



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
3:00 pm March 31, 2020

Date, time, place: The regular meeting of the Board was held on Tuesday, March 31, 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 April 13, 2020 at 3:00 PM Virtual Zoom Meeting.

Adjourn: 4:19 PM

The meeting was called to order at 3:04 pm and is being recorded for the purpose of minutes.

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.

Agenda Item 1. Update on Daily Operations in State of Emergency Status

We are headed into week 3 of the revised operation schedule that the state and local government imposed on the community. The approach is a good balance for a safe environment, and we are managing to move forward with operations. 2 operators are in everyday with a regular schedule temporarily changed from 7am to 3pm. The entire staff has a daily conference call at 2:30 to stay in tune with what is happening with demand, consumptions, and station issues. Consultants and vendors are working from home and have changed their procedures; if we need to replace stock, we have to drive to locations to pick up any necessary items needed. Every morning Superintendent Scenna has an emergency management team meeting that consists of 6 people led by the fire chief and town administrator; these meetings are not public. These meetings keep us in the loop and in tune with what could happen and what restrictions could be imposed. Superintendent Scenna forwarded the summary that comes out daily to the board. Main street is successfully back online and yielding a higher production level. The new truck was delivered, lettered and on the road. All 4 operators have a truck to take home for the foreseeable future until we become less restrictive. All employees have essential ID. We are getting fuel at the DPW and will eventually become automated. We anticipate at least 2 more weeks staying the course of this schedule before going back to a normal schedule. We don't want to lose the season to flush but at same time we have to be cautious and stay healthy and adhere to the restrictions. 2 workers are working together. Christine goes in occasionally during the week as does John. We try to keep everyone as far apart as we can. The 2 operators are driving together and work together. Unfortunately, this is the only way. We need all 4 operators for flushing. We are seeing weekend usage 7 days a week, which results in 8-12% increase of consumption as opposed to last year. We don't want to lose the opportunity to stay on top of progress and believe it will be okay to flush. We have professional cleaners coming to the office twice a week. We did leak detection recently and found a water main leak on Main Street near Carter Road; it is not impacting the system so we will let it go until we are back to a normal work force. They are not big leaks. We can fix a leak with 2 operators and with Pyburn, but they would be unable to complete the day-to-day operations.

Agenda Item 2. Update on Weston & Sampson Work at Station 2 (Main Street)

The Main St. well is back up and running at 125 gallons a minute. We contracted with Weston & Sampson (W&S) to clean the gravel pack at Main Street. The scope of the original proposal required revisions. We are not sure if this well was ever cleaned. The email sent to the board earlier contains the release that was put on the website in case we got any calls and summarized what we did, why we did it and what Main Street means to the overall system. Tom Hydro from W&S is very impressive and gave us a technical memorandum that shows the progress of the cleaning and redevelopment. We were running the station at 125 and now we will be at 250 gallons per minute. It cost about \$30,000 to get 100+ gallons a minute. It is an impressive presentation. It is a big jump in production.

Agenda Item 3. Discuss Station 3 possible Well Re-Development

One issue of postponing the Annual District Meeting is postponing the Special District Meeting to move some money around. We could use the reserves to move forward with the design of the next phase of flushing and the redevelopment of Phillips Road gravel pack. The pump and motor may have to be replaced in addition to the \$25,000. Operators Couris and Deshaies say there have been issues with the pump and motor. We don't pump as much and are down to 35 to 40 gallons per minute and below half the design capacity of the well. Superintendent Scenna will have a discussion with Tom Hydro and CDM to discuss how we can get more water from station 3 and station 1. Superintendent Scenna feels it is the right thing to do, responsible and fiduciary. Chairman Maney asked how many of the other wells would you consider? The others are deep rock wells. The report on what else we can do outside of cleaning gravel packs report will be due today. Commissioner Almy remarked that spending \$30,000 to restore 100 gallons a minute capacity is a small price to spend to get an increase in capacity and maintenance. Superintendent Scenna is happy with the results. Superintendent Scenna asked for the will of the board to use reserves for W&S to redevelop the gravel pack at Phillips Road and for CDM to move forward and develop the next area to flush. We have \$75,000 in reserves and the cost for flushing at Glen Meadow, Huckleberry Hill School, and Knoll Rd is \$22,800 and the redevelopment of well 9A at Phillips Road is \$32,000. If we don't use the reserves it will go into next year's retained earnings. Using the money won't put us at any risk for the fiscal year. We have some surplus in the budget we can use as well: \$15,000 in other salaries, \$125,000 in health insurance, and \$15,000 in chemicals. We have a deficit of \$87,000 in operator's salary. The bottom line of the budget will carry. As we get close to the Special District Meeting, we can adjust and vote. Superintendent Scenna wants to move forward with these projects due to timing. Once the manual for the flushing program is developed, it will be current and applicable in the future. Next fiscal year's budget has been budgeted for 2 more sections to be flushed. We will be able to use the manual whenever we want.

