



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**7:00 pm January 11, 2021**

**Date, time, place:** The regular meeting of the Board was held on Monday January 11, 2021 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, Laurie Toscano, Joe Conway (Wakefield DPW Director), and Dave Fox from Raftelis

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

**Next Regular Meeting:** January 25, 2021 at 7:00 PM - Virtual

**Adjourn:** 8:33 PM

The meeting was called to order at 7:08 pm and is being recorded for the purpose of taking notes.

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.*

## **2. Supplemental Water Program Study - Update on Wakefield Intermunicipal Agreement.**

The district and Wakefield have been continuing to work on a possible project to interconnect our water systems at Main Street and Bay State Road. The superintendent and the board thanked Mr. Joe Conway (DPW Director in Wakefield) and his staff for their due diligence and time with this project. Both sides have agreed on a scope of work and a memorandum was distributed with the scope of work before the end of last year. (Please see the memo attached to these minutes.) Mr. Conway is working to refine the capital cost associated with the project as well as the MWRA rate markup and hopes to get budgetary costs within the next few weeks so we can be well prepared for the budget season. From a technical perspective, the project was greenlighted by both Wakefield and the district's consultants. Superintendent Scenna is working with Dave Fox, from Raftelis, to figure out the overall costs of the program and its impact on rates. Superintendent Scenna also stated that LCWD and Wakefield hope to have a joint meeting with the DEP to discuss this as well prior to finalizing an agreement; they also plan to meet with the Town of Lynnfield officials to determine any considerations they may incorporate into this agreement since the right of way in which most of this work will be taking place is owned and controlled by the Town of Lynnfield.

**Agenda Item 4b:** Superintendent Scenna and Mr. Dave Fox have been working some financial figures with Hilltop, a municipal bonding agency, to look at debt models that would borrow \$8, \$10 or \$12 million and what will the impact be on the budgets would be from said model and how can we absorb it. Mr. Fox shared a presentation on the screen to be included in the minutes. (Please see attached.) The district went through a robust process at rate restructuring last year placing less of any emphasis on revenue collected from the tax levy versus revenue created from volumetric rates. That approach and the new structure in place seems to be working. Dave Fox feels the split in the system is working well and would like to see how it plays out for another year. We would like to get more data prior to making any adjustments. He reminded the board that this has also been an abnormal year with consumption due to COVID and the various periods of stay at home orders and additional cleaning, etc. We may not see similar trends moving forward. An \$8 to \$10 million borrowing will result in approximately a \$500,00 debt payment per year. If

we borrow in fiscal 2022, we will pay that first-year payment in the 2023 fiscal year and it would roughly translate into a 20-25% impact on the average bills. (That would increase the average yearly bill between \$150-\$200/year). Mr. Fox will be back in a month with a more detailed analysis and recommendations in order to set rates in February. The new rate would not go into effect until March 1<sup>st</sup> if we follow the same schedule as in years past. The June bill will be consumed in March, April, and May and would be the first bill issue with any new rates in place. If that is the course we want to take, we would have to vote on a new rate by the end of February and would set the budget to meet the revenue created by those rates and the tax levy in place. Mr. Fox will also look at expanding the consumption allowed in Tier 2; and will also look at increasing Tier 1 rates. He reminded the Board that the Tier 1 consumption is based on industry standards for a family of 4 with some outdoor use considered. Superintendent Scenna reminded the Board of the impact analysis he completed with the September and December bills and how over 80% of the bills fall within that range. The September charts are available in prior meeting minutes.

#### **1. Superintendent's Update**

- a. General Update on ongoing Operations: We did some site work at the Glen Drive Station and completed our tree removal work which was reported to the DEP. DEP initially flagged this work as a required action during their Sanitary Survey Site Walk. The neighbor at 1 Ivanhoe was pleased with the tree removal along his property as well. These trees were leaning towards his house and there was a chance that with winter storms approaching, they could have fallen onto his property and house.
- b. The bathroom fixtures went in and the ejector system for the septic tank was wired in. We also added the washer hookup. All will have to be tested and bathroom and septic systems will need to be signed off by Town inspectors. Cosmetic upgrades will be made. The electrician will add the exhaust, heat and lights and power for the washer and dryer.
- c. In terms of water production, we are working on well #7 with Weston & Sampson (W&S). W&S hopes to be here this week to get it back up and running by next week. This will let us rest the Ipswich River Watershed Basin resources and pump more from the North Coastal Basin. We did a pump test at well 1 at Glen Drive that was losing production and awaiting results. Mechanical upgrades are likely at this location. The pump test should allow us to better define those needs so that we can get a more accurate quote.
- d. We are working with the DEP with regards to the sanitary survey. A couple of issues are still pending, with 90% of them already resolved. The DEP has

