



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**3:00 pm April 16, 2020**

**Date, time, place:** Continuation of the April 13, 2020 regular meeting of the Board was held on Thursday, April 16, 2020 at 3:00 PM via Virtual Zoom Meeting

**Present via Virtual:** Commissioners Robert Almy, Anders Youngren and Joseph Maney, Superintendent John Scenna, and Clerk of the Board Christine Smallenberger

**Absent:** Treasurer James Alexander

**Also attending virtual:** Stefan Taschner

**Additional attachments:** Agenda, incorporated into the minutes hereto.

**Next Regular Meeting:** Monday May 4, 2020 at 3:00 PM Virtual Zoom Meeting.

**Adjourn:** regular meeting adjourned at 4:11 PM

The meeting was called to order at 3:03 pm and is being recorded for the purpose of minutes. This meeting is a continuation of the regular meeting from Monday, April 13, 2020 due to several participants losing power from the storm.

Chairman Maney read the following statement:

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the LCWD Board of Commissioners will be conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found within this posting below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post minutes of proceedings as soon as possible after the meeting.*

1. **Continuation of Agenda Item 1:**

2 operators are working a 40-hour shift with a primary operator and on call operator. The other 2 are home and paid without use of accrual and on Friday at 3pm, they switch. Next week will be week 6, the early part of next week we will need to make a decision to enter the 4<sup>th</sup> cycle of this type of staffing. This staffing allows us to appropriately staff day-to-day operations. While this is fine for day-to-day operations it will hinder the ability to flush the system. By the middle of May, we will run out of time to flush the system. Next week we will have to re-evaluate. The governor may make an announcement next week, so we need to wait for that decision to be made for staffing levels. Commissioner Youngren asked if we can bring in the second crew and maintain separation for flushing. Superintendent Scenna said it is possible; we have received PPE equipment from Chief Davis. We may put operating procedures in place to bring them in and keep them separate.

2. **Update on Redevelopment and Start Up of Station 2 (Main Street).**

Station 2 is back in the system. We did run through a full start up and had a few complaints of water quality as we are pushing double the water. We made some adjustments and the complaints went away. We posted a press release on the well redevelopment of doubling production and expected discoloration. We are running 200 gallons per minute which is double than before and are happy with the improvement of quality and quantity of that station. Does the increased production give you latitude for flushing? It will help a little, but our demand is up about 10-12% because everyone is home and more water is being used. More water might not give us more time for flushing.

3. **Update on Rehabilitation Efforts by Weston & Sampson (W&S) of Station 3 (Phillips Road).** Well 9A is another gravel pack well that W&S is currently redeveloping. There are some check valve issues. They did an initial surge and it is cleaning well. We do not believe it will require the same time as the other. Particles seem to be flakier and W&S feel it will clean with more ease. We are doing 35 gallons per minute and will see where we can take that. At the last meeting we were quickly able to get them under contract by voting on reserve funds.

We received a draft report with walk throughs of our facility that lists recommendations and deficiencies. We will review the report in-house and hopefully we can use the report to move forward in developing a CIP. We met with the tank people and CDM and will have a finalized report as to what needs to be done immediately. The inside of Wing Road has a foot of sludge. The tank will need to be drained, cleaned and any deficiency inside the structure will need to be addressed after high peak demand in the fall. The exterior of the tank at Knoll Road will have to be painted. Both projects are in the \$250,000 to \$350,000 price range. The

budget does have funding to retain CDM to prepare the documents to do that work. Commissioner Youngren asked if there is lead paint on the exterior and feels we should issue a press release regarding Knoll Road and lead paint concern. The spring is the best time to paint the exterior of the tank. Commissioner Youngren wants to be transparent with the public. Commissioner Almy and Superintendent Scenna met with CDM and the well people. They started station 1, had some issues with a vacuum leak and took a nitrate sample that came in around 5 or 6. The upper limit is 10 so we would have to monitor quarterly. The tubular wellfield behind the office was shut down because of nitrate levels. CDM suggested to try to get water out of the tubular well field and make upgrades to the wellfield to blend with water coming out of the treatment plant. There is some promise. The next step is to isolate and sample isolated sections. We didn't test production; we are taking baby steps. The Apple Hill draft study is due this week, they are running a few additional models and will have the report to pass along. Technical: we reached out to Lynnfield Water District (LWD) for a meeting date to bring those supplemental water options forward.

