



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm October 26, 2020

Date, time, place: The regular meeting of the Board was held on Monday October 26, 2020 at 7:00 PM via Virtual Zoom Meeting.

Present via Virtual: Commissioners Anders Youngren, Joseph Maney, Jack Adelson, Superintendent John Scenna, and Administrative Assistant Keira Finnegan

Absent: Clerk of the Board, Christine Smallenberger

Also attending virtual: Richard Kosian and Nat Ruccolo

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: November 9, 2020 at 7:00 PM - Virtual

Adjourn: 8:00 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 7:00 pm and being recorded for keeping minutes.

1. Superintendent's Update

a. General Update on ongoing Operations

Superintendent Scenna opened the meeting with an update of ongoing operations stating that we're at a point of transition as we come off a season of high demand and we start to prepare for the winter ahead.

The flushing program has entered its third week. Before we begin that discussion Chairman Maney wanted to discuss the update on the SCADA system.

Superintendent Scenna said that the system is currently scheduled to be installed the week of November 9th and almost all the equipment is in except for a couple of pieces that are due in this week. We are hopeful and excited to get that behind us because it's been a long time coming. Superintendent Scenna also commented that failure in communication at Glen Drive has resulted in numerous off hours emergency shifts, overtime, sometimes in the middle of the night on premium shift. He will continue to update the Board as work takes place and the upgrade reaches completion.

The Verizon project is continuing at Knoll Road and we have had no issues or concerns from neighbors and no issues with contractors. Operators continue to go up there every morning to check in, unlock the gate and monitor the project. They are on their second week of a six-week project. Chairman Maney asked about communication with the Huckleberry Hill Principal and were there any concerns with the vendor being up there. There are no issues and the Principal Wyland knows that she can reach out to the superintendent at any time.

b. Flushing Program Update

Flushing is going very well this year. Superintendent Scenna hopes to have a full presentation available to share with the Board at the next meeting. The presentation will show photos of the first flush in 2019 compared to first flush in 2020. We hope to demonstrate what they are seeing in the field. In some instances, the first flow is not as bad as last year, which is a good sign. Practically and theoretically, the more we flush the system the cleaner the system will become. The turnaround time going from dirty water to clean water should be shorter and

we are seeing some of that as well in both instances. John is preparing the presentation with photos to share with the board next week.

2. Treasurer's Report, Jim Alexander

This is the time of the year that the treasurer sits down with Dick Hingston and they go over the numbers and figure out what the tax rate should be for next year. Treasurer Alexander stated that they have crunched the numbers pretty good and hopefully they can go over everything next week to figure out the tax rate and free cash calculations to present to the board. We will have a better idea where we are supposed to be next week.

Other business: we transitioned from The Savings Bank to the Everett Bank. We have some money in The Savings Bank to cover some outstanding obligations and the goal is to have everything closed out by the end of next week and the balance of the money transferred to the Everett Bank. As of today, the cash in the bank is one million and seventy-two thousand dollars. Our investment account is at ninety-one thousand and change. Payroll is fluid and the last time it was checked it was one hundred and fifty-nine thousand but don't hold me to that number.

Commissioner Maney inquired about a tax rate recommendation. Treasurer Alexander responded we will have an answer next week depending on when he can sit down with everyone at the same time. Superintendent Scenna said that he will make himself available anytime, whatever works for everyone's schedule. Commissioner Youngren inquired if the Treasurer has any idea where this is headed or is everything still preliminary. We have some unique challenges like the new water rates but a lot of what we do depends on the revenue. The revenue must be used to calculate the tax rate, responded the treasurer. Free cash may land at four hundred thousand but we are not sure right now. We still need to certify and crunch the numbers. Hopefully, it will stay the same and not change much. Commissioner Youngren stated the revenues with the last billing cycle were higher than expected due to folks at home and outside watering. This could be plus or minus by ten percent. Commissioner Youngren suggests that we make sure we don't forecast the same from this year to next year. Treasurer Alexander said this thought has crossed our minds and they are being careful to look at everything. Commissioner Maney asked if Raftellis should be involved in this and Superintendent Scenna confirmed they should be involved and plan to review the

