



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
3:00 pm May 4, 2020

Date, time, place: The regular meeting of the Board was held on Monday, May 4, 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: Fire Chief Glen Davis, Mike Nelson from CDM Smith, Stefan Taschner, and Richard Palermo

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: Monday May 18, 2020 at 3:00 PM Virtual Zoom Meeting.

Adjourn: 5:44 PM

The meeting was called to order at 3:01 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.

1. Update on COVID State of Emergency State and Local Conditions from Fire Chief & Emergency Management Director Glen Davis and Superintendent John Scenna

Chief Davis was in attendance to speak to the board on the current local conditions. The emergency management group is starting to have discussions with management team and department heads about returning to a new normal operating status. Face coverings are to go into effect this week. The superintendent appreciates his involvement in the emergency management meetings; this has kept the District in the loop and hopefully the District can provide them some assistance if needed. There may be a planned phase approach on May 18th for reopening certain businesses with social distancing and face coverings. Everything the District has done has allowed us to continue our operations. The DPW is on a more rigorous schedule of 5 to 6 employees daily where they take their temperature prior to a shift beginning. The Fire Department, police station and dispatch are locked down and taking temperatures daily. Chief Davis provided a tutorial on PPE Equipment and making distancing part of daily operations. We need to work differently and maintain 6 feet separation and if we can't, that's when the PPE is utilized. Town hall is looking into counters with plexiglass and looking at traffic patterns to avoid people coming in and out. As a community we haven't stopped anything. We can now prepare to take the next steps over the next few weeks to be back up and running. SOPs will have to be put in place before the 1st day of work for the 4 operators return. We placed an order for PPE equipment today and hope to receive within the next several days.

Richard Palermo from 35 Heritage Lane has joined the meeting for the filter rebate discussion.

Motion: a motion was made to take Item #5 out of order.

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

Mr. Palermo's rebate application was denied because he does not live in the location with known discoloration and has had no issues with the exception when flushing. It is before the board to further discuss. Mr. Palermo explained to the board that a medical condition requires clean water for cleansing. The former superintendent, Mr. Burnham, had the operators drop off bottled water to Mr. Palermo during a period of extensive flushing where the District was experiencing quite a bit of discoloration, sediment and the water wasn't quite right. This coincided with Mr.

Palermo needing clean water. Not knowing what his needs may be in the future, Mr. Palermo decided to put in a filtration system. The water is not discolored in this area and when it is discolored it is during the flushing period. The board feels for Mr. Palermo's situation, but the District's responsibility is to provide clean water; it is not the District's responsibility to provide water for medical assistance and was not the intention of the rebate. Everything we have on record indicates the discoloration is staying in that isolated area of the system. The board is concerned if we pay a one-time rebate for replacement filters it could open a can of worms. There was no support from the board for this relief and the board backed up Superintendent Scenna's denial. Mr. Palermo would appreciate the opportunity to be considered again in the future. The district by law is delivering water that meets states standards and the board wouldn't be able to ask the customers to pay money that isn't authorized for medical purposes.

2. Update on Annual and Special District Meeting from Superintendent Scenna
 - a. Advertisement & Posting
 - b. Warrant Update will be closed and passed on 5/18
 - c. FY21 Budget will be closed and passed on 5/18

We advertised in the newspapers and posted the update on the website.

Superintendent Scenna circulated warrants for review, to be closed and voted on May 18, 2020. On May 18th we have to finalize the FY21 budget and articles. Joe Markey will moderate the meeting on June 15th. We will see if the virtual platform will be allowed and may have some re-consideration by legislature by that time.

3. Update on Operations from Superintendent Scenna Station 9a work was completed last week and the pump and motor were reinstalled as re-existing equipment. We are still within the budget and did see 100% improvement. The initial test was 25 gpm and after redevelopment tested at 50 gpm. We are currently running at 40 gpm. 9a is back in operation. 9b was shut down in early winter/December having quality and air issue in the system. With the equipment available, we pulled the pump and motor at 9b and conducted flow test for operating in comparison to the graph. Superintendent Scenna will be talking to Tom Hydro tonight about the results. The plans show something different. Today Weston & Sampson pumped and tested and so far, have not received positive results. We can only go so far with the funding.
 - a. Software Demos. We have a warrant for new billing software in the FY21 budget. We want to get a new system up and running by September. We did a WaterSmart demonstration that works well with Neptune and is an overlay software to JUS; it is user friendly for the general public and internally for us. Last week, we did a CUSI demonstration. CUSI is turn-key; we would import files from JUS and offer a customer portal for online billing and tracking

consumption. We are scheduled to speak with Raftelis for customized software. The goal is to make a recommendation at the June 1st meeting for a 15-minute presentation to the board. We want to streamline operations. We will need to give a notice to proceed by June 1.

