



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**7:00 pm October 13, 2020**

**Date, time, place:** The regular meeting of the Board was held on Tuesday October 13, 2020 at 7:00 PM via Virtual Zoom Meeting.

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

**Absent:** Treasurer James Alexander,

**Also attending virtual:** Stefan Taschner, Leon Glicksman, Perry Hayden, and Peter Volpe

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

**Next Regular Meeting:** October 26, 2020 at 7:00 PM - Virtual

**Adjourn:** 8:08 PM

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.*

The meeting was called to order at 7:30 pm.

1. Superintendent's Update

- a. General Update on ongoing Operations: We have started the fall flushing program and focusing on the following areas: Lowell, Apple Hill, North Hill and Hilltop, the neighborhood by North Reading. This is the typical area we flush yearly. We will flush down Chestnut to Main Street, Heritage, and Townsend neighborhoods and conclude the program on Main Street. The spring flushing program was abbreviated due to a late start from the pandemic. We had changed our shift schedule for staffing purposes due to the pandemic. Unfortunately, we weren't able to turn the corner and come down Chestnut to Main Street and Alderney Way. We are ready to go with the second flushing program in the Glen Meadow area around Huckleberry School and Glen Meadow Park. We will have a workshop in the next week or two to add this 2<sup>nd</sup> section to our flushing program in the spring of 2021. We have had 2 water breaks in the Glen Meadow section recently and adding this area to the program would help from a maintenance perspective. I am concerned by the type of water main breaks I witnessed recently. This area of the system needs some maintenance in the upcoming years. We are developing another section of flushing for the fall of 2021 as well. This will be the section from the Glen Meadow Area towards Main Street, along Summer Street. Our intent is to have 3 sections flushed within the next 12 months. We communicate our flushing program by advertising in both Lynnfield newspapers, sending a code red to the entire district and put daily updates on our website and social media. We do another code red on Monday morning to those addresses that will be directly impacted over the upcoming week. We will continue to monitor and record flow before and after flushing tests for quality improvements and also record where the run-off goes for storm water purposes as well.

Over the summer we executed a contract with Verizon to install telecommunications antennas at Knoll Road. The project started today. We sent a public notice to town officials, the principal at huckleberry, abutters and vetted out the contractors who will be on-site. Superintendent Scenna also met with Principal Wyland. Our operators open the site every morning and lock it at the end of the day; we monitor the site to ensure it is in the same condition as before. The contractors are working Monday to Friday. Verizon is proposing a 6-week construction schedule. Next year we hope to paint the exterior of tank and will put this project out to bid. We want to make sure we can paint around them. Verizon's contractors are CTS Telecommunications Services. CTS is local and the Verizon rep is local as

well. The project has started off significantly smoother than the Wing Road project with AT&T.

We will have a meeting next week with T-Mobile to discuss their merger with Sprint and their 2 pending leases. Both entities have existing equipment at Wing Road; they are now one entity. KP Law has been managing these leases and reached out for clarification with a deadline to execute 1 lease. Sprint's lease expires this fall and T-Mobile's lease expired. They are operating under their existing contracts and not under contract at this time. Chairman Maney asked if the equipment for the SCADA arrived at Glen Drive. We are waiting on antennas for the SCADA program and hope to get this wrapped up next week.

Superintendent Scenna spoke with Dave Fox from Raftelis who will be sending a new proposal to look at the performance of the rates. More importantly, we must make a decision on the tax levy soon and he will be available to assist. When we set the water rates back in February, we made certain assumptions of where we hope the tax rate will land. We want to make sure those assumptions are correct and accurate. Mr. Fox will send a proposal and block off time in early November to work with our auditor to review the results of the first 2 billing quarters with the new rates. It has been the intent of the board to lower the tax rate. Mr. Fox will give us some clarity in a timely manner and give a recommendation that will hopefully be in parallel with the auditor's recommendation. The auditor was here today to look at the revenue. The next 4 to 6 weeks we will be looking at the revenue stream the rates are bringing in and looking at tax levy and where it can go. Mr. Fox will also work with Hilltop, our borrowing agent regarding long term borrowing for capital projects as we hope to make a recommendation soon to the district for a capital project. First and foremost, we want to determine how does the capital project impact us financially and what will the impact of borrowing be on the rate. He will look at some options regarding how we can absorb the capital project within our rates.

The office manager has worked diligently for the past week and a half on various projects centered around outstanding checks when the prior board lowered the rates and issued refunds. These checks total around \$2,000; we can't close out The Savings Bank (TSB) account until we can bring these outstanding checks to resolution. We set an internal deadline for the 1<sup>st</sup> week of November. We transferred the majority of the money from TSB to Everett Bank.

We are sending letters out to customers who have a balance of over \$500 prior to the September billing; these customers will be potential liens. We hope these customers will make their payment to avoid the lien process.

