



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm December 14, 2020

Date, time, place: The regular meeting of the Board was held on Monday December 14, 2020 at 7:00 PM via Virtual Zoom Meeting.

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

Absent: none

Also attending virtual: Margaret Waugh, Gayle Richardson, Michele Pacillo, Maria Boustris, Ed Champy, Phil Crawford, , Kate Flaws, Dick Dalton, Jennifer Sheehan, Richard Kosian, Laurie Toscano, Kevin Prouty, Michael Stanley, Ken MacNulty, Anne Malenfant, Peter Volpe, Donna, Kathleen Gallagher, Mary Marengi, Lisa Lopez, Stefan Taschner, Patricia Campbell, Brian Charville, David Falzarano, Greg Couture, Thomas Butler from VertexOne - WaterSmart, Mike Nelson and Angela Moulton from CDM Smith, Dan Tomasello, reporter from the Villager.

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: January 11, 2021 at 7:00 PM - Virtual

Adjourn: 9:31 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 7:05 pm.

Superintendent Scenna shared a screen to show an excerpt from a presentation made earlier this fall from the October 1, 2020 meeting. We had discussed all the goes into the setting the rates. We collect revenue from 2 sources: the volumetric bill and the tax levy component on the real estate bill. The revenue on the real estate bill for LCWD comes back to the district from the town. \$0.70 of every dollar was brought on tax dollar on the value of your home and not on usage of water. The board voted this year to flip that. This year the board is happy to announce we were able to reduce the tax levy by 50%. Currently, it is 93 cents per \$1,000 valuation and 2 weeks ago the board voted to reduce the tax levy to \$0.46 per \$1,000 valuation. We surpassed what we were looking to do and feel there is more room to lower it but we only have a half of year of data to compare. With additional data we may be able to lower the tax rate more in the future. If any member of the district needs more information on the rates, it is available at www.lcwd.us.

The second piece of tonight's presentation is to introduce TJ Butler from WaterSmart. Given that we have placed an emphasis on water consumption, it is very important for people to watch their consumption trends. This new online portal will allow customers to access their information on a monthly basis. The portal will become live within the next 45 days and will contain a lot of information. We have made a lot of progress with billing. TJ Butler presented a brief presentation to the district on how you will navigate through the online portal to check for leaks, check your consumption and pay your bill. There will be additional water tips on conserving and saving water. Customers will also be able to set up alerts to track usage. Customers will be able to assess a water score to compare similar homes to their own. The platform will show you ways you can save. You will be able to set up autopay. The platform will be able to help determine if you have a leak and provide possible solutions. The district is now billing quarterly and feels it is important to get the information to you as timely as possible and provide you an ability to pay your bill as easy as possible. This project involves 4 partners that by interlinking their software we can provide this service to everyone on the district. We are hopeful the WaterSmart

platform will be ready to go live late January. We will be sure to convey this to members of the district when it is ready to go live. Mr. Champy asked how they get the data. Superintendent Scenna responded that our team reads the meters monthly. The readings get downloaded to our billing software and is linked to the WaterSmart portal. The online payment portion, which is Paymentus, will be linked directly to our bank.

The last part of the presentation this evening is with CDM's, Mike Nelson and Angela Moulton. We prepared a presentation to talk about the future of your water system. The district manages the water system on a day-to-day basis. It is our responsibility to recommend a direction for the future of the district but it is ultimately the customers of the district that will choose the direction you want to go. Why are we here? We realize there are challenges with the system. Data drives solutions and information is important to have this information. The discolored pictures shown are from people in our district. In the middle of the screen is a level 5 drought emergency condition. We went into a situation necessitating a level 5 over the summer; this was unfortunate but necessary. It was necessary because it was an emergency condition that created issues with pressure and fire flow. It was important to protect fire suppression. The message we want to drive home is that the district hears you: many customers are impacted by water quality. Everyone is affected when we go into an emergency declaration like we had this past summer. It is a goal not to repeat this water emergency. This presentation is a culmination of a body of work we have worked on for a long time. We will talk about what we have learned and present options and recommendations that we feel we should move forward. In Superintendent Scenna's opinion, these are needs and not desires. It is the hope of the board that these options will be voted on in at our Annual Meeting in the spring. This presentation will start months of educating our customers, customers educating each other, customers asking questions and holding forums to provide information. This is the beginning of shaping the future of the water district.