Motion: a motion was made to move \$55,00 from reserves to expenditures to develop a flushing plan for the Glen Meadow area and redevelopment of 9A Well at Phillips Road.

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

Agenda Item 4. March Billing Update and Schedule

We had billed on the old rates totaling around \$55,000. Half the bills are less than \$10.00. The bills will be going out the week of April 6, 2020 with a flyer/insert regarding the new rates. We have utilized as many ways as we can to get the word out regarding the new rates.

Agenda Item 5. FY20 Budget Update by Superintendent. No further discussion at this time.

Agenda Item 6. Discussion and rescheduling the Annual Meeting & Election

KP Law double-checked the special legislation from the Commonwealth that allows us to move our Annual Meeting anytime until June 30, 2020. The only recommendation KP Law made is to re-open receiving nominations for the election up to 30 days prior to the new date selected, as this is the way our charter is written. We would put a posting on website that the annual meeting has been moved and nominations will be continued to be accepted prior to 30 days of the new meeting date. Superintendent Scenna's recommendation is to move the Annual District Meeting to May 18, 2020.

Motion: a motion was made to move the Annual District Meeting and Special District Meetings to May 18, 2020.

Seconded: consistent with state law pursuant to Governor Baker's March 12, 2020 order, the motion was passed with all saying aye by a unanimous vote.

This change will be posted to the website tomorrow.

Agenda Item 7. Execution of Benefit Enrollment Agreement with MIIA BCBS for FY21

We will need authorization to enter into an agreement with MIIA for BC/BS Insurance. The program went down 2%. Our rates for next year: \$1,480/month for individual plan, \$2960.64/month for a 2-person plan and \$4292.94/month for family plan.

Superintendent Scenna will sign on behalf of the commissioners and send to our MIIA representative. There is a window in the fall where we have the option to change the program plan. At this point, these are the rates for the same plan, and we informed the employees the board will change the plan in the next fiscal year. This was approved as part of the employee handbook.

Motion: a motion was made to authorize the superintendent to take whatever necessary action to lock in insurance rates from MIIA as quoted.

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

Agenda Item 8. Discussion on FY21 Budget & Capital Articles. None at this time.

Agenda Item 9. Follow up to possible Bank Change

Superintendent Scenna is looking for direction from the board. Everett Bank followed up with a proposal offering 50 basis points in a municipal money market and are willing to lock in that rate for a year. They will offer a free checking account and multiple checking accounts. We can remotely transfer from accounts. They are willing to personalize the deposit system so we can make deposits as seamless as possible. The end of the fiscal year is a nice clean break to make the change.

Motion: a motion was made to authorize Superintendent Scenna to open an account at Everett Savings Bank for the FY2021 operating account.

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

Agenda Item 10. Declaration of Surplus Goods: 2005 Chevy Silverado K3500

The board needs to vote to declare a surplus. We received a trade in quote of \$1,800 from Colonial Municipal (where we purchased the new truck) and 3 additional bids: 1 for \$2,500, another for \$2,200 and the DPW offered \$3,000 for the vehicle, as is. Any vote from the board will be effective when the state of emergency is lifted. The DPW already looked at the truck and is the highest bid.

Motion: a motion was made to authorize the DPW to purchase the 2005 Chevy Silverado K3500 truck, as is, for \$3,000.

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

The DUA sent a letter that denied our appeal. KP Law is looking into this. Superintendent Scenna thinks this is a response to a letter from Attorney Casey and not our recent appeal. We don't want to go into the next fiscal year with this unresolved. We want to limit our liability and get cleaned up before FY21 begins.

Agenda Item 11. Update on Boston Clearwater FOIA

This morning we received notice that the tech is en-route. We are not sending Christine into the office until we can access the office and are back to being fully staffed. We have no better understanding behind the reasoning for this request. The owner of Boston Clearwater is out of state. We are obligated to fulfill this, even if it is a nuisance claim, though we can't recoup our costs.

Agenda Item 12. Set schedule for upcoming Board meetings

Everything else is put on hold including the discussion with the handbook.

April 13, 2020 will be the next board meeting.

Agenda Item 13. Any other unanticipated items by the Board. None at this time.

A motion was made to adjourn at 4:19 pm.

Respectfully submitted,