- b. Update on Upcoming Service Contract Procurements: We are scheduled to advertise for our water service contract bid on May 20th. Pyburn is currently working for the water district but exceeds the threshold procurement law. We hope for a new contract by the start of the new fiscal year. We will advertise in comm buys and open the bid in mid-June. The RFP for leak detection which Pyburn has done will be a different bid format. Leak Detection consists of listening to the entire water service, twice a year. They listen to hydrants and hear vibrations/noise. There are a couple of service leaks that will need to be addressed in the next few months.
- c. Landscaping contract: we will revisit the insurance requirements to create a second lower level of requirements to be put in place for smaller things. We are hoping to have revised requirements for a landscaper contract in place by June 1st.

4. Update on Technical Studies and Projects from Superintendent Scenna & CDM Project Engineer/Manager Michael Nelson, P.E.

- a. Proposed Scope of Work Plan for Station 1 and 3
- b. Update on Storage Tanks & Proposed FY21 Scope of Work
- c. Update on DRAFT Apple Hill

We have been working on several technical issues, infrastructure initiatives and CDM has been there to guide us. We had a meeting with Lynnfield Water District (LWD) and Tata & Howard this past Thursday. On June 15th, Superintendent Scenna and Mike Nelson will give the District an update on searching for supplemental water. Hydraulically, LWD makes the most sense. With LWD connection, we are looking at summer use connection only, the second step up is a permanent connection to replace the volume at Glen Drive and the last scenario is we shut all of our system down and strictly go MWRA through LWD. The LWD believes we should be connecting directly to the MWRA and initially the connection would be temporary in nature than what we are proposing. To spend the money for a month or two is not something CDM recommends and LWD understands that now. We are looking for additional information within a week or two. LWD was tentative to release any information from the station and not interested in CDM's idea of what the pump station should look like. LCWD is paying Tata & Howard through the District and the agreement was signed before this board came together. Commissioner Youngren volunteered to reach out to LWD board member Brian Buckley.

CDM spoke with Mark Johnson, the head of MWRA Metropolitan Water Operations, who feels the District should be wheeling through LWD. To connect directly to the MWRA, we would have to run pipes all the way to Route 1 or Main Street by the Elks and to Green Street in Wakefield. We would have to lay pipe on Route 1 which is approximately 3 times

more expensive than the other options and is cost prohibitive for the sole District to do it. Peabody presents 2 challenges as their plant burned down and they pulled out of the MWRA agreement. Peabody will need all their Ipswich River Basin capacity for themselves and the second issue is they don't know when their plant will be online. Reading's challenge is it is a long run and they are currently purchasing water from Andover through a municipal agreement. From a piping and hydraulic perspective, Wakefield is an attractive option: it would require a booster station; they produce their own water and purchase from MWRA. If we were to buy water from Wakefield, does that make us an MWRA community? It is a sticky situation and a grey area. In the next month we will be able to define options with a cost range as there are still some unknowns. We are making progress as we are in the process of turning over every rock to get the system moving forward.

Both tanks were inspected and full reports are concluded with recommendations and costs with first steps, mid-level and long term improvements as well. Suez put a service agreement proposal on the table that Superintendent Scenna does not recommend at this time. There are immediate needs we need to address. The warrants will include funding for CDM to prepare putting work out to bid this summer for cleaning when consumption is down and painting of Knoll Road in the spring of 2021. We want to coat the exterior of Knoll as soon as possible and clean the interior of Wing Road as soon as possible. The outside has lead content, nothing out of the ordinary for that structure size and age. At Wing Road we found quite a bit sediment in the tank which is more than normal and requires draining the tank after the summer peak ends; we will solicit proposals under an RFP. It will be a benefit to releasing the sediment. The cost estimates for the Wing Road draining, cleaning and removing sediment is \$55,000 plus the cost of disposing the sediment. For the Knoll Road exterior painting, the approximate cost estimate is \$260,000. If we overcoat Knoll Road, it will be good for 10 to 15 years before touching up. It was done more than 20 years ago and will need a regular inspection schedule every 3 to 5 years. The exterior for Wing Road should be done within a 6 to 10-year range. With the volume of sediment at Wing Road, it will need to be disposed as a certain level of contaminant, we can't discharge it to the environment. Disposal cost would be estimated around \$10,000. CDM is refining the scope of work agreement to continue to explore supplemental water in the North Coastal stations. We are keeping them in loop for sampling nitrate levels at station 1 that were below 6 and now we are looking to get flow rates out of station 1. A refined approach is blending if the nitrate were creeping up at station 1 they can be manifolded into station 3 into the plant and it would fall below the regulatory limits. Ayer and Littleton have taken the same approach and the composite sample is below the regulatory threshold and accepted by the DEP. That is by far the most cost-effective solution to get more water out of the Phillips Road area to start producing water from well field 1. Historically station 1 yield has been 320 gallons per minute; we are targeting for more. 100 gallons per minute yield will significantly help with demand. There was a major renovation in the 1980s where most of the tubular wells were replaced or restored and most of the suction piping was replaced. Operators are looking at