recommendation from Dick Hingston and determine how that blends with the existing volumetric rates. The Superintendent is in the process of contracting Raftelis for this. Raftelis will also study the existing rates to see how they have performed to date; we have two quarters of information to review. Mr. Fox from Raftelis will make his recommendation based off what Dick Hingston is recommending. Mr. Fox will propose some options to absorb debt and how can we absorb debt related to capital on what we want to do. Superintendent Scenna also commented that Dick Hingston is recommending we have a meeting with everyone at Town Hall because there are new players. Superintendent Scenna will have the meeting set up so that everything runs smoothly.

Commissioner Youngren wants the discussion to include proposed capital improvements including additional water supply and possibly a filter treatment plant at Glen Drive. These two projects are quite expensive. Debt service can be applied towards the rates or tax levy. Superintendent Scenna hopes to present the projects in April and to ask the district to borrow. Mr. Fox will review and look at how to position ourselves to make the presentation and whether it is best to pay back against the tax levy or volumetric rate. Commissioner Youngren says we need to approve of the capital projects first and adjust the rates to account for that. Capital projects needs to be approved but it's a hypothetical based on moving ahead. Superintendent Scenna reached out Hilltop (Financing Agency) and they will be able to give us an amortization schedule based on hypothetical cost on projects in the future for twenty years and twenty-five years. Superintendent Scenna is meeting with CDM to go over our agenda for this fiscal year and capital projects. There should be an estimate available soon. By the end of the November we should know the impact of \$6, 8, 10 million borrowings and Dave can forecast different models based on that information. Superintendent Scenna will be forming a financial team for this endeavor that will include Hilltop, Dick Hingston, Jim Alexander, Raftellis and the Board. It is a critical decision that projects the fiscal foundation moving forward.

Chairman Maney identified there is a new participant named Nat R. who has joined the meeting. Mr. Ruccolo received his water bill and his bill amount is very high in his opinion; he speaks to his sprinkler system but wants to understand why his water bill is so high. Mr. Ruccolo claims he didn't use his sprinkler system. He spoke to Keira who couldn't give him anyone else to speak to except herself. Mr. Ruccolo informed Keira that this rate is insane in comparison to prior years and he hasn't

paid that amount in a year let alone a quarter. Keira recommended Mr. Ruccolo attend the board meeting as he wanted to speak to someone about his bill. Chairman Maney explained to Mr. Ruccolo about the past year and how it has been flipped from collecting revenue through the tax levy on the real estate bill to collecting revenue based on the volumetric rate. The system of payment has changed. Chairman Maney or Superintendent Scenna will speak with Mr. Ruccolo and walk him through the process. Chairman Maney mentioned that Superintendent Scenna will talk to Mr. Ruccolo tomorrow once he has reviewed the billing situation and concerns. Chairman Maney states that you will always get an answer. Mr. Ruccolo appreciates the efforts, has lived here for a long time and just wants to understand the process. Mr. Ruccolo said his lawn has been ruined because he hasn't watered. Mr. Ruccolo will wait to hear from the superintendent about specific details regarding his account. Chairman Maney states that an educated customer is the best customer. Superintendent Scenna concluded he would reach out by the close of business on Tuesday once he has been brought up to speed by staff on the details surrounding Mr. Ruccolo's account.

3. Supplemental Water Program Study

a. Ongoing Discussion regarding CDM Recommendation on Supplemental Sources

Superintendent Scenna put in a formal request with the Wakefield DPW and spoke with Joe Conway, DPW Director from Wakefield requesting an interconnection for up to 25 percent of our capacity (275 gallons a minute). He explained that the correspondence outlined how LCWD envisioned the connection taking place. This correspondence was follow-up to a meeting. Superintendent Scenna reported that Wakefield still seemed open to the connection and is awaiting a response back. Superintendent Scenna said they spent some time discussing an existing segment of pipe in the LCWD system that the proposal intends to turn over to Wakefield. Wakefield's initial position is that the pipe should be replaced and then interconnected into their system. The pipe segment in question would create a loop in the Wakefield system. Our approach is that the loop would be created by turning over a piece of our system to Wakefield and connecting either end of it into the Wakefield system. Wakefield prefers an entire new loop and this is where the negotiating stands; this will need to be worked out through discussions. We will see