#### **4. March Billing Update and Schedule and plans for Future Billing Cycles**

We already talked about this on Monday. We fielded a lot of calls about the new rate structure; people didn't pay attention to the insert and the rate meetings. We met with WaterSmart and will be meeting with Raftelis and Cusi to discuss their billing software. We hope to have a new software program in place by September.

#### **5. Update on Rescheduling the Annual Meeting & Election**

We may need to go out 4 more weeks either June 8<sup>th</sup> or June 15<sup>th</sup> and possibly conducting the meeting virtually in this type of platform. Those up for re-election are to remain in the holdover clause. The next move is to push out for either live or virtual. Superintendent Scenna recommends moving the Annual District Meeting and Special District Meeting to June 15<sup>th</sup>.

#### **6. Review and Execution of Updated Warrants for ADM & SDM**

Since the last meeting, KP Law looked at our warrants and made some changes to the Special District Meeting warrant. We will only have 3 articles as a recent board vote approved projects using reserve funds from this year's budget.

Motion: a motion was made to move to reopen the warrant to close on May 18, 2020 and move the Annual District Meeting and Special District Meeting to June 15, 2020.

Seconded: the motion was seconded, and the motion was passed with all saying aye by a unanimous vote.

**7. Hydrant Use and Street Sweeping Policy and Permit .. approval of new LCWD Policy**

Landscapers and street sweepers have been issued permits to use hydrants. Superintendent Scenna wants to get rid of this entirely to have a good working relationship with the town. They would use the DPW hydrants and if they need a different hydrant, we can work with them. If we see a circumstance to connect to a hydrant, we can do so on a case by case basis. The street sweeping controls the whole community and we have a working relationship with those controlling the street sweeper. There is no benefit for landscapers to connect. Street sweeping is a function of the town and we will ask them to track their usage and meter a connection at the DPW yard. Commissioner Almy agree this is a common problem. Tampering with a water system comes with a \$1,000 water fine. If we refuse to allow landscapers, we should preface the state law fine for tampering.

**8. Discussion on FY21 Budget & Capital Articles ... for approval at next BoC Meeting**

No changes to the FY21 budget. There was a delta in what we proposed for the budget and what Raftelis is projecting for total revenue. There is a delta that we have not realized. As of now, we will be selling more water and collecting more revenue. Dave from Raftelis tends to be conservative. We need to vote on the budget before we close the warrant. There is that delta to what we are proposing currently, what Raftelis is projecting we are bringing in and room to make up in the tax levy. We should vote on the budget at the May 18, 2020 meeting.

**9. Set Schedule for Upcoming Board meetings.**

Meetings will be on May 4<sup>th</sup>, May 18<sup>th</sup>. June 1st and Annual District Meeting and Special District Meeting on June 15<sup>th</sup>. The warrants will close on May 18, 2020.

**10. Any other unanticipated items by the Board**

We are starting to get some quality issues. Superintendent Scenna has reached out to some of the customers and our intent is present an update during our Annual Meeting. We are looking at other ways to release information. What is the increase in discolored water; we cannot connect the dots other than we are using more water in the past. A resident on Lowell Street sent a picture of his dirty water but nothing in the system was running at the time. Do we see different flow patterns? There are flow reversals at times and some areas are fed in multiple directions. Flushing the

system is an absolute must. Superintendent Scenna wants to make the board aware of these calls. People want to see progress.

**11. Approve Prior Meeting Minutes**

Motion: a motion was made to approve the meeting minutes of February 24, 2020.

Seconded: the motion was seconded, and the motion was passed with all saying aye by a unanimous vote.

**12. Approved A/P and Payroll.** Chairman Maney has been signing checks while Treasurer Alexander is focusing on his responsibilities at the fire department.

The Board voted to go into executive session to discuss employment issues.

Clerk of the board left the meeting at 4:11 pm for the board to continue with executive session.

Respectfully submitted,

Respectfully submitted,