how well they are running and getting samples. We need to be careful of how much to do before abandoning them and putting in new wells. The study will be for the steps that will be most economical. You can seasonally operate station 1 to meet seasonal demands. There should be caution in exercising to see what benefit it could give and then have a complete comparison against other options. It can be a short-term bridge while we pursue for the supplemental supply we really want. The motor horsepower at well 7 isn't sized correctly; there is more water to be pumped out of that well. This will be another Weston & Sampson task. Well 5 was never put online and explored and wasn't manifolded into the system; we could explore if there is any additional water and how it would affect the other wells in the area.

The draft report for the Apple Hill study is complete. This study began in the fall where we surveyed, tested water and looked at modeling to try to identify what the water is doing to improve water quality in the area. The draft report will be sent to the board for their review. 115 households responded to survey and indications were clear that there is a pattern of discolored water complaints. Water sampling was confirmed through the modeling that manganese is high at the source and was sampled throughout system. As it oxidizes it precipitate out. We have young water age from Glen Drive. The vast majority of those served was 2 days or less, for the other area it was 1 week or less. When it oxidizes and precipitates out, it accumulates within the system. It gets used within 2 days of being produced. We are clearly seeing this with sample results. It is not piping and not from your house. It is from the source with hardly any blending and doesn't make it to the tank. The water from Glen Drive generally does not make it to the tank. The sediment in the tank may have adverse effects for those closest to Wing Road and when you are in between you get a little of both. The next question was how to make it better. CDM ran 16 different valving scenarios to improve water. There is no combination of closed valves that will make a positive impact. Ultimately, the valves closed that are closed today make sense. For a price, there are things you can do to help most of your ratepayers but there is nothing you can do to help the west corner unless you do 1 of 3 options: shut down Glen Drive and feed by other stations, build pipeline from Main Street and Glen Drive, or greensand filter plant for Glen Drive. Commissioner Youngren asked about putting a tank at Glen Drive, which could be a possibility but will have the tank accumulating sediment. We are looking to the future. We have Main Street with a useful life. The run between the pipeline between Glen drive and Main Street is our property. We may want to explore a few easements but otherwise we can go through the woods. Further discussions will be had outside of this meeting. Chairman Maney inquired about Boston Clearwater/Pocahontas Spring and their consumption. Back in 2017, Boston Clearwater reported only using 60,000 gallons of water. Boston Clearwater put in a Freedom Of Information Act to the District and to Town Hall as well.

5. Other Board Items:

- a. Discuss any/all pending filter rebates & complaint log. We need to be careful when making these decisions. Regarding 5 Juniper Road, he doesn't have water issues, isn't in the area of known discoloration, and the rebate isn't for a whole house filter. Chairman Maney asked if there was a motion to reconsider the applicant; the board chose not to reconsider the rebate application. Regarding 90 Chestnut, they are not located in the documented area of discoloration and only called during flushing in May 2019. Is there any reason to reconsider them as well? They were invited to tonight's meeting. The board opted not to reconsider their application as well. Superintendent Scenna had spoken with 2 other District customers regarding the rebate application: 21 Durham is not in the area, yet 36 Apple Hill is in the area. Mr. Piccini from Tophet Road put in a claim to our insurance for the District to pay for their heating system. Our insurance company denied the claim and did not find the District at fault. Superintendent Scenna mentioned to Mr. Piccini that we may move the hydrant in the future as it is literally in the middle of his driveway.
Water use restriction: Last year we set the water restriction at May 15th according to our water withdrawal permit. Superintendent Scenna wants to do level 2 without signage and not put up signs until we get to level 3. We will alert customers of the District we are at a Level 2 restriction with social media; this will meet the requirements of the withdrawal permit.
- b. Review Schedule for Upcoming Board meetings: May 18th, June 1st and for Annual Meeting, Special District Meeting and Regular Board meeting on June 15th.
- c. Approve Prior Meeting Minutes: 3/9; 3/31; 4/13 continued to 4/16:

Motion: a motion was made to approve the meeting minutes for March 9, 2020, March 31, 2020, April 13, 2020 and April 16, 2020.

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

- d. Approve A/P and Payroll: all approved.
- e. Any other unanticipated items by the Board

The Board voted to go into executive session at 5:44 PM and the clerk of the board took leave of the meeting.

Respectfully Submitted,