where it goes but Superintendent Scenna feels confident we will have a formal counter proposal back from Wakefield soon and hopefully by our November 9th meeting. Chairman Maney inquired about the construction cost. Superintendent Scenna doesn't know the cost but thinks we will do the work; we would design and build. Commissioner Youngren asked about how many feet of pipe; Superintendent Scenna says 400 feet of pipe but could be difficult within a location on Main street that crosses a substantial open drain culvert/brook. Wakefield wants about a thousand or 1200 feet. Superintendent Scenna wants to turn over our pipes to their pipes and connect with them that way. Commissioner Youngren asked what is the size of the pipe. They will not need to increase the size of the pipe. We will test and confirm existing conditions and what's out there. Commissioner Youngren asked about class 52 pipe and Superintendent Scenna said that is that standard for a new water main, cement lined class 52 ductile iron. Both parties have agreed verbally with an interconnection point in the road and agreed on how it's going to run. We need more time to finalize the fixed assets that are proposed to be turned over. CDM is on this with Environmental Partners, Wakefield's consultant. When asked, Superintendent Scenna says the most difficult part of the proposed project will likely be how to hang water pipe on the roof of or cross under the culvert system in Wakefield. That could be complicated but CDM and Environmental Partners feel confident they can do this.

4. New Business

a. Discussion on possible Summer Water Restriction Changes

During the summer we had conversations about restrictions. We have done everything we could but now that we're away from the summer, Commissioner Adelson proposed some ideas about a revised program and fine structure. Commissioner Maney would like to see customers submit a form earlier ahead of time requesting a waiver for proposed landscaping or pool projects.

Tonight is not intended to approve anything but rather just start the conversation. Superintendent Scenna suggested soliciting information through a survey on our website. People feel differently but the Board needs to seek direction from the customers. The survey would be a good idea to get feedback. We could take that information and see if we want to change the policy. Superintendent Scenna

reminded the Board that water restrictions are a bylaw and that the bylaw would have to be voted on at an Annual Meeting in order to change.

Superintendent Scenna is leaving it open to discussion. The commissioners all agree to the survey idea. Chairman Maney wants to know how station one will play out next year. Superintendent Scenna is highly confident about a seasonal permit without the need for a level 5 restriction in place. DEP was kept in the loop the entire summer by Superintendent Scenna and received nitrate levels consistently. If we don't get it right now, we never will. It likely will be conditioned but he feels the DEP will work with us. If our water conditions change and the nitrate changes, we will have to look at that.

Chairman Maney says that will impact how he would lead the restriction discussion and if we get the temporary interconnection with Wakefield next year or not. We may be able to, but it will cost more. Superintendent Scenna reminded the Board that any connection with Wakefield or LWD will be emergency only and will require the Level 5 restriction. Station one will be seasonal and not emergency. Superintendent Scenna believes that LWD still could be the best temporary solution with the nearest hydrant to hydrant piping set up but he is willing to explore Wakefield in this manner as well.

Commissioner Adelson talked to Superintendent Scenna after writing his memo proposal and understands that the top tier rates are high. Commissioner Adelson sees there being an equity issue with some people not being fined and others fined. He is concerned about the level five restriction and at that point, everyone should be fined when it becomes a safety and health issue. Commissioner Adelson thinks we should recruit part time help to monitor and police this when the system reaches this level. Chairman Maney asked about a project for next year; he thinks all the meters in town need to be upgraded. There are currently only about 20 to 30 percent accounts where we can get detailed information. The latest technology would be good in helping people understand their usage.

