



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

Date, time, place: The regular meeting of the Board was held on Monday December 7, 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: Stefan Taschner, Benjamin Cooper from 6 Hart Road

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: December 14, 2020 at 8:30 PM - Virtual

Adjourn: 7:42 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 is being recorded for keeping minutes.

1. Superintendent's Update

- a. **General Update on ongoing Operations:** Since we last met, it's been relatively routine in what we are doing and our approach. Production has been steady. Our plants have been running. We had a slight issue with a chlorine pump tube on Saturday; the crew responded quickly to make the repair. We are ready for the winter. We cleaned on Sunday in response to the storm to keep all facilities accessible. The improvements to the radio system continue to produce good results with no significant issues to date. The SCADA upgrades were important to alert us to potential issues and to allow us to run the system from afar. We are happy to see the project completed and are seeing good results.
- b. **Update on December billing cycle:** The majority of the last few weeks were spent prepping for the billing cycle. This billing cycle is for the fall usage for the months of September, October, and November. To date, it looks like the bottom line is about \$450,000 which is in-line with the spring usage that was billed in June. This third quarter billing was supposed to be the 2nd highest consuming quarter but has proved to be on par with the spring bills due to the covid impact in the spring, which is where we saw the highest increase in daily consumption. The spring and fall usage is very similar. Superintendent Scenna will run the analysis regarding the average bill and will give the board an update. The bills will be mailed out Thursday or Friday of this week. The notes on the bill remind people of this is the third bill on the new rate structure, our covid restrictions, WaterSmart, and also included news on the tax levy reduction. Commissioner Youngren asked if we want to include an insert in the billing to give customers guidance as to the proper times for landscaping and how this will impact their water usage. Superintendent Scenna was thinking of doing this in the March bill. We will also have the water restriction survey results at that point too; we want to launch this survey in January. Commissioner Youngren wants to help the ratepayers stay out of trouble with watering. Superintendent Scenna agrees.

Chairman Maney inquired about the Lien notice. The accounts that will be lienied have been sent to the town for processing. There were about a dozen accounts that we didn't get response from or payments. We finalized the list which was signed by the board. We will get the lien money back from

the town on the lien assessment. We pay the town \$25 per account and will also get this money back from the customer when they pay the past due balance.

2. Supplemental Water Program Study

- a. **Ongoing Discussion regarding CDM Recommendation on Supplemental Sources:** We are planning on having a meeting on Thursday or Friday with Wakefield to talk through and finalize a tentative agreement with the skeleton bones of what the tentative agreement will look like so we can present it to the board. The DPW Director of Wakefield will come to the board that evening for Superintendent Scenna to make formal introductions and it will be for the board to deliberate on the proposed structure of the agreement. The final level of review will have to incorporate Wakefield town counsel (which is the same town counsel as the town of Lynnfield) and we have to navigate the waters and involve the town of Lynnfield as the pipe is on Lynnfield town road. This is nothing uncommon, but something we would have to work through. The board will have the chance to review this agreement. We know we can connect and how much water we can get. Commissioner Youngren asked if there is a conflict of interest with counsel representing both towns. Superintendent Scenna said the attorney will need to figure this out as he has done this before with the rail trail. We felt it prudent to get the nuts and bolts of the agreement before we present Wakefield as an option to our district. KP Law will be involved in representing our infrastructure. The town of Lynnfield is affected as it is a public way where the Wakefield pipe will be.

Plans are moving forward with CDM to make a presentation to the district next Monday, December 14th at 7pm. The board is scheduled to meet immediately afterwards on a separate zoom link. We will need to meet afterwards for abatements as the next meeting will not be until the new year on January 11, 2021.

3. New Business

- a. N/A

Nothing to discuss at this time.

The focus of tonight's agenda is the presentation for next week. It is a critical presentation for people to hear. It will be recorded and turned into a vimeo to be put on our website as well as for sending via email for people to view. It is a 2-fold capital program: The first is the connection to address supplemental water. It is important to

have a supplemental source that doesn't rely on groundwater moving forward. This connection has a lot of value with the ability to grow over time. Obviously, there are costs associated with this. Wakefield could provide more water in the future if we make improvements to the system. The second phase is a parallel phase which is the filtration system that we feel confident will address the quality issue and have all water sources treated the same way for the same things. All indications from CDM indicate this will address inconsistent water quality. This quality is an issue that is finding its way down Chestnut to Main street and some of those neighborhoods. This will be the overall presentation. In advance of the presentation, there will be a brief demo from WaterSmart. WaterSmart will be ready to launch shortly after the holidays. Customers will be able to start registering into the platform. By the March bill, customers will be able to start using this platform and hopefully by next summer our customers will be able to fully track their usage. There will be good substance to this meeting. Eric Hamlin from the Lynnfield Media Center is willing to pull this all together for us.