an issue with our records regarding the material and interior of the pipes. Superintendent Scenna may have to bring in CDM for this. The DEP also does not like that Glen Drive and Main Street Stations do not have backup power. Superintendent Scenna wrote an emergency response plan which the DEP is reviewing however, he feels that the DEP will require more. Superintendent Scenna is looking at temporary solutions and will have the cost soon. Another issue the DEP found is that Glen Drive does not have a bathroom. This issue may linger as well. Eye wash stations for each facility have been purchased and are being installed to code. Code requires tempered water for these devices so a small heater may be required as well. There is also an asbestos abatement at Station 2 (Main Street) that will be required to complete this work.

- e. We will be implementing a new approved weekly sampling program soon. Sampling locations at Town Hall and perhaps new ones at all schools will be put in place as part of this revised program. We will be coordinating this with the DPW and their facilities group.
- f. The operators soon will start working on the annual statistical report that is due in March.
- g. We are continuing to work with the developer at the Richardson parcel and will have a memo ready next week to share with the board before it is made public to the planning board and the town. After meeting with them, we have a better feel on what the impact would be to the Ipswich river.
- h. Chairman Maney inquired about the SCADA project. Superintendent Scenna is awaiting a response from his email regarding partial payment and hopes to resolve this issue soon. The antenna upgrade is working well. There are no significant issues to date.

### **3. New Business**

- a. N/A

### **4. Continued Business**

- a. Discussion with Ti-Sales on Meter Inventory and manners in which to upgrade: We met with our Ti Sales rep to get the status on our current meters. Out of 2600 accounts, 255 accounts are 100% complete; this means we can data log to the 10<sup>th</sup> of a gallon at approximately 15 minute intervals. An additional 295 accounts can be data logged to every 10 gallons per every hour. To upgrade all the meters, we have to upgrade about 1,850 accounts. 1,140 accounts require both a radio and meter upgrade. In total, it is about a \$450,000 investment to put everyone on the same playing field. Superintendent Scenna want to do the installations with our operators and would not outsource it. He feels there is a big benefit to getting in to review

our metered connection, especially in this Town with irrigation wells and other concerns in play. It would likely take over a year to complete with a dedicated crew. This quote provided by TI-Sales is for the top-of-the-line technology. We would have to discuss funding this project since our operating budget doesn't consider upgrades to this level. We only budget for repairs and for failed meters and devices requiring upgrade. WaterSmart will help people be more informed of their use but Superintendent Scenna feels that having the ability to data log is going to be critical because customers may not understand their monthly consumption, they see on WaterSmart and ask for more information. The data log can give them more information. He mentioned possibly doing this project in phases and funding it through free cash allocations. We will revisit this discussion during budget season. Chairman Maney likes this project and stated that this is not the District penalizing people but rather a customer service driven project to give people the ability to see how they use their water.

**5. Other Board Items:**

- a. Approve Prior Meeting Minutes: The minutes will be posted to the website and will be available for editing at the next meeting.
- b. Approve A/P and Payroll: The board will approve via email.
- c. Approve Abatements as Recommended by the Abatement Committee: The abatement committee met with the resident at 45 Pillings Pond Road today. Superintendent Scenna sent the board a narrative in an email explaining the committee's recommendation to deny the request. (Email on file.)

Motion: a motion was made to deny the abatement claim for 45 Pillings Pond Road.

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

- d. Any other unanticipated items by the Board: none other than a request to go into executive session for labor related issues.

A motion was made to adjourn at 8:33 pm for executive session.

Respectfully submitted,