The presentation will focus on three things: what have we learned, what are the options, and what do we recommend. The district serves from Walnut Street, East Huckleberry and halfway coming into town from Saugus to the west. We have 2600+ customers and are a ground water source that relies on wells and pumps to pump the water. We have 4 water sources where 1 source is only filtered at this time. It is all treated for bacteria and ph but only Phillips Road is treated for iron and manganese, which is what ultimately causes the discoloration as shown in previous pictures. There are 4 sources that provide water and 2 water tanks. Since the fall of 2019, we looked at our existing system and tried to find ways to hit some base hits to score runs. We looked at improvements to focus on

quality and quantity. The filters haven't been maintained in several years. The Water Treatment Plant was inspected and was cleaned which improved efficiency; the treatment was effective. We also focused on well development. One well had lost about 25% capacity in production. In March we worked with Weston & Sampson (W&S) and gained nearly 20-25% of our production back. Fast forwarding to the summer, we needed every gallon of water and these 2 projects completed in the winter helped with quality and quantity. The last project was completed in the summer, station 1. We were able to return station 1 back to an emergency service operational level. We executed the plan fully under the Department of Environmental Protection (DEP) guidance. The DEP regulates and oversees everything we do. Station 1 gave us an additional 50 gallons of water per minute and helped stabilize the system. Station 1 was likely the reason we didn't have to turn to MWRA water on an emergency basis. We selected these 3 projects as they directly impacted quality and quantity issues.

We studied the Apple Hill study. Superintendent Scenna wanted to study the inconsistent water quality issues. The study quantified data that we used to define the problem and hope to sell the solution for the future.

We also inspected our water tanks at Knoll Road and Wing Road. The water tanks have not been inspected in quite some time and several issues were identified. This will turn into a project we hope to complete in 2021. We spent time this summer on water chemistry and what would happen when we mix our water. We have the documentation when we are ready to move forward. We studied various water systems that abut our system and looked at extensive hydraulic modeling. Angela Moulton and her modeling team did a tremendous job coming up with what if scenarios that turned up a solution we felt comfortable with. CDM uses the model to simulate the what if scenarios. As things change, we can go back and refine the model. We have looked at every single option for a connection that exists.

The next slide is the Apple Hill quality issue and water quality survey responses. We realized there is some consistency in the information we have received. A top priority was to figure out why the Apple Hill neighborhood was so adversely affected by iron and manganese. One of the key components was asking the customers what issues they were experiencing. We received approximately a 60% response rate. We learned that the vast majority living in this section were somewhat affected by discolored water. More than 90% of people said they have a problem with discoloration over 31-90 days over the course of a year which means you could possibly have 1 to 3 months straight of water quality issues. This is not an acceptable level for LCWD. Glen Drive is a major component of the

system providing up to 40% of the distribution system but Glen Drive is not filtered the same way as Phillips Road. There is no easy, quick, low-cost solution such as closing valves to solving the issue. We were 1 step closer to eliminating solutions and working towards the solution for the district.

In 2021, the District will be cleaning the inside of the Wing Road tank and painting the Knoll Road tank. This will improve water quality for the Wing Road tank. We are working with the DEP to allow station 1 to be used for seasonal summer use. We are also looking at additional well development to increase capacity in the North Coastal Basin and looking to increase and maintain capacity at Glen Drive. The district along with CDM will begin the Risk and Resiliency Study to look at where the system is at the highest risk during a drought, power loss, winter storm, and other emergency situations and will be working with the local emergency management team to come up with plans, policies, and procedures so the system stays strong and ready to address issues as they arise so we can continue to provide uninterrupted service when weather and other uncertainties occur.

