravel well pack and is scheduled to be cleaned.

Discussion on 2020 Engineering Service Contract & New Task Orders. CDM FY21 initiatives include: increase flushing of 3 additional zones out of 5 which have already been scoped, assistance with the annual Consumer Confidence Report (CCR) and Annual Statistical report and provide (included in FY21 master service agreement) GIS support of 3 tasks, 1 is a flushing dashboard we can build a dashboard staff can look at and see live representation of what has been flushed and also have the ability to embed on our website/social media so residents can see progress from their computer, along with year-round GIS support and online implementation to host our own data as we currently use CDM's license.

1 major task is concerning the America Water Infrastructure Act that congress passed in 2018. The District has a deadline of next December to complete a risk and resiliency assessment that includes natural hazards, malicious acts, cyber and financial security. Within 6 months we need to develop an emergency response plan only to risks

identified catastrophic to our system. We need a more robust emergency response plan by June 2021. CDM will be providing detailed task orders next week.

CDM is targeting April 6th to give a review of the supplemental water and where it is taking us. A memo will be sent to Lynnfield Water District asking for what they owe us; We want a clear picture of what they are requiring from an engineering perspective.

Agenda Item 3. Old Business.

- a) **Connection Permit.** The draft connection permit has been deferred to the March 23, 2020 board meeting.
- b) **Lease contract execution.** Superintendent Scenna sent a review via email. The Verizon executed agreement arrived in the mail. The District wants to reach out and invite the neighborhood to a meeting with Verizon regarding adding their telecommunications equipment to the tank.

Agenda Item 4. Public Comment for any Topics not Listed on this Agenda. The Wakefield Co-Op account was closed out at \$43,000; Treasurer Alexander wired \$45,000 to MMDT. The total of unclaimed checks from last year ranged from \$4 to \$500 totaling around \$2,100. We will take care of the unclaimed checks after the annual meeting.

The board was concerned about a line item in the budget that was about \$200-300k; this line item was related to unused funds in warrant articles that comes forward in balance sheet as an asset. You will have to close the out the article money at a special district meeting; it has to be an article and voted on. Retained earnings is basically your gross profit since beginning of time.

Agenda Item 5. Review and Approve Minutes of Prior Meetings.

Minutes still need to be done for executive session. Commissioner Almy wants to reflect in these minutes, clarification for residential and multi-homes is different than the Other category. The Other category is for LIFE and multiple units/ buildings on properties. This can show up as a footnote in the rate structure.

Motion: A motion was made to approve the minutes of February 10, 2020.

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

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

Agenda Item 7. Board may go into executive session for labor related issues. The board moved to executive session at 10:31 pm. Clerk of the Board took leave of the meeting.

Respectfully submitted,