



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**4:30 pm June 1, 2020**

**Date, time, place:** The regular meeting of the Board was held on Monday, June 1, 2020 at 4:30 PM via Virtual Zoom Meeting.

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

**Absent:** Treasurer James Alexander

**Also attending virtual:** Stefan Taschner, Mrs. Waugh, Joe Markey, Tom Garrity and Brian Duplessis from Ti Sales, TJ Butler from WaterSmart and Kimberly Everett from CUSI

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

**Next Regular Meeting:** Monday June 1, 2020 at 3:00 PM Virtual Zoom Meeting.

**Adjourn:** 6:56 PM

The meeting was called to order at 4:37 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.*

Motion: a motion was made to take the meeting out of order to let a resident, Mrs. Waugh from 4 Orchard Lane speak.

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

Mrs. Waugh is seeking information regarding the flushing process, the progress with wells and why her water is sometimes discolored, and other times is fine. She has no issue at current time. Superintendent Scenna explained flushing has been completed in the area yet the flushing program was paused due to extremely high-water consumption and will resume in the fall. The District is preparing a comprehensive presentation for our Annual District Meeting for June 15<sup>th</sup> to focus on supplemental water and improvements in our system in terms of well redevelopment. We made progress over the winter identifying areas of concern the District can take. She was very happy to see a long term project being considered to resolve these inconsistencies.

**1. COVID State of Emergency and Operations Planning/Impacts**

The office is open but closed to the public. There is an employee check-in and we document if anyone enters the office outside of employees for tracing purposes. Superintendent Scenna and Chairman Maney met with staff and participated in the LFD training. The memo is on file and conditions must be adhered to. The memo was sent to both the Lynnfield BOH and EMD. Superintendent Scenna will continue to monitor conditions and make changes if needed. The health and safety of employees will continue to be prioritized. Additional openings will be phased in likely with phase changes in the Commonwealth and in conjunction with what Town Hall may do as well.

**2. Annual and Special District Meeting**

**Discuss Plans and Options for Conducting 6/15 ADM, SDM and regular board meeting.** The meeting will be held at the Lynnfield High School Athletic Complex. Dave Marengi, a fireman and LHS parent will supply his microphones and speakers for the event. Town Moderator, Joe Markey invited Chairman Maney to do a walkthrough with Superintendent Scenna for the logistics of the meeting. Clerk of the District Taschner circulated information for both the Annual District and Special District Meetings.

3. **Demo Presentation on Billing Software.** The District interviewed 3-4 entities and brought the 2 finalists before the board.
  - a. **WaterSmart.** WaterSmart representative, TJ Butler presented the WaterSmart customer portal to the commissioners. With this portal, we can show the customer their data. We can automatically set up notifications to customers and can use the portal for communications even if they don't register for the portal. The annual cost is approximately \$13,000 with an additional setup cost of \$8,000. There are additional options we can add for an additional cost. WaterSmart can compare metered water against water produced. WaterSmart takes the property data to identify the makeup of the household and puts that data into an algorithm to determine how they most likely are using the water. They also use a survey to gather information regarding high efficiency appliances, number of members in their household etc. This portal could eventually replace the Code Red system. The District would have to do an aggressive campaign to get people signed up. The 1<sup>st</sup> year is a 30-60-90 implementation with data extraction. Once everything is implemented, they offer remote training.
  - b. **CUSI.** Kim Everett presented the total billing software called CUSI. With CUSI, Kim envisions touchless communication as the future. Mobile service orders will be done on a tablet and remotely in the field. Any charges from a service order can be done remotely and automatically. CUSI has an integration to the Neptune leak detection program though currently the District does not have AMI leak detection ability. With monthly readings, there is an exception report. Every month that exception report records a negative usage. CUSI can store all demographic information and offers unlimited user defined fields. Through CUSI you can do web broadcasting for particular sections if you want. CUSI would be a complete revamp of the billing system replacing JUS completely.

#### 4. Update on Operations

- a. **Update on Work at Station 3, Wells 9a and 9b.** Well 9a is producing 45 gpm. Well 9b is currently shut down. The gravel pack at station 2 has been redeveloped and continues to produce strongly Station 3 at Phillips Road was redeveloped. 9b has air and water quality issue and was shut down in early winter. We are trying to get it back up and running but we don't have the money until July. As soon as the new fiscal year starts, we can start tackling 9b. We are losing 30-50 gallons per minute having well 9b shut off.
- b. **Flushing Program Update.** We flushed through last Tuesday which got us right through the Apple Hill neighborhood, Lowell St., Glen Drive, and Hilltop by North Reading. We were flushing Chestnut towards Lowell and were working towards Alderney but had to stop due to consumption. This area

will be flushed again in the Fall of 2020 fully and Superintendent Scenna also wants to flush the area being prepared by CDM in and around HHS and the Knoll tank.