The Wing Road tank is closest to Glen Drive and the combination of the Apple Hill study and tank inspections confirmed that the water in the Wing Road tank has a red tint with no other light source.

The future of the system: we have studied the system for over a year and are looking to get the most reward out of our investment. At the Annual District Meeting in June, we laid out several options. The first option is to do nothing, and the end option is shut everything down and go 100% MWRA. We concluded we need to land somewhere in the middle. There is 80 years of history and investment in place today. We had to determine what the district does well, what are the systems strengths and weakness and how to supplement them. Just like a strong portfolio we want to diversify our water source. Our ground water comes from 2 water sources, the North Coastal Basin and the Ipswich River Watershed. The North Coastal Basin is less restrictive. We eliminated doing nothing because we have to move forward, and we don't want to be in a level 5 restriction with inconsistent water quality. At the same time, it is not fiscally responsible, nor do we have the time to shut everything down and go MWRA. We know where we want to connect and how to get water as a direct capability through Wakefield. We decided the best option for the district is the middle option. We vetted out a total of 4 partners at 5 different locations. The first potential partner was Andover via North Reading to which we vetted out to adding pipeline to our district. The second option we vetted was Peabody. Peabody was also the first option to eliminate as they are at maximum capacity and bumping up

against their permitted yield. The next option was Lynnfield Water District (LWD), where we spent a lot of time analyzing. The final option was Wakefield. Wakefield produces a slight fraction of water themselves. Andover (via North Reading) has 2 water sources: Merrimack River and Haggetts Pond. They convey water from west to east and then through North Reading to distribute. The pipelines aren't designed for that goal in mind. The transmission water mains from greater distances are not capable to supplying the water and would require significant upgrades measured in miles and not feet where costs would be significant. This option was eliminated as not cost effective. CDM worked with the LWD staff and their engineers on several scenarios. We did extensive hydraulic modeling and came up with upgrades. The issues we faced was the LWD system wasn't designed to convey water from their system to ours so the pipeline would need to be upgraded. The biggest issue is their main pumping station. In order to move water from LWD to the district, their pump station would need a major upgrade. In addition, the LWD had significant requirements that any interconnection would have to take place in an above structure and not in the road. An above ground structure requires land acquisition, whether it be an easement to purchase or lease to construct the structure. Costs rose quickly. This option became quite expensive with a 25% scenario. 25% of daily demand of the system is about 250 gallons per minute (gpm). 50% of daily demand is 500 gpm. Moving from 25% to 50% with LWD brings a host of other problems and is not as cost effective.

Wakefield is the next option. Wakefield has a fire flow distribution issue. We vetted out this option and came up with a solution to create a loop from Wakefield through Lynnfield by building a new water main that connects and allows them to loop to alleviate their fire flow distribution issue. We bring each system within mere feet of each other and is a logical point for connection. There is electric available and real estate available for an interconnect fault underground and is a favorable sight. We modeled this option and found the hydraulics were favorable. They are a willing partner with skin in the game. It is hydraulically favorable as no pump station is needed. Going to 50% requires an additional investment but is still less costly than the LWD option. There is a minimal pipeline investment. The 25% scenario represents minimal upgrades. The recommended plan from CDM is to connect at a 25% supply into the district from MWRA via Wakefield and also pursue the connection which is a formal permitting process. We feel it is wise to permit for the full 50% as there is no additional cost and allows for future flexibility. CDM recommends a connection through Wakefield. The benefit adds a redundant loop for Partridge Lane fire protection which currently is only fed through Main street. This provides redundancy for the entire neighborhood in case of a water break.