Commissioner Youngren wants to know about the up-to-date meters and reading these meters from the office. Superintendent Scenna reminds the Board we can't read from the office, but we can get the information. Some we can get the information by getting into the home and reading and scanning the metering device. There is a program that would allow meter reads to come into the office

automatically, but Superintendent Scenna is not recommending the significant expenditure, especially after investing significantly in the billing and customer portal systems. Superintendent Scenna would like to see a continued investment in the meters to ensure they work. Lynnfield is a small town and our system is compact which is why we don't see the need for this upgrade. Commissioner Youngren asked how long it takes to install a new meter in a customer's home and Superintendent Scenna said about an hour. Commissioner Youngren puts in figures of about \$150,000 to upgrade all meters throughout the District but it still wouldn't give us the ability to read from the office. Chairman Maney mentions upgrading everything and thinks the cost is roughly double. Chairman Maney's opinion is to jump into the pool in the deep end and include this with the capital program we are working on. Superintendent Scenna informed the Board he will work with staff and TI-Sales (our meter representative) and will have a more formal estimate later this fall regarding updating all customer meters. Information is a powerful tool and meters can provide information said the Superintendent. Commissioner Youngren suggests upgrading the heavy users only from this summer's usage. It is a way to target and make it more equitable and to teach those users about how much water they are using. They don't have to know why they are getting an upgraded meter. Superintendent Scenna will report back with a formal estimate on a meter change program and will work with staff on a targeted in house program for replacing meters of higher users and will also work with staff in creating a survey regarding watering restrictions. This will remain a topic on the agenda for upcoming meetings.

b. FY21 Engineering Capital Projects. The following capital programs were funded at the Annual Meeting and Superintendent Scenna said he recently met with CDM and they are about to start work on the following:

i. Wing Road and Knoll Road Tank Rehabilitation, CDM Smith

Cleaning the interior of Wing Road and painting and scraping the exterior of Knoll road. A schedule was created on Wednesday with CDM. We still have projects ongoing. The project will be designed and sent to bid and will have a construction cost. The Board will have to decide how the construction will be funded.

ii. America's Water Infrastructure Act, CDM Smith

All water systems are required to look at assets and infrastructure and determine risk and resilience in the event of natural disasters. This study is intended to see where your system is most vulnerable in the event of emergencies due to things like power loss or drought and how you would respond to this. For instance, there is a drought and supply can't match the demand. Power outage and working with neighboring communities and other Town departments.

iii. Infrastructure Capital Improvement Program. Weston & Sampson

Weston and Sampson were hired to do capital programming after reviewing existing infrastructure with our operators. Existing infrastructure is what we use day to day such as our wells and pumps etc. We hope to have a formal capital plan by the end of November. What do we need to replace today and what can wait? Last year we did a good job working on station two. This helped us in the summer because we were able to gain supply with the work we did. There is a need for several other wells to be reviewed at Glen Drive and Philips Road. Production and maintaining existing infrastructure is highly important to keep the entire system working together. Superintendent Scenna will have an update in the coming weeks.

5. Continued Business

a. CARES Act... funding options for reimbursement of COVID related expenditures

They have copies of all of our invoices. Chairman Maney asked if they are requesting any more. Superintendent Scenna reached out on Friday morning and he feels that we will only receive reimbursement for what has already been applied for. The town has reached its cap and LCWD is applying under their umbrella. Superintendent Scenna doesn't believe we will get anything else we haven't already applied for. Treasurer Alexander has not heard anything; he provided our information and passed it along.

6. Other Board Items:

a. Approve Water Filter Applications

Christine will process water filter rebates upon her return. Commissioner Youngren asked about the balance of funds available for this program and Superintendent Scenna will fill everyone in next week after the package is processed. Commissioner Adelson thinks it will be about \$8,0000 but Superintendent Scenna wants to confirm. He feels that requests will reduce since the summer is winding down. He feels that there is a company soliciting work which has impacted the number of requests.

b. Approve Prior Meeting Minutes

Christine had completed the last meeting minutes and Superintendent Scenna will pass those along for their review.

c. Approve A/P and Payroll

We have not done any bill runs and are awaiting the office manager's return to do a bill run.

d. Any other unanticipated items by the Board e. Executive Session for legal and personnel purposes if required

Chairman Maney opened to anyone else to comment and the meeting ended and moved onto the executive meeting at 8:00 PM.

Respectfully submitted,