- c. **Update & Discussion on Water Restrictions.** The tank height has not been at 70. We couldn't re-establish proper tank height and operators are saying it is the lowest it has been in 5 years. Today we did a social media push and will have to do another Code Red if members of the District don't abide by it. We may need to go to a Level 4 and start water patrolling. We need tanks to recover as tanks regulate pressure, fire demand capacities and some homeowners are having water pressure issues. Commissioner Youngren is concerned with the summer and with more people home that there is a possibility of a real problem here. We do have mutual aid connections but hopefully we won't need to use them. It is very early. We put a message board on the common to drive the message home to people. Superintendent Scenna will begin discussing the issue and coming up with emergency options for additional supply. He will also be beginning to open lines of communication with the Fire Chief. Water Patrolling options will also be explored.
- d. **Approval of FY21 Street Opening Permit.** The new permit was circulated today that creates an ability to better track contractors working on our system. KP Law needs to vet the permit for liability and indemnification narrative. The Board is okay with the fees. \$125 for repair or replacement where there is an existing service and does not include the meter, k-horn. \$1,500 for new house service connection. The intent is to recover District direct costs. We want to make sure the indemnification on the permit covers us if we ever go to court. We want this permit to be in place for the next fiscal year.
- e. **Update on Verizon Cell Tower Proposal for Knoll Road Tank.** Verizon is before the zoning board tomorrow evening. They are protected under federal telecommunications law as the existing tank already has equipment on it regulated by the FCC (Public Safety antennas). There will be a public meeting when construction starts. When they get zoning board approval, they will file for the building permit and will start paying rent to the District. Commissioner Youngren will continue to monitor and discuss with Superintendent Scenna.
- f. **Target Mailing Date for June Quarterly Bill.** Monday, June 15, 2020 is the target date. We are waiting for our folding and postage machines; the contracts were signed last week. We are reading meters today. The bill has a few changes and will be circulated before we go to production. We have added several notes on the bill including when the next one will be sent. Superintendent Scenna anticipates several days of outreach and education required again for the District once they receive this new bill. Superintendent Scenna will send the Board a summary email once the bills

are out with both financial details and where to find education information regarding the rates and the rate setting process.

- g. **Late Charges for June.** We have not issued late fees on the March bills. We had discussed initially not assessing any late fees through June due to the pandemic. The will of the board is not to issue late fees for the March bill. Late fees will be assessed after the July 31<sup>st</sup> due date for the June bill and will reflect on the September bills. Superintendent Scenna will provide the Board with a late fee proposal that will look at improving on the existing procedures and also compensate for the fact that we are now issuing bills quarterly. A new policy will be reviewed by the new board and voted on prior to the September bills so that the bill can state what the policy is.

#### **5. Discussion and Vote on FY21 LCWD Operating & Capital Budgets**

The budget is tied into the employment handbook and the board is still in discussion regarding the handbook. If the handbook creates changes, we can address anytime during the next fiscal year at a Special District Meeting. The only thing to be completed tonight is signing the warrant. The times for the meetings are 6:15 PM for the Annual District Meeting, 6:30 for the Special District Meeting and 7:00 PM for the regular meeting. The location is the Lynnfield High School Athletic Complex. The Board opted to not discuss the FY21 budget and allow for Handbook discussions to continue. They will contact the Superintendent prior to the next meeting if they have any questions on the budget. Superintendent Scenna stressed that the Board must vote the new budget in at the next meeting.

6. **Other Board Items.**

- a. **Review Schedule for Upcoming Board meetings.** The board will wait until the new Commissioner, Jack Adelson, is officially on board at the June 15<sup>th</sup> meeting.
- b. **Filter Rebate Approval(s).** There are 3 rebates: 1 will not be approved and 2 will be approved. Superintendent Scenna will make recommendations and propose these recommendations at the next meeting to be processed before the end of fiscal year. The program is set to expire at the end of the current fiscal year. Discussion on continuing the program will take place by the new Board at the July meeting.
- c. **Approve Prior Meeting Minutes.** None to approve.
- d. **Approve Warrant acknowledging February 2018 refund checks.** This warrant was electronically circulated and recommended by Dick Hingston, our CPA.

Motion: a motion was made to acknowledge the February 2018 refund checks

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

- e. **Approve A/P and Payroll.** The board approved via email.
- f. **Any other unanticipated items by the Board.** None.

The board thanked Superintendent Scenna for his efforts with the handbook.

At 6:56 pm the board voted to go into executive session and the clerk took leave of the meeting.

Respectfully submitted,