Water quality: we looked at drilling more wells. The aquifer that serves the district is affected by iron and manganese and is typical of New England. If we drill more wells, we will eventually have to treat for more iron and manganese. The other factor of drilling is that LCWD has not realized their full permitted water with our existing wells. If we push the pumps harder, we bring more iron and manganese with it and the water quality deteriorates. Filtration will help this. Drilling more wells does not make sense when we have unused capacity in our current wells. Investing in a water treatment plan for Glen Drive and possibly Main Street, will work. It works as we have been doing this at Phillips Road. The water is clear and is good water and does not have the same experience as Glen Drive. Greensand has been chemically treated and attracts iron and manganese to it. It captures the iron and manganese in the filter and cleans the water instead of going into your pipes. It is proven technology, and the operators know how to do it. The Ipswich River Watershed will not run out of water because of municipal withdrawals. LCWD uses a tiny fraction of water in comparison to our neighbors. Our permitted yield has not been reached. We did a water chemistry analysis with MWRA and used the model and hundreds of water quality samples from your homes and established sampling sites. Both waters are used with different chemical compounds that can be blended nicely together. We use chlorine and MWRA uses chloramines. Wakefield does this as well every day. The MWRA system is surface water and comes from the Quabbin reservoir and is treated at their Carol Treatment Plant and is not filtered. It is some of the best source water in the United States and is highly protected.

CDM recommends 3 capital projects. The first recommendation is to use station 1 as seasonal use. We proved we can put this back in service and do it safely, the water quality is fine and water quality has remained constant. It was taken out of service due to nitrates. The more we used it this summer the less nitrates were in the water. We want to return it to a seasonal basis to get 50 gpm. This is a low-cost recommendation.

Part 2a and 2b are to pursue a connection with Wakefield at Bay State Road and begin MWRA's permitting process to allow for future flexibility. There is a well laid out procedure on how to join but is a long process. There is an environmental permitting process with an interbasin transfer act with legislation and is about a 2 to 3 year process. The city of Burlington confirmed it took approximately 3 years to join.

Part 3 is to build a water treatment plant at Glen Drive and allow for a Main Street connection. When operating properly, Glen Drive can provide 40% of our water. The only solution is to filter it like Phillips Road. We can plan for expansion at Glen Drive and bring

Main Street to the plant to achieve 100% filtered water of ground sources. Right now, Main Street's water is good, but we have indicators that iron and manganese are creeping up at Main Street so we may as well build for capacity to bring Main Street over to the treatment plant. These 3 recommendations diversify our water sources and gives us options to address the quantity and quality issues. We will have consistent water and get more water when we need it most. It allows for future growth and maximizes the existing strengths of the system. We want to continue to do the things that are our strengths.

Capital cost and timelines:

Project 1: There is no cost to use station 1 for seasonable use as we can operate this station under our operating budget.

Project 2a: after a district vote in the spring, we will reach an agreement with Wakefield and begin to build and plan for improvements at a cost of approximately \$1.2 million to \$1.5 million. This includes 2b and allows us to join the MWRA. We have to pay for the improvements everyone has been enjoying. The price is \$4.4 million per million gallons per year. Our entry fee will be \$1.6 million. The MWRA will allow you to spread this out like a loan, interest free for 20 years. The permitting fees are about \$250,000 to \$350,000.

Project 3: we have a preliminary plan from 2018 and the design would occur in 2021 through 2022 and take about a year to a year and a half to complete by 2023 and the all-in cost would be about \$6 million.

All three projects would cost around \$9 million to \$9.5 million.

