

*Lynnfield Center Water District*

*82<sup>nd</sup> Annual Meeting*

*Monday, May 10, 2021, 6:00 PM*

*and FY21 Special District Meeting, 6:30 PM*



*Lynnfield Center Water District*

*83 Phillips Road*

*Lynnfield, MA*

*Timothy Doyle, Esq. District Clerk*

*John Scenna, Superintendent*

Welcome to the Eighty Second (82<sup>nd</sup>) Annual Meeting and Fiscal Year 2021 (FY21)  
Special District Meeting of the Lynnfield Center Water District.

Thank you,

Board of Water Commissioners

*Joseph T. Maney, Chairman*

*Anders F. Youngren*

*Jack Adelson*

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***LYNNFIELD CENTER WATER DISTRICT WARRANT***  
**The Commonwealth of Massachusetts**  
***Annual District Meeting***

Essex, SS.

To John V. Scenna a legal voter resident within the Lynnfield Center Water District ("District") in the town of Lynnfield, Massachusetts.

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby required to warn legal voters in said District to meet at the Lynnfield High School Front Mezzanine located at 275 Essex Street in said Town on Monday, May 10, 2021, at 6:00 P.M., then and there to act on the following Articles for Fiscal Year 2022 and to elect officers of said District to terms effective at the time of said meeting:

- ARTICLE 1: To choose a Moderator of the meeting to be sworn in.
- ARTICLE 2: To elect by ballot a Clerk of said District for a term of one year.
- ARTICLE 3: To elect by ballot a Treasurer of said District for a term of one year.
- ARTICLE 4: To elect by ballot one member of the Board of Water Commissioners of said District for a term of three years.
- ARTICLE 5: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to cover maintenance and operating expenses, debts and interest charges, and installations for Fiscal Year 2022, beginning July 1, 2021, or what action it will take thereon.
- ARTICLE 6: To see if the District will vote to authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue for Fiscal Year 2022 beginning July 1, 2021, in accordance with the General Laws, Chapter 44, Section 4, or any other enabling legislation, and to issue or renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or what action it will take thereon.
- ARTICLE 7: To see if the District will vote to raise and appropriate or appropriate by

transfer, or otherwise, a sum of money to fund maintenance and improvements to the water service, accounts payable and accounting software, billing infrastructure, including but not limited to the purchase and installation of billing system software and hardware, and all incidental and related costs, or what action it will take thereon.

ARTICLE 8: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to complete the second phase of a risk and resilience assessment and to develop an emergency response plan to file with the DEP and comply with an EPA unfunded mandate for emergency response & preparedness certification by June 30 2022, including all incidental and related costs, or what action it will take thereon.

ARTICLE 9: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to upgrade water meter infrastructure have the capability of recording and reading consumption in incremental periods of time to provide customers with up to date and detailed information, including all incidental and related costs, or what action it will take thereon.

ARTICLE 10: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to purchase and equip capital equipment (truck, sign board and bobcat attachment), including all incidental and related costs, or what action it will take thereon.

ARTICLE 11: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to conduct review of regulatory changes to DEP Lead & Copper and PFAS testing requirements and EPA NPDES requirements, including all incidental and related costs, or what action it will take thereon.

ARTICLE 12: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to perform construction management and inspection services for the Tank Rehabilitation project scheduled to take place at Wing Road and Knoll Road in Fiscal Year 2022 including all incidental and related costs, or what action it will take thereon.

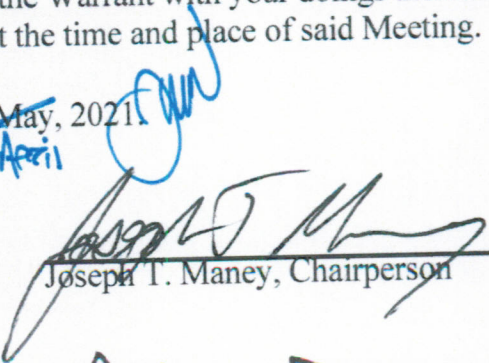
- ARTICLE 13: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to upgrade, replace, repair meter and variable frequency drives at Station 3 (Phillips Road Water Treatment Plant) for improved pumping efficiency and energy conservation including all incidental and related costs, or what action it will take thereon.
- ARTICLE 14: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to fund future other post-employment benefits (“OPEB”) liability costs, such as retired employees’ health insurance, or what action it will take thereon.
- ARTICLE 15: To see if the District will vote to appropriate by transfer from the Reserve for System Development Fund, or otherwise, a sum of money for the Enhanced Conservation Plan Account to support efforts towards meeting the performance standards for residential per capita water use and seasonal water use, as required by the Department of Environmental Protection Special Condition 8 of the Ipswich River Basin Water Withdrawal Permit, including all incidental and related costs, or what action it will take thereon.
- ARTICLE 76: To see if the District will vote to appropriate by transfer from the Reserve for System Development Fund, or otherwise, a sum of money for the Water Bank Rebate Program Account as required by the Department of Environmental Protection Special Condition 1 of the Ipswich River Basin Water Withdrawal Permit, or what action it will take thereon.
- ARTICLE 17: To see if the District will vote to appropriate a sum of money for water tank upgrades and rehabilitation of the Wing Road Water Tank and Knoll Road Water Tank facilities, and for the payment of all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or what action it will take thereon.
- ARTICLE 18: To see if the District will vote to appropriate a sum of money for water main upgrades, treatment plant upgrades and rehabilitation, and for the payment of all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or what action it will take thereon.
- ARTICLE 19: To see if the District will vote to authorize the Board of Water Commissioners to execute a twenty-year (20) year agreement with the Town of Wakefield for the purposes of supplementing the District water distribution system with Massachusetts Water Resource Authority water through an interconnection located on Main Street at Bay State Road.