Superintendent Scenna set November 9<sup>th</sup> as the deadline to pay any past due amount. At the November 9<sup>th</sup> meeting, the board will give us authority to issue the list to the town to lien their property tax.

- b. Summary of DEP Sanitary Survey, Report and Recommendations: Every 2 years the DEP goes to water public supplies across Massachusetts. They have a task force that does a sanitary survey and looks at your infrastructure, office administration, policies, budget and financing, day-to-day operations, how we pump and treat, log and sample. The DEP issued some findings in August. Overall, the district did very well with the review. Part of it was remote via zoom. Superintendent Scenna, and two of our operators, Nick Couris and Brian Deshaies, met with Melissa Privatera. Ms. Privatera also did a site visit of our facilities as a follow-up from our zoom meeting and issued a memorandum to the district. We have started working on the memorandum requirements. The 1<sup>st</sup> section documents outlines our existing conditions, who our operators are, licenses, DEP specific requirements, including lead and copper rules. The next section is compliance. These items need corrective action immediately. We had vegetation issues around our well sites and well fields. We took pictures of the areas, cleaned up the areas and sent back to the DEP. We need to put together a plan for standby generators on Main Street and Glen Drive. When we lose power, our facilities shut off and the Dep was uncomfortable with this. We need eye showers and other safety features. We had to label exterior doors for emergency situations and to alert our employees with the level of hazmat. We had to put screening on outlets on water tanks. The DEP wanted a finer mesh in this area of the tank and we took care of that as well. The DEP wants to change sampling locations to get a fresh perspective and is requiring this by the end of October as well. The Emergency Response Plan was updated over the summer. However, there is a checklist that references pages of former personnel; we are in the process of cleaning this up. We are looking at pipe inventory and will work with CDM; The DEP wants this resolved by the end of October as well. The DEP made recommendations to make our flushing program a district-wide program and were happy to see we are moving in that direction. The DEP also wants to see a preventative maintenance program; we have already hired Weston and Sampson to work on this program. The inspection went well once we addressed minor issues. The water district will get a clean bill of health with the guidelines we have to operate under and we can expect another visit within the next couple of years.

## 2. Supplemental Water Program Study

- a. Discussion amongst Commissioners regarding CDM Recommendation on Supplemental Sources: This has been an agenda item for quite some time since early spring. Last week we provided a PowerPoint presentation on where and how we can partner to supplement water as well as create more consistent water quality the Apple Hill area. Our goal is to go back to the district with a project or idea for a project, what it will cost and the impact on the rates. Superintendent Scenna has a preference on what he wants to see happen and wants feedback on what the board feels is the direction the district should go. Mr. Glicksman asked about the study a consultant had done from prior meetings. Mr. Glicksman asked if the study had ever been published and wants a background on what has been done. Superintendent Scenna said there is a slide presentation from our June meeting regarding the options. The slide presentation from our October 1<sup>st</sup> meeting is set to be released and is focused on potential partners for supplementing. The final report on work conducted over the past year will be available soon and will be made available to the public. Mr. Glicksman is interested in reviewing the previous studies completed and is interested where we are as it has been discussed for years.

Chairman Maney asked if Glen Drive needs to be shut down if we add a greensand filter. Superintendent Scenna stated that the project team has not worked the details of construction sequencing yet. Mr. Scenna explained that his understanding is that the plan is to add an addition to the existing building. This will allow for the station to continue running for most of the project until it's time to merge the addition with the utilities in the existing building. He will define further with CDM if the station can run during the construction process. Commissioner Youngren feels we need to a greensand filter plant there and personally doesn't see any other alternative.

Superintendent Scenna agrees. We have to move forward; time is of the essence and we need to produce a project. This type of filtering is successful. It's successful in the industry and we see it daily with our existing WTP at Phillips Road. Mr. Scenna went on to stat that we studied for a year and looked at so many options and landed at a place different than where we started. We will get more out of our investment by partnering with Wakefield and believes we can get more than 25% over time from Wakefield by connecting at Main Street and Baystate Road in parallel with building a greensand filter plant at Glen Drive. There is enough water through the Ipswich River Watershed. He will work with CDM to illustrate that to our District as he understands that there is concern over this. We want to see Main Street tied into Glen Drive and have both stations filtered. We have water at Glen Drive and need to provide relief in a permanent