Superintendent Scenna wants to conclude that we identified the deficiencies in the system. Bringing in MWRA provides an outside source that is not ground water dependent and will supplement our supply not just through the summer but for the whole year. This will ultimately reduce restrictions in the summer and help fire protection and pressure. The discoloration issue can be solved as we have proven with the greensand filter plant at Phillips Road. The Knoll Road tank is fed from the Phillips Road water treatment plant as opposed to the Wing Road tank. There is a lot of information we put out there with a financial impact. We would bond the loan out for 20 years and are still working through the numbers. At the January 11th board meeting will hope to define those numbers. We are looking at a \$450,000 annual year debt payment. These are estimated numbers and will have a better feel with these numbers in January for everyone to understand the challenges and the possible solutions. A year ago we focused on partnering with one

partner which was LWD. The Wakefield option is a million dollars less than all the other options and there is a good partnership to be had there. These are the projects we feel the district should move forward with. Information is power in these regards. The board is committed to research this at every meeting. The presentation will be made available for review. Next steps is education in the coming months to our customers and our customers educating each other. The board has not voted to endorse anything at this time. The board has allowed us to explore everything and led us to present the most efficient way to move forward. Come early spring the board will vote to support projects for members of the district to vote to fund the article at the spring meeting.

Mrs. Campbell asked will the MWRA be water mixed with our water all year round or will it be seasonal. Superintendent Scenna said that the way it is modeled, MWRA would be a source we use throughout the year. It would be blended into our system and become a consistent part of our operating system. Mrs. Campbell recommends doing the presentation to make sure people understand the difference between LWD and LCWD as some people don't know where they get their water from. Mrs. Campbell also inquired about the Richardson green property. Chairman Maney responded that the board hasn't recommended the purchase of Richardson Green. Mrs. Campbell asked if the board is planning on recommending the purchase. Superintendent Scenna said the board endorsed grant writing and grant writing opportunities. Mrs. Campbell further stated that as a very low user of water she pays the district through her property tax and is being penalized and it does not seem fair to be charged so much as she is a low user. Commissioner Youngren explained the tax component funds the fire protection portion of the system. The district is responsible for potable water and for fire protection. The tax portion is for fire protection. The volumetric rates are for drinking, bathing, etc. Mrs. Campbell doesn't think it is fair that some people are using so much and being so casual about how much they are using. It is not fair and is expensive for all of us. Mrs. Campbell thanked CDM for the presentation that it was excellent. Superintendent Scenna said with MWRA we will be paying for the water as well as a mark up to Wakefield that is currently in negotiation, whether it be monthly or based on consumption. This will allow us to reduce restrictions in the summer. That together with the water treatment plant will improve water quality. Angela Moulton from CDM responded to an earlier question as to why the district hadn't done this at Glen Drive. The reason a treatment plant wasn't done prior was the water quality at the Glen Drive wells didn't indicate high iron and manganese but now, we have seen it build up and now is the appropriate time to build a treatment plant.

Mr. Crawford said the town has a lack of fire suppression north of Lowell Street that isn't on the district's water source. The district has a bullet point for future expansion and asked if the district can touch on expanding fire suppression and water source for that part of town that doesn't have it and how other projects can benefit from this expansion. Superintendent Scenna responded with the projects in play, we can have the ability to expand our system and our customer base. It is a lot of funding to ask. We will also have the ability to bill more and give us the ability to spread the cost to more customers. With these projects in play, we can expand the customer base and spread the cost and hopefully manage the financial portion as best as we can. There is not a water system substantial north of Main Street at Lowell Street. Improving the fire protection for this area is important to Fire Chief Davis. We could consider an expansion if these projects are considered. Chairman Maney added, the developments are on our radar and we are talking to those folks and balancing this with conservation and selling water. Mr. Champy said that by creating a loop for their (Wakefield) water main, hopefully they will take into account when they charge us. He also asked with the cost of the system, has the district done some the math that you can share with us now. The roughly average bill could go up \$150. One way to pay for these projects is to recoup through the tax levy, another is on the volumetric and the third is to absorb through both the tax levy and volumetric. All will be observed on January 11th. We are looking at grant opportunities as well. The question of development is we can maybe leverage the developers to contribute as they will benefit from the improvement. The range of \$150 of an average bill is where we can comfortably move from. We will model the 3 options to determine what is best moving forward. We are working to make it the district a true utility with the more you use the more you pay.