Lynnfield, Massachusetts; or what action it will take thereon.

And you are directed to serve this Warrant by posting attested copies thereof in two or more Public Places within said District seven days at least before the time and place of the meeting aforesaid.

Hereof, fail not and make due return of the Warrant with your doings thereon to the Board of Water Commissioners of said District at the time and place of said Meeting.

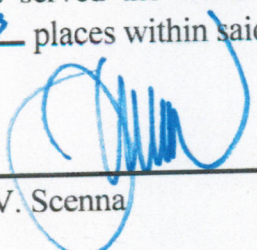
Given under our hands this ~~10<sup>th</sup>~~ <sup>26<sup>th</sup></sup> day of ~~May~~ <sup>April</sup>, 2021.

  
\_\_\_\_\_  
Joseph T. Maney, Chairperson

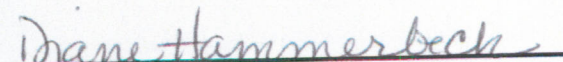
  
\_\_\_\_\_  
Anders F. Youngren

\_\_\_\_\_  
Jack Adelson

I have served the within Warrant as therein ordered by posting attested copies thereof in 3 places within said District on the 26<sup>th</sup> day of April, 2021.

  
\_\_\_\_\_  
John V. Scenna

A true copy, attest

  
\_\_\_\_\_  
Asst. Town Clerk

Fiscal Year 2022 (July 1, 2021 to June 30, 2022) FY22

May 10, 2021

**Proposed Budget and Source of Funds for Annual District and Special District Meeting Articles**

Source and use of funds						Bal. as of	New Balance
Article Number	Description of appropriation or transfer	Total \$ amount of article	\$ amount from surplus funds	\$ amount from existing * warrant items	\$ amount from Water Rates and Tax Levy	4/26/21	
14						\$0.00	\$0.00
A15 & 16	Reserve for System Development and Conservation Account			\$1,600.00		\$1,600.00	\$0.00
							\$0.00
							\$0.00
	Beginning balance for Xfer			\$1,600.00		\$1,600.00	\$0.00
	Beginning balance of free cash		\$403,535.00			\$403,535.00	\$0.00
					\$2,420,639.38	\$0.00	\$2,420,639.38
ADM 5	FY22 Operating Budget	\$2,420,639.38				\$16,419.46	\$19,919.46
ADM 7	Software and Billing System	\$3,500.00			\$3,500.00	\$27,455.00	\$59,455.00
ADM 8	AWIA EPA Risk & Resilience	\$32,000.00			\$32,000.00	\$35,362.96	\$60,362.96
ADM 14	OPEB Post Employment Fund Liability	\$25,000.00			\$25,000.00	\$36,343.20	\$161,343.20
ADM 9	Upgrade Meter Infrastructure & Readers	\$125,000.00	-\$125,000.00		\$0.00	\$832.87	\$74,727.87
ADM 10	Purchase Capital Equipment	\$73,895.00	-\$73,895.00		\$0.00	\$0.00	\$22,500.00 New 2022
ADM 11	DEP Lead & Copper, PFAS & NPDES	\$22,500.00	-\$22,500.00		\$0.00	\$5,962.50	\$30,962.50
ADM 12	Tank Inspection Project Management	\$25,000.00	-\$25,000.00		\$0.00	\$0.00	\$32,500.00 New 2022
ADM 13	VFD & Valve Upgrades Phillips Road WTP	\$32,500.00	-\$32,500.00		\$0.00	\$0.00	\$30,047.61
ADM 15	Enhanced Conservation Plan			-\$800.00	\$0.00	\$4,147.00	\$4,147.00
ADM 16	Water Bank Rebate Program			-\$800.00	\$0.00	-\$15,103.12	\$18,536.88
SDM 2	Overtime and On Call Deficit	\$33,640.00	-\$33,640.00		\$0.00	\$6,090.00	\$37,090.00
SDM 3	Capital Stabilization Fund	\$31,000.00	-\$31,000.00		\$0.00	\$965.54	\$60,965.54
SDM 4	General Stabilization Fund	\$60,000.00	-\$60,000.00		\$0.00	\$158.60	\$158.60
	7175 - Code Red/reverse 911				\$0.00	\$0.00	\$0.00
	7075 - Station/Well Infrastructure				\$0.00	\$509.11	\$509.11
	7005 - Inst. & Replacement of Services				\$0.00	\$6,443.88	\$6,443.88
	7045 - Infrastructure Replacement				\$0.00	\$12,274.79	\$12,274.79
	7150 - Leak Detection Equip/Svs				\$0.00	\$58,257.47	\$58,257.47
	7040 - Water Main Infrastructure				\$0.00	\$3,323.63	\$3,323.63
	7090 - Building Infrastructure				\$0.00	\$2,480.00	\$2,480.00
	7125 - Backflow Preventor Service				\$0.00	\$10.00	\$10.00
	7210 - Hydraulic Model				\$0.00	\$30,000.00	\$30,000.00
	7300 - North Coastal Well Redevelop				\$0.00	\$0.47	\$0.47
	7106 - Residential Filter Rebate Acct				\$0.00	\$0.00	\$0.00
	7230 - Additional Water Supply Study				\$0.00	\$756.98	\$756.98
	7220 - Septic System				\$0.00	\$66.56	\$66.56
	7015 - Additional Water Supply				\$0.00	\$46,272.00	\$46,272.00
	7030 - Reserve Fund				\$0.00	\$0.00	\$0.00
	7091 - Alarm / Security Infrastructure				\$0.00	\$27,250.00	\$27,250.00
	7100 - Real Estate acquisition and cost				\$0.00	\$2,015.33	\$2,015.33
	7110 - DEP Permit Defense				\$0.00	\$0.00	\$0.00
	7155 - Reinstate Flouridation				\$0.00	\$1,641.39	\$1,641.39
	7165 - Capital Equipment Purchase				\$0.00		
	Ending balance:	\$2,884,674.38	\$0.00	\$0.00	\$2,481,139.38		