nature. We want to proceed with the Greensand at Glen Drive and make the connection with Wakefield as CDM recommended in parallel and hopefully within 3 years we will be in a different place with water quality and water quantity. To tie in completely to MWRA, the MWRA cost is substantially higher and financially, in the long term we are better off pumping our own water and bringing in supplemental water. We need to protect our infrastructure and improve the ground water we have. We sympathize for the members of our district that have quality issues. We have to do our fiduciary responsibility. The board is in consensus, but the people need to make the decision not the board. Commissioner Adelson added: Wakefield checks all the boxes, we can't go all MWRA and this is a perfect compromise. We will improve the quality of our water and supplement our water supply. We will talk more at length about the greensand filter plant at another meeting. Mr. Glicksman is concerned with climate change and global warming and wants to make sure we aren't back in the same issue in 3 or 4 years. We want to make sure there is a 20-year life cycle with our greensand filter plant and that Wakefield has the ability to grow over years. The summary chart in the presentation shows the Wakefield vs. LWD options. The Ipswich River Watershed will not go dry within the next couple of decades; drinking water is only accounted for 2% from the Ipswich River Watershed and we are the smallest user. Only a third of our district is served from this water source. CDM presented a logical and analytical report to defend this. We will be able to get more water from the Ipswich River Watershed. Currently, we don't draw more water because of the issue with iron and manganese. We will continue to strengthen our infrastructure with the North Coastal Basin while supplementing with Wakefield. Wheeling through another town is the best option to supplement our water. The cost to go directly to MWRA is cost prohibitive. If MWRA had put the line up through Route 1, this would be a different recommendation to the board but that didn't happen. MWRA has said they will not going up Route 1 since Peabody decided to go in a different direction. This summer, Andover was struggling to provide water to themselves and to North Reading so that option is out. We are down to 2 options: LWD or Wakefield. CDM recommends Wakefield as our option with a smaller portion upfront with the option to permit for more if we need in the future, we will have the ability to bring in more water from that metered connection. The Quabbin reservoir is not susceptible to climate change. Mr. Volpe asked how much can we expect the water quality to improve with the solutions you suggest and can we expect 0% discoloration. Superintendent Scenna responded we don't have any discoloration issues at Phillips due to the greensand filter plant nor do we see it at our finished water samples. CDM is confident we will be able

to filter out the iron and manganese and will outline an approach to do so during the design phase of the project and prior to construction. There are high levels of manganese at North Coastal as well, yet the plant cleans it prior to releasing it out to the system but we don't have the ability at Glen Drive right now. Mr. Volpe also inquired about everything inside the pipes. If your sources are clean, flushing twice a year at a high velocity will scour the pipes. Most MWRA communities flush every other year since they don't see this every year. If we can get it at the source and keep flushing, we will keep it out of the pipes.

The next step is to do more analysis with CDM and have discussions with Wakefield whether we can make this work and get a preliminary progress report in about 4-6 weeks. In December we aim to hold a Special District Meeting for feedback and give a presentation on what we would like to do. Funding the project will be part of the April meeting. It is important to get the information out to the district and whether the district feels it is a worthwhile investment and what are the benefits. We don't want to propose in April for an appropriation and be turned back. We want to vet this all out and pass an appropriation in April. The December meeting may have to be through zoom; we have to figure out a forum to have as many people who wish to attend.

### 3. New Business

- a. Payment Plan Policy: Superintendent Scenna would like to propose a formal payment plan policy as we don't have one in place at the moment. He would like to give customers that can explain a hardship, the ability to pay a fixed past due amount over monthly payments with no interest for 6 months. If they miss the payment date, they go off the plan and interest will accrue. They can only have this option once per year, and can only be applicable to one bill. He feels that we owe this flexibility to some of our customers, especially in today's situation. We have heard from some of our customers that have expressed hardship because of the pandemic. If the need arises, we can adjust the policy for record keeping. We will put the conditions in the minutes of the meeting and operate as the policy as outlined. We will put the policy on the website for transparency purposes as well. There will be an application as part of the process.

### 4. Continued Business

- a. CARES Act... funding options for reimbursement of COVID related expenditures: The office made copies of all COVID invoices and sent them to the consultant Dan Sullivan. We will try to get the funding reimbursed

under the umbrella of the Town of Lynnfield as we provide a service to the town.

- b. Bank Transition: 95% of the transition has been completed. There are some checks written that have yet to be cashed; we need to reconcile before we close the accounts. The majority of transactions are now done through the Everett bank. Treasurer Alexander will finalize the details for the new debit card. The bank and Superintendent Scenna have reviewed and finalized a plan to get this in place.

5. Other Board Items:

- a. Approve Water Filter Applications: We will provide a warrant for filter rebate. We have seen an increase of rebate forms. 1 received was in the original area. We have about 6 applications and 3 more due. We will have money remaining for about 2 or 3 more. We will update the board on the balance after we pay this warrant. Superintendent Scenna reported that many of the new applications are from the area outside of the original Apple Hill target area and these do not have a lengthy and substantiated record of quality issues.

- b. Approve Prior Meeting Minutes:

Motion: a motion was made to approve the minutes for October 1, 2020 meeting.

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

- c. Approve A/P and Payroll: the commissioners will approve via email.
- d. Any other unanticipated items by the Board: none.

A Motion to made to adjourn to executive session at 8:08 pm

- e. Executive Session for legal and personnel purposes

Respectfully submitted,