The chairman thanked everyone for attending the meeting and reinforced we need the public to move forward.

This portion of the meeting ended at 8:50 pm. After a brief recess, the regular meeting resumed.

The regular meeting continued at 8:56 pm with only 1 additional member of the district still in attendance: Stefan Taschner.

1. Superintendent's Update

- a. General Update on ongoing Operations: no update

We are back to being fully staffed. Superintendent Scenna had emailed the board some updates for covid and operating procedures. We upgraded the in-house

conditions and policies and procedures. The office is still closed to the public. If we let customers in, we do so through appointments. We have a policy of masks when interacting with anyone. The numbers in town continue to rise and Lynnfield is a red community; 50% of the state is red. We are now seeing cases on a weekly basis equal to the monthly totals from the beginning of the pandemic. It is peaking and the second surge is having a much more significant impact. We are doing the best we can. Superintendent Scenna's only recommendation is for authorization to spend \$1,000 per month to rent a half ton truck to separate all 4 employees when driving around. They are in teams of 2 that will always work together. When all 4 are working together at the same time, we only have 3 trucks. This won't come into play until after holidays. We will rent the truck for January and February. The vaccine may be applicable to our employees in phase 2 with a timeline of March 2021 and could be a game changer. We aren't planning on having the employees take the trucks home. The new truck goes home with whomever is on call that week. Chairman Maney asked if we would be able to rent a truck from the DPW. The DPW is having their own issues with separating their employees and it is plow season. The board is in favor of renting a truck. There is talk of additional covid funds being made available once the administration changes. There is a chance these expenditures could be reimbursed. No action from the board is needed.

2. Supplemental Water Program Study

a. Discussion and Update regarding Wakefield Inter Connection for Supplemental Source

The new information on the Wakefield interconnection: Superintendent Scenna is committed to requesting a formal cost for the scope of work for everything that was negotiated verbally. Superintendent Scenna will copy the chairman and make sure the board sees it. Chairman Maney wants to see if Wakefield can assume some of the cost as we are helping Wakefield as well. Superintendent Scenna responded that we are already \$200,000 to \$300,000 cheaper than what CDM has been proposing. It is a matter of leveraging some of the cost and tying into developments where people want our water to pay some of the cost as an entrance fee. Chairman Maney will meet with the Town Administrator Rob Dolan. Commissioner Youngren asked if Wakefield will be marking up the cost of the water to which Superintendent Scenna responded yes, they will have a mark-up. Commissioner Youngren wants to see Wakefield eliminate the mark up as Wakefield is also getting a benefit out of this partnership. Commissioner Adelson added that Wakefield needs to be aware that this partnership needs to work for both of us and there is an expectation Wakefield will have to recognize. We now know the scope and we are amenable to what they want to do, yet we need to figure out what it will cost. We want to make sure all is defined before we agree to anything. Superintendent Scenna will make sure the scope is defined. The goal for the

January 11th meeting is to put a little more detail in the cost and how we can absorb that. We have debt schedules for \$8 million, \$10 million, \$12 million, and \$14 million. We want to be closer to \$8 million and we keep pushing towards that lower amount. We are talking about a big impact on the customer base. Two-thirds of the district does not have an issue and will be a hard sell for them to pay more. We still have a bond for approximately \$800,000-\$900,000 left. The MWRA costs do not appear to be bondable so that doesn't enter into the bonding issue. The \$1.6 million is paid back into the rates and is not bonded. It is held at a 0% interest rate. MWRA looks at what you bring in for the first 3 years before they assess the initiation fee. The \$9.5 million is down to \$8.5 million if you consider that. For a presentation it is hard to articulate. Commissioner Youngren asked when these options go before the district, will the options be presented as one article or as separate articles for funding. Superintendent Scenna said we haven't decided as of yet but would like to see both options as one article. Commissioner Youngren's point is the whole district is impacted by the quantity issue but not the quality issue and the quality issue is two-thirds of the cost for funding. If we give them an option of A or B, the district may not want to vote to fund for a greensand filter plant because they don't have a quality issue. Commissioner Adelson doesn't want to separate the options as he feels it won't pass on their own and we owe it to the district. The board agrees, at this time, to bundle them as one option. We have pushed the message to as many people as we can and will make the information available as well. Just like the rates last year, no one paid attention. People will start to pay attention in January and many of the folks will complain after the fact.