Lynnfield Center Water District (LCWD) Proposed FY22 Operating Budget

	FY20		FY21		FY22 proposed	% Increase	% of budget
	budget	actual	budget	actual 4-26-21			
<b>Administrative</b>							
6101 - Clerk Wages (Administrative Salaries)	\$74,481.00	\$74,239.22	\$235,816.40	\$197,969.08	\$240,532.73	2.0%	9.9%
6151 - Administrative Overtime			\$12,500.00	\$10,811.38	\$12,500.00	0.0%	0.5%
6152 - Part Time Salaries	\$167,871.00	\$154,001.76	\$22,550.00	\$10,741.50	\$24,167.88	7.2%	1.0%
6102 - Other Salaries	\$242,352.00	\$228,240.98	\$287,956.40	\$220,730.98	\$17,490.00	2.3%	0.7%
6103 - Printing, Postage, & Stationary	\$7,500.00	\$9,219.76	\$14,720.00	\$10,244.55	\$14,720.00	0.0%	0.6%
6104 - Telephone	\$6,000.00	\$6,201.29	\$7,800.00	\$4,607.09	\$13,800.00	76.9%	0.6%
8100 - Office Supplies	\$4,000.00	\$1,449.00	\$4,000.00	\$1,449.00	\$3,000.00	-25.0%	0.1%
???? - Kitchen/Bath Supplies			\$5,500.00	\$779.25	\$3,500.00	-36.4%	0.1%
8200 - Advertising	\$4,000.00	\$7,669.93	\$4,500.00	\$4,196.99	\$5,200.00	15.6%	0.2%
6105 - All Other Administration	\$25,000.00	\$28,324.00	\$27,500.00	\$9,653.84	\$27,500.00	0.0%	1.1%
6109 - Professional Fees	\$30,000.00	\$19,280.00	\$30,000.00	\$19,280.00	\$30,000.00	0.0%	1.2%
8300 - Professional Engineering Services	\$2,500.00	\$761.99	\$1,250.00	\$425.00	\$1,250.00	0.0%	0.1%
6111 - Data Processing	\$3,094.26	\$2,935.66	\$3,100.00	\$2,935.67	\$3,100.00	0.0%	0.1%
7175 - Code Red/reverse 911	\$6,000.00	\$5,472.95	\$7,500.00	\$0.00	\$7,500.00	0.0%	0.3%
6112 - EPA Annual Report	\$4,000.00	\$4,609.55	\$4,000.00	\$4,820.90	\$5,000.00	25.0%	0.2%
6113 - Computing Equip & Supplies	\$2,337.00	\$2,366.66	\$2,500.00	\$1,932.97	\$2,650.00	6.0%	0.1%
6114 - Payroll Processing	\$5,150.00	\$4,091.44	\$5,152.00	\$3,346.51	\$5,152.00	0.0%	0.2%
6160 - Uniforms	\$13,225.00	\$14,250.00	\$14,500.00	\$9,470.00	\$15,750.00	8.6%	0.7%
8110 - Audit	\$500.00	\$235.58	\$0.00	\$459.52	\$0.00	0.0%	0.0%
6117 - Bank Fees	\$321,658.26	\$314,379.79	\$419,978.40	\$304,282.27	\$434,912.61	3.6%	18.0%
<b>Total Administrative</b>							
<b>Insurance &amp; Debt, Etc.</b>							
6250 - Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.0%	0.0%
6260 - Blue Cross/Blue Shield (Employment Insurance)	\$292,075.00	\$185,924.79	\$235,473.28	\$148,324.10	\$235,473.28	0.0%	9.7%
6270 - Maturing Debt	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	0.0%	4.8%
6280 - Interest on Debt	\$20,125.00	\$20,125.00	\$17,825.00	\$17,825.00	\$15,525.00	-12.9%	0.6%
6290 - DEP Assessment	\$2,055.00	\$2,112.85	\$2,200.00	\$2,082.42	\$2,420.00	10.0%	0.1%
6300 - Essex County Assessment	\$104,123.00	\$104,123.00	\$129,586.00	\$127,264.00	\$173,831.00	34.1%	7.2%
6490 - Taxes Payroll	\$12,134.00	\$13,424.30	\$14,000.00	\$12,008.55	\$15,000.00	7.1%	0.6%
???? - Reserves	\$546,512.00	\$440,709.94	\$565,084.28	\$3,726.00	\$608,249.28	7.6%	25.1%
<b>Total Insurance &amp; Debt, Etc.</b>							
<b>Maintenance Distribution</b>							
6106 - Labor and Wages	\$478,738.00	\$589,254.92	\$406,668.29	\$332,832.49	\$418,082.50	2.8%	17.3%
6158 - p/t labor			\$14,700.00	\$0.00	\$12,600.00	-14.3%	0.5%
6157 - On Call Wages			\$58,120.00	\$64,030.00	\$78,000.00	34.2%	3.2%
6156 - Operations Overtime			\$95,000.00	\$86,857.32	\$96,900.00	2.0%	4.0%
6159 - Snow Operations Overtime			\$5,000.00	\$14,193.12	\$10,000.00	100.0%	0.4%
6161 - Safety Equipment	\$478,738.00	\$589,254.92	\$579,488.29	\$497,912.93	\$615,582.50	6.2%	25.4%
6107 - Truck Maintenance	\$5,000.00	\$2,485.38	\$5,000.00	\$4,341.49	\$7,500.00	50.0%	0.3%
6108 - Pipe, Fittings & Supplies	\$16,500.00	\$4,684.17	\$13,250.00	\$5,866.98	\$12,500.00	-5.7%	0.5%
6110 - Equipment Rental	\$17,000.00	\$10,995.67	\$14,500.00	\$10,462.97	\$18,000.00	24.1%	0.7%
8210 - Hydraulic Model (Flushing Program)	\$21,000.00	\$8,736.91	\$17,000.00	\$5,340.94	\$17,000.00	0.0%	0.7%
6115 - Technical Training	\$6,500.00	\$17,990.00	\$28,500.00	\$4,267.50	\$28,500.00	0.0%	1.2%
6800 - Heating Utilities	\$9,910.00	\$3,834.00	\$7,200.00	\$2,766.41	\$7,500.00	0.0%	0.3%
8125 - Backflow Preventor Service	\$65,699.00	\$29,356.56	\$40,000.00	\$2,223.00	\$5,500.00	-23.6%	0.2%
8140 - Metering Infrastructure	\$48,405.00	\$49,014.00	\$5,800.00	\$1,992.78	\$7,250.00	25.0%	0.3%
6900 - Auto Gas & Oil	\$24,757.15	\$15,985.24	\$31,500.00	\$43,765.00	\$31,500.00	6.3%	2.2%
8090 - Facilities Repair & Maintenance	\$16,530.00	\$12,471.78	\$25,000.00	\$16,107.75	\$30,000.00	20.0%	1.2%
8040 - Water System Improvements	\$19,740.00	\$5,440.00	\$12,500.00	\$770.00	\$12,500.00	0.0%	0.5%
8150 - Leak Detection	\$2,850.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0.0%
6140 - Capital Outlay	\$29,612.00	\$10,956.35	\$37,000.00	\$29,704.37	\$25,000.00	-32.4%	1.0%
8045 - Water System Repairs	\$19,525.00	\$19,015.35	\$25,000.00	\$2,623.00	\$30,000.00	New Line	1.2%
???? - Water Emergency Breaks	\$7,056.00	\$0.00	\$25,000.00	\$2,623.00	\$18,500.00	-26.0%	0.8%
8005 - Water Service Repairs			\$3,200.00	\$0.00	\$3,200.00	0.0%	0.1%
6170 - Mileage							