4. Continued Business: we left all pending projects in this subject and discussed this project being defined in January

- a. Discussion on possible Summer Water Restriction Changes
 - i. Survey
 - ii. Meter Replacement Project
- b. **FY21 Engineering Capital Projects:** We have a kickoff meeting on January 17th to talk about the tank project and at some point, at the end of January will form a meeting for the risk and resilience emergency management project that is in place. We will also be continuing our discussions with the DEP on Station 1 for Phillips Road
- c. **CARES Act... funding options for reimbursement of COVID related expenditures:** This is still pending but we fully anticipate something coming soon. We submitted approximately \$40,000 of expenditures. We became eligible for the Cares Act through the town.
- d. **Update on Leases.** There will be a document ready for Wednesday if we can get a quick turnaround from KP Law. Verizon has installed a pole on our property. Reading Light (RMLD) and Verizon needs an easement for this location in case they need to access it in case of emergency. The power will come from the street to the pole and into a conduit and up to the tank.
- e. **Discussions on possible expansion of water system:** We are still having ongoing discussions with the Sagamore developer and are talking to the Main Street developer to see where those possibilities can go. Superintendent

Scenna has information from CDM. The buildout is possible and becomes real when the connection to Wakefield is in place. It is likely we can accommodate even without the Wakefield connection in place. We would have to be careful with that.

5. Other Board Items:

- a. **Approve Water Filter Applications:** We have another series of applications to review. Mr. Cooper from 6 Hart Road is in attendance to discuss. 4 of the 5 applications are in the original area. 1 is at 23 Tophet, 3 are from Apple Hill and 1 is from Hart Road. Mr. Cooper is aware he isn't right in the area of the affected area but is going down toward the area. He has spoken with many neighbors who do not have water discoloration issues. Superintendent Scenna has reviewed his application and will reach out if there is anything else we need. Mr. Cooper has presented photos and timelines of instances. Mr. Cooper hasn't lived there long. Commissioner Youngren asked Mr. Cooper how frequent the discoloration has occurred. Mr. Cooper has had 5 occurrences and they usually last about 24 hours and did not coincide with flushing. The district had not reached that part of the program this past spring during flushing. Superintendent Scenna reminded the board that the issue the board needs to contemplate is this will deplete the funds in the program. We don't have room for all 5 applications. Superintendent Scenna said if we take them as they came in as we had 2 come in at the same time we will have to adjust. The two rebates that arrived together have the same system. It is 18 Apple Hill and 6 Apple Hill Maria Couto and Maria Mello. They were installed within a week of each other. If it is the will of the board, we can put out a press release that the funds are depleted due. We will post to the website right away that the program is closed. The funds are not there anymore. All 5 applications were for the maximum. We were originally going to close this program last November and then February and then in July but decided to keep the program open until the money was ran out. The way the program works, the customers install the system and pay for it and then submit their application.

Motion: a motion has been made to approve the filter applications for 23 Tophet, 17 Apple Hill, 18 Apple Hill, 6 Hart Road and 6 Apple Hill.

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

- b. **Approve Prior Meeting Minutes:** the last 2 meetings are with Superintendent Scenna and should be done within the next couple of days.

- c. **Approve A/P and Payroll:** all approved via email.
- d. **Approve Abatements as Recommended by the Abatement Committee:** We plan to have abatements at next week's meeting on December 14th.
- e. **Any other unanticipated items by the Board:** The debit card is up and running. Superintendent Scenna thanked the treasurer for taking care of this. We are close to closing Th Savings Bank accounts. The DUA check is a bit of a pain and will be taken care of tomorrow. We will start clean on January 1 at the new bank. The DUA said they never received our check. We have it all documented. With the recent check we will send in the documentation to show we tried to send the original check.
- f. **Executive Session for legal and personnel purposes if required.**

Motion: a motion has been made to suspend regular meeting at 7:42 pm and go into executive session.

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

Respectfully submitted,