3. New Business

- a. N/A

4. Continued Business

- a. Update on Leases
 - i. Execution of Easement Agreement with Verizon at Knoll Road: We can't execute an easement for land but can do a license agreement. An easement would require a vote of the district. There is a mechanism, a licensing agreement, to install and maintain a pole on our property. Verizon is drafting this document and the superintendent will review. If there is a new pole on a public way, the board of selectman will issue a license. It is different than a grant of location. We are having a license agreement prepared to protect Verizon's interest. KP Law researched the charter to figure it out.
- b. Discussions on possible expansion of water system

5. Other Board Items:

a. Approve Prior Meeting Minutes:

Motion: a motion has been made to approve the November 23, 2020 meeting minutes.

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

b. Approve A/P and Payroll: board approved warrants via email.

c. Approve Abatements as Recommended by the Abatement Committee: The abatement committee met to discuss 3 residents' applications; 2 of whom attended the meeting. Mr. Nastari from 8 Smith Farm Trail had used a tremendous amount of water in the summertime. We had a data log which Treasurer Alexander was quick to study and bring up to Mr. Nastari that he was using his irrigation. Mr. Nastari claimed he had a water leak in his irrigation, yet the meter doesn't show any leaks. The committee voted to deny the request. The 2nd claim was 6 Melody Lane; this resident has been working with the office. They had an estimated high water bill. We weren't able to record the later summer readings to verify the usage. The last valid reading had recorded 25,000 gallons consumed in the month of June. By the time she responded, covid restrictions had kicked back in. We estimated her usage high from prior year's usage and decided to lower the usage so she can pay something. This won't get resolved until March when we can get back into the house. The committee will change the estimate a little bit. No action is needed from the board. The last one is the most difficult of the group: 45 Pillings Pond. Mr. Palladino of 45 Pillings Pond has been complaining to everyone about his summer bill. He used 52,000 in June, 42,000 in July, 29,000 in August and 29,000 in September. The summer bills went out in September. Mr. Palladino's meter does not have the ability to be data logged and we aren't able to change the meter at this time due to covid. His usage went back down right to his average in the fall. Naturally, he was taken aback by the summer bill. He had a plumber change flappers and valves as a precautionary measure yet has no leaks or issues. He also doesn't have an irrigation system. We did find out he has a pool but this did not come up in the abatement meeting. Superintendent Scenna wants to hold on determining anything for 45 Pillings Pond until he can follow up with this couple. Even with the pool, it is way too much water for 2 people to use. The pool is a different factor. We have not reconvened to discuss it. We couldn't figure out what was off in his account. With the pool as a factor, a follow-up on this claim is very much in play. We didn't know the pool existed and it is a rather large in-ground pool. The summer before his usage is less.

He is looking at 3 times the usage from prior years. The committee wasn't going to recommend to not charge him for the water usage but rather charge him for the cost of the water as opposed to charging him at tier 3. We need to have a follow-up discussion regarding the pool.

Motion: a motion was made to deny 8 Smith Farm Trail his abatement claim.

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

These claims for abatements drive the necessity need to put meters in all houses that will give us the ability to data log. Ti Sales will be helping us pull a report together and we should have a cost report in January. The data logs have proven to be extremely valuable.

- d. Any other unanticipated items by the Board: none at this time.
- e. Executive Session for legal and personnel purposes if required: no need for executive session at this time.

Motion: a motion was made to adjourn the regular meeting of the board at 9:31 pm.

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

Respectfully submitted,