\$20,333.21	\$42,500.00	0.0%	1.8%
\$11,940.93	\$32,250.00	15.2%	1.3%
	\$3,500.00	New Line	0.1%
\$23,494.18	\$32,500.00	0.0%	1.3%
\$703,103.65	\$1,082,477.50	6.9%	44.7%
	\$110,000.00	0.0%	4.5%
\$73,676.83	\$75,000.00	0.0%	3.1%
\$48,410.85	\$28,500.00	-26.0%	1.2%
\$11,757.58	\$50,000.00	0.0%	2.1%
\$2,264.87	\$31,500.00	5.0%	1.3%
\$12,584.80	\$295,000.00	2.8%	12.2%
\$148,694.93			
\$1,156,080.85	\$2,420,639.38	5.2%	100.0%

	budget	actual	budget	actual
\$42,500.00	\$42,500.00	\$32,586.47	\$42,500.00	\$32,586.47
\$28,000.00	\$28,000.00	\$21,074.05	\$28,000.00	\$21,074.05
\$32,500.00	\$32,500.00	\$14,887.28	\$32,500.00	\$14,887.28
\$1,012,938.29	\$1,012,938.29	\$853,446.39	\$1,012,938.29	\$853,446.39
\$110,000.00	\$110,000.00	\$124,475.77	\$110,000.00	\$124,475.77
\$75,000.00	\$83,000.00	\$69,784.48	\$75,000.00	\$69,784.48
\$38,500.00	\$28,000.00	\$35,894.14	\$38,500.00	\$35,894.14
\$50,000.00	\$50,000.00	\$42,741.90	\$50,000.00	\$42,741.90
\$30,000.00	\$30,000.00	\$59,100.02	\$30,000.00	\$59,100.02
\$303,500.00	\$344,000.00	\$331,996.31	\$303,500.00	\$331,996.31
\$2,301,500.97	\$2,111,092.41	\$1,940,532.43	\$2,301,500.97	\$1,940,532.43

6175 - Contract Service Agreements	for various agreements: generator maintenance, rate maintenance, pr. IT, PM
6210 - Street Trench Repairs	for paving & repair of roadway trenches from utility work
???? - Tools & Equipment	for misc. hand tools, power small engine and other crew field needs
6220 - All Other Maintenance	Unanticipated maintenance and PM in system and well fields as recommended

6230 - Fuel & Electricity	electricity at stations
6130 - Chemicals	from Maintenance Grouping, for treatment & testing
6150 - Laboratory Fees	from Maintenance Grouping, per sampling program
8075 - Station/Well Infrastructure Repairs	Station/Well Infrastructure Repairs: for, station repairs & well fields
6240 - Repairs, Maintenance & Supplies	for station maintenance, PM and repairs
Total Maintenance	

**TOTAL OPERATING BUDGET**

**Lynnfield Center Water District (LCWD) Proposed FY21 Capital Program Articles funded from Anticipated Revenues**

Article: Software	\$3,500.00
Article: AWIA Risk & Resilience Phase 2	\$32,000.00
Article 7109 - Transfer to other post employme	\$25,000.00
	\$36,632.09

	\$3,500.00
	\$32,000.00
	\$25,000.00
	\$36,632.09

To upgrade billing, accounts payable licensing & cloud based software	
create Emergency Response Plan incorporating Phase 1 study	
Retirement Fund Allocation	

Total FY21 Appropriation from Anticipated Revenues	\$2,444,549.38
Total FY22 Appropriation from Anticipated Revenues	\$2,481,139.38
% Increase	1.5%



**Approved by Board, 5/3/21**



75 State Street, Suite 701  
Boston, Massachusetts 02109  
tel: 617 452-6000

May 5, 2021

Mr. John Scenna  
Superintendent  
Lynnfield Center Water District  
83 Phillips Road  
Lynnfield, MA 01940

Subject: Knoll Road and Wing Road Water Storage Tanks Cleaning and Painting  
Town Bid No. 2021-1  
Recommendation to Award

Dear Mr. Scenna:

The Knoll Road and Wing Road Water Storage Tanks Cleaning and Painting Project was designed during the winter of 2021. This project is based on recommendations from inspections performed in 2019 at both tanks. The work of this Contract includes draining, sediment removal, interior chemical cleaning and interior touch up painting of both the Wing Road Water Storage Tank and the Knoll Road Water Storage Tank to improve water quality and extend useful life. Overcoat painting the exterior of the Knoll Road Water Storage Tank is also included to extend the life of the exterior paint. The project was amended to include the installation of a sampling station at the Wing Road Tank to satisfy requirements of the DEP sanitary survey. Bids were available for this project starting on March 31, 2021, and a mandatory pre-bid meeting was held on April 8, 2021.

On April 20, 2021 at 10:00 am, six bids were received and opened at LCWD's District Office for the above referenced project. The Base Bid price ranged from a low bid of \$390,920.00 to a high bid of \$465,500.00. The hard copy of a bid package from Marcel Payeur, Inc. was received late, after the bid opening deadline. Although an electronic copy was received via email prior to the bid opening for a total of \$610,000.00, the bid from Marcel Payeur, Inc. was rejected. Its rejection was inconsequential to the bid results.

Based upon the bids received and the available budget for the project, we recommend award of the lowest Bid. A copy of the bid tabulation is attached. The lowest bidder is Worldwide Industries, Corp. of Butler, PA. Mr. Raymond Koren is President of Worldwide Industries.

A list of references indicates that Worldwide Industries is involved in water storage tank projects ranging in size up to \$4.4 million dollars. We have contacted the references for two similar projects, a water storage tank cleaning and painting project in Worcester, MA and a water storage tank cleaning and painting project in Delhi, NY. The references stated that the contractor completed their





Mr. John Scenna

May 5, 2021

Page 2

projects on schedule without any notable issues. Both references noted that the quality of work was very good, and that the contractor was responsive. Both references stated that they would use the contractor again and would not hesitate to recommend the contractor.

Fidelity and Deposit Company of Maryland provided the bid bond for this project. Fidelity and Deposit Company of Maryland is a duly organized corporation under the laws of Maryland, with a head office in Schaumburg, Illinois. Worldwide Industries is not delinquent in the filing of any annual reports required to date and is qualified to perform business in the Commonwealth via a February 16, 2021 letter from the State.

Based upon our review, Worldwide Industries has the experience, capabilities, and resources necessary to successfully complete the project.

Therefore, we recommend the Lynnfield Center Water District award the Bid for the LCWD Water Storage Tanks Cleaning and Painting project to Worldwide Industries in the amount of \$390,920.00.

A draft letter of intent to award is enclosed for your use.

If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Kara M. Johnston". The signature is written in a cursive, flowing style.

Kara M. Johnston, PE, PMP  
Project Manager  
CDM Smith Inc.

cc: Michael Nelson, CDM Smith

w/enc.

Attachments: Letter of Intent to Award  
Bid Tabulation for 2021-1



**TOWN OF LYNNFIELD, MASSACHUSETTS  
 KNOLL ROAD AND WING ROAD WATER STORAGE TANKS CLEANING AND PAINTING  
 TOWN BID NO. 2021-1  
 Bid Tabulation**

Item No.	Description	Estimated Quantity	Unit	Worldwide Industries Corp. Butler, PA		Brave Industrial Paint LLC. Long Branch, NJ		Utility Service Co., Inc. Perry, GA	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Receipt of Addenda acknowledged Bid Bond received: Yes Yes Yes									
1	Base Bid Drain and chemically clean the interior of the 424,000 gallon Wing Road Water Storage Tank; including dechlorination, water testing, proper containment and disposal of sediment from tank, and disinfection	1	L.S.	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$45,000.00	\$45,000.00
2	Perform interior spot paint repairs, including surface preparation, in the Wing Road Water Storage Tank	1,750	Sq. Ft.	\$30.00	\$52,500.00	\$45.00	\$78,750.00	\$24.00	\$42,000.00
3	Drain and chemically clean the interior of the 1,680,000 gallon Knoll Road Water Storage Tank; including dechlorination, water testing, proper containment and disposal of sediment from tank, and disinfection	1	L.S.	\$28,000.00	\$28,000.00	\$20,000.00	\$20,000.00	\$45,000.00	\$45,000.00
4	Perform interior spot paint repairs, including surface preparation, in the Knoll Road Water Storage Tank	2,000	Sq. Ft.	\$30.00	\$60,000.00	\$45.00	\$90,000.00	\$24.00	\$48,000.00
5	Perform all tank-exterior work on the 1.68 MG Knoll Road Water Storage Tank specified herein including surface preparation and overcoat painting	1	L.S.	\$191,610.00	\$191,610.00	\$190,000.00	\$190,000.00	\$225,000.00	\$225,000.00
6	Miscellaneous Tank Repair Allowance for Wing Road tank and Knoll Road tank	1	Allowance	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
7	First Anniversary Inspection for Wing Road tank and Knoll Road tank	1	L.S.	\$20,000.00	\$20,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00
8	Sampling Station at Wing Road tank	1	L.S.	\$18,810.00	\$18,810.00	\$20,000.00	\$20,000.00	\$8,800.00	\$8,800.00
<b>TOTAL BID</b>					<b>\$390,920.00</b>		<b>\$421,750.00</b>		<b>\$428,800.00</b>

## The Studied Options for Supplemental Water



1

1

## Supplemental Water: What We Studied

*The District requires sufficient maximum capacity, consistent water quality, & adequate fire suppression*

<u>Options</u>	<u>Considerations</u>
<ul style="list-style-type: none"> <li>▪ Drill more wells</li> <li>▪ Operational changes</li> <li>▪ Direct connect to MWRA</li> <li>▪ MWRA thru Lynnfield</li> <li>▪ Andover thru N. Reading</li> <li>▪ MWRA thru Wakefield</li> </ul>	<ul style="list-style-type: none"> <li>▪ Water Management Act</li> <li>▪ Existing infrastructure</li> <li>▪ Capital costs</li> <li>▪ Annual costs</li> <li>▪ Permitting</li> <li>▪ Flexibility and growth</li> </ul>

2

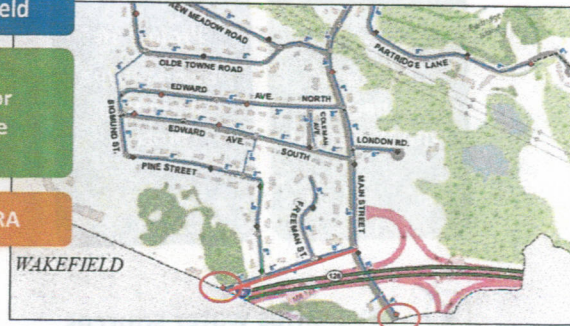
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## The Recommended Plan: Part I

1. Interconnect to Wakefield

2. Make local water main improvements to allow for 250 gallons / minute to be purchased

3. Permit to join the MWRA



### Benefits

- Hydraulically favorable
- Simplified interconnection facility
- Can be scaled up in future
- Diversifies water sources
- Minimal pipeline investment
- Increases redundancy

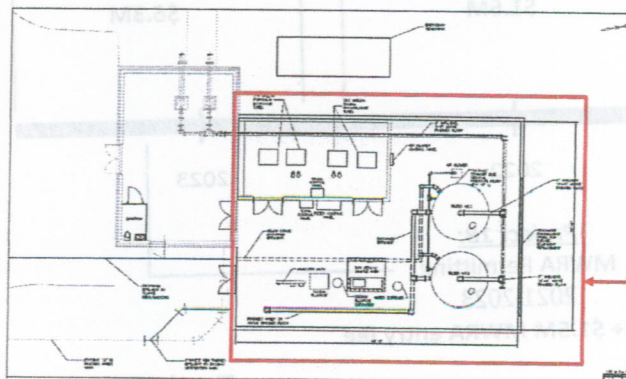
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## The Recommended Plan: Part II

### Water Treatment Facility at Glen Drive

Glen Drive provides a significant amount of water to LCWD; but it needs to be treated for iron and manganese. This project will provide that treatment.



Addition to existing facility for greensand filtration of Fe & Mn

4

4

## Frequently Asked Questions

### MWRA

- Why not 100% MWRA water?
  - Pipeline upgrades are not as cost effective
  - Permitting & Construction timeline is lengthy
- Are we bringing in enough MWRA water?
  - Yes, the current plan will boost max capacity by 25%
- Is MWRA water compatible with LCWD water?
  - Yes, studied in 2020 and results have been accepted by MassDEP
- Can LCWD obtain more MWRA water in the future?
  - Yes, permit to allow for great flexibility with this new water source
- What are the benefits of joining MWRA?
  - MWRA offers local assistance for water main replacement and allows capital debt to be financed over many years

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## Frequently Asked Questions

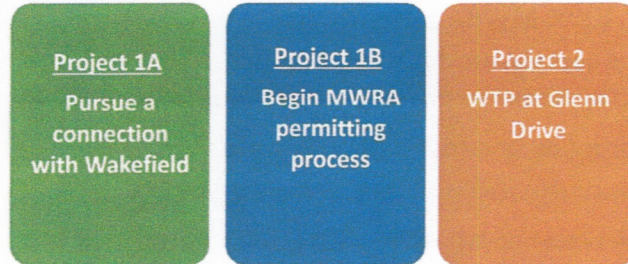
### Outdoor Watering Restrictions

- What is the Water Management Act?
  - The WMA permits water withdrawals in MA
  - LCWD has permits which require watering restrictions
- Will there be outdoor watering restrictions?
  - Yes. The goal of the CIP is to bolster source supply to enact water restrictions *only* when required by the District's existing permit.
  - Last summer's outdoor watering ban was not related solely to the Ipswich; it was a demand issue.
  - DEP is proposing state-wide watering restrictions during drought.
- Will the Ipswich run out of water?
  - LCWD source aquifers will not run out of water. There is no documented link between municipal water withdrawals from deep aquifers and baseflow in the river.
  - Municipal groundwater withdrawals have fallen to 1960s levels.

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## Capital Improvement Program

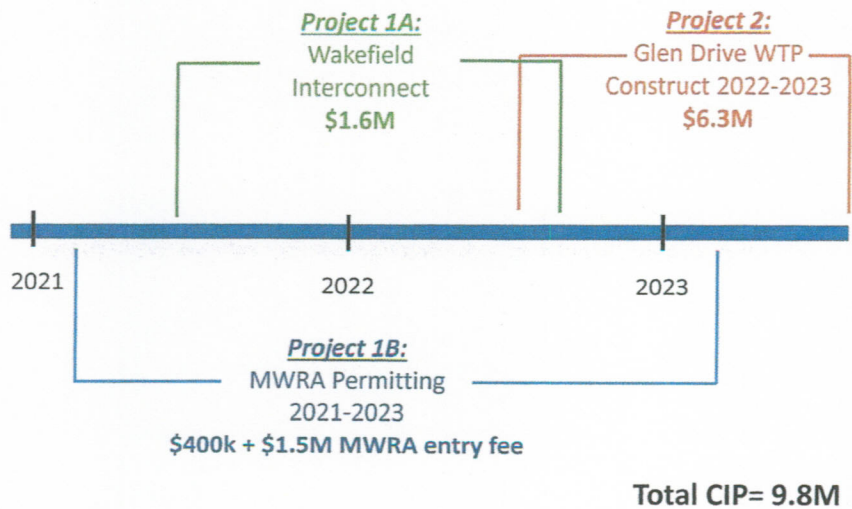


- ✓ Diversifies water sources
- ✓ Addresses quantity and quality
- ✓ Allows for future growth
- ✓ Maximizes LCWD existing strengths

7

7

## Costs & Timelines



8

8



# CHLORINE VS. CHLORAMINE FREQUENTLY ASKED QUESTIONS



## What is being proposed?

The District is proposing to supplement its source water with MWRA water via a connection with Wakefield. The District and the MWRA use slightly different disinfection agents, and the waters will be blended in the distribution system. The District uses classic chlorine whereas the MWRA uses something called chloramine. This is common for small water districts that supplement with MWRA water and CDM has thoroughly vetted this blending, as it has done for three other water districts listed within.

## What are Chloramines?

Chloramines are a combination of chlorine and ammonia and are one of several U.S. Environmental Protection Agency (EPA) approved disinfectants used to remove pathogens in drinking water.

## Why do some Water Suppliers use Chloramine?

Chloramines last longer than chlorine in water distribution systems. Chloramines can create fewer disinfection byproducts, such as trihalomethanes (THMs), which are suspected carcinogens that form when chlorine mixes with natural organic matter in water.

However, chloramines are not a perfect disinfecting agent. Chloramines can be more susceptible to nitrification, which is the process of ammonia being converted to nitrite and eventually nitrate which is a regulated contaminant. Nitrification can be related to water age and depletion of disinfection residual in the distribution system.

Both chlorine and chloramine are accepted disinfectants and are both widely used in Eastern Massachusetts and beyond.

## Are Chloramines Safe?

Yes. Chloramines have been safely used since the early 1900s. The entire MWRA water system uses chloramines. Like water disinfected with chlorine, chloramines are safe for everyday use like drinking, bathing, and cooking for people and pets.

## **Why do we notify customers re: chloramine? Why dialysis patients & fish tanks?**

As with chlorine, chloramines must be removed or neutralized for aquatic animals and kidney dialysis patients. Kidney dialysis patients can safely drink chloramines because the body naturally neutralizes them before they enter the bloodstream. However, dialysis treatment must remove them before directly entering the bloodstream, (chlorine as well).

Chlorine and chloramine can harm all saltwater and freshwater fish or amphibians that live in water because they can absorb these directly through the skin or gills to the bloodstream. Aquarium owners and pet shops are notified of this change so they may purchase appropriate water conditioners prior to the change.

## **Will it affect my pool?**

It may temporarily disrupt your chlorine levels in your pool or spa. You will need to monitor & test your pool or spa in order to make any needed adjustments to chlorine levels. Pool supply stores and service companies are very familiar with water quality needs regarding chlorine and chloramine. Chloramines will have no effect on lawns, shrubs, flowers, or trees.

## **Can chlorinated water and chloraminated water be mixed?**

Yes, and it is a common practice in some local water systems which are partially served by the MWRA. Wakefield, Needham, and Woburn blend on a regular basis and have done so for decades. In all of these situations the local water district is supplying a portion of the source water in addition to MWRA connections, sometimes seasonally.

Blending must be studied prior to its implementation, as taste, color, and odor issues can occur if not properly blended. Further, whenever a new source water is introduced corrosion control (lead and copper) and disinfection byproducts studies must be undertaken. This was done in LCWD under the emergency water declaration during the summer of 2020. The Massachusetts DEP accepted the results of CDM Smith's ***Water Quality Blending Analysis Report*** dated July 24, 2020. The report indicates that no significant impacts are expected within the system, but the 'mixing zone' between the two sources be monitored closely for taste color or odor complaints.

For more information please contact the Lynnfield Center water District Office at:

Website: [LCWD.US](http://LCWD.US)

Email: [info@lcwd.us](mailto:info@lcwd.us)

Phone: 781-334-3901

Twitter: [@LCWDinfo](https://twitter.com/LCWDinfo)

Facebook: [Lynnfield Center Water District](https://www.facebook.com/LynnfieldCenterWaterDistrict)



**Lynnfield Center Water District**  
**83 Phillips Road**  
**Lynnfield, Massachusetts 01940**  
**Phone +1.781.334.3901**  
**FAX: +1.781.334.3013**  
**Info@LCWD.US ♦ www.LCWD.US**

Commissioners:  
Joseph T. Maney, Chairman  
Anders F. Youngren  
Jack D. Adelson

Superintendent:  
John V. Scenna

# MEMORANDUM

To: Board of Commissioners

From: John V. Scenna, Superintendent, Lynnfield Center Water District

cc. Joe Conway, Director of Public Works, Town of Wakefield

Date: April 20, 2021

Re: Conditions and Scope for Agreement by and between the  
*Town of Wakefield (Wakefield) and the Lynnfield Center Water District (LCWD)*

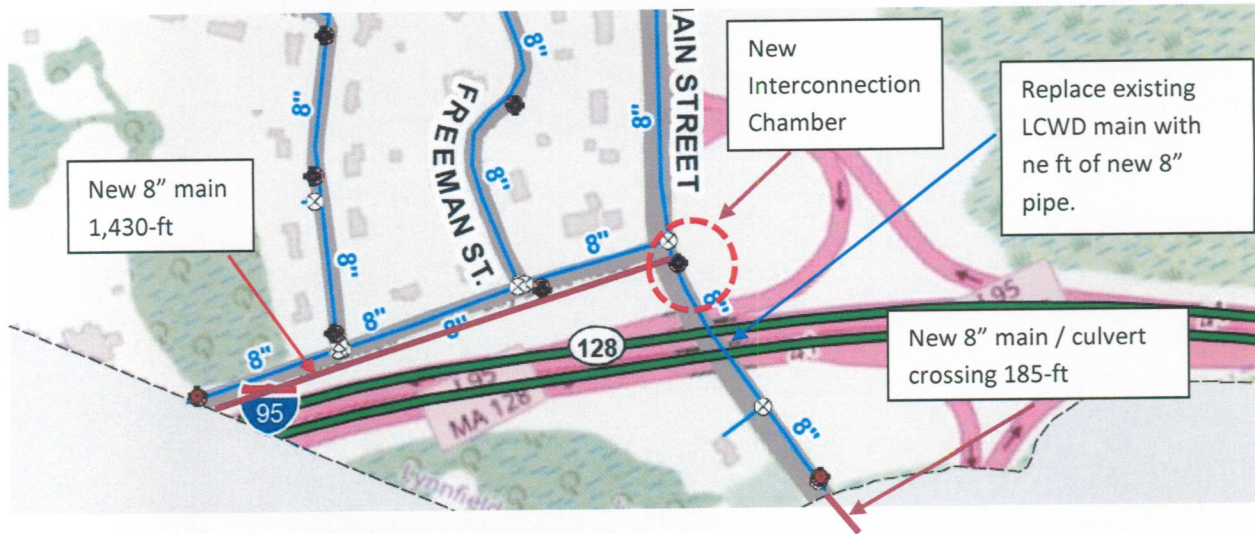
## PROPOSED SCOPE

This agreement will provide the Lynnfield Center Water District (LCWD) with MWRA supplied and transported through the Town of Wakefield (Wakefield) Water Distribution System. It will also provide the Town of Wakefield with distribution system improvements within their system by connecting existing dead ended segments through the Town of Lynnfield public ways on Bay State Road and Main Street.

The four main components of the work include:

1. Installation of approximately 1,430 l.f. of **new 8" CLDI pipe on Bay State Road** from the existing dead end of the Wakefield system, connecting into the existing 8" water main on Bay State Road in the LCWD system. The existing water main on Bay State Road will remain property of and be operated and maintained by the LCWD.
2. **Replacement of 660 l.f. of existing LCWD water main on Main Street** from Bay State Road towards Vernon Street, Wakefield. This new main will be installed at the appropriate grade to permit a new crossing of the MassDOT drainage culvert bridge crossing on Main Street. Once completed, this section of water main will be turned over to the Town of Wakefield Public Works Department for inclusion into their system.
3. Installation of approximately 185 l.f. of **new 8" water main on Vernon Street**, Wakefield including the crossing of this proposed new water main through an existing drain culvert in Wakefield. The proposed corridor will also be within the existing MassDOT right of way.
4. Construction of an **interconnection vault** within the right of way in the intersection of Main Street and Bay State Road, Lynnfield. Said meter pit will include a flow control valve, meter, above ground cabinet and other appurtenances as required. This will be designed, constructed, owned and operated by the LCWD.

Figure 1: Proposed Scope of Work



## ADDITIONAL SCOPE CONSIDERATIONS

To date, our conversations have also resulted in the following considerations.

1. LCWD will provide supervision and oversight over the design, permitting, procurement and construction of all aspects of the interconnection chamber (Item 4 above). Wakefield will be given the opportunity to review all designs and specification in advance of work going to construction.
2. Wakefield Public Works will provide supervision and oversight over the design, permitting, procurement and construction of all aspects of the scope of work in Items 1 through 3. LCWD will provide payment to the Town of Wakefield for said design and construction in advance of the work and under the terms and conditions as agreed upon. LCWD will be given the opportunity to review all designs and specification in advance of work going to construction.
3. Once the systems have been reconfigured, the existing LCWD water account at 26 Main Street, Lynnfield will become a Wakefield account.
4. All associated MassDOT, Town of Wakefield and Town of Lynnfield permit fees, if applicable, will be paid for by the LCWD.
5. Both parties agree that the proposed connection will be reviewed and approved by the DEP in accordance with preliminary conversations and meetings held to date between the three parties.
6. LCWD will be responsible for all permitting required by the MWRA. Ultimately, LCWD intends to be considered a member of the MWRA and intends to be billed directly for said water wheeled through the Wakefield system or at a minimum, be issued its own yearly assessment.
7. The final scope and the terms and conditions outlined in this correspondence will need to be documented into an intermunicipal agreement between the Town of Wakefield Public Works and the LCWD.
8. LCWD plans to seek funding to move forward with this work at the 2021 Annual District meeting which is scheduled for April of 2021. Upon favorable vote, it will execute said intermunicipal agreement. Wakefield has indicated they will move forward with construction in the late summer or fall of 2021. LCWD will follow up with construction of the interconnection in the Spring of 2022. Permitting and all other applicable MWRA requirements will commence immediately by LCWD in July of 2021.

## PROPOSED COMPENSATION STRUCTURE AND CONDITIONS

The compensation terms and conditions are as follows and will be listed as conditions within the Intermunicipal Agreement.

1. As discussed, Payment of Capital Improvements shall equal **\$832,407** for all construction, design, construction inspection, details, permitting, temporary paving, etc. Installment of said lump sum shall be in intervals as established by the LCWD Superintendent and the Wakefield DPW Director. This payment shall cover all work associated with the three phases of the scope required to loop the Wakefield system from Bay State Road through the drainage culvert (bridge) on Main Street at the Wakefield/Lynnfield town limits. The following exceptions still apply:
  - a. The bridge crossing proposed in phase 3 of the scope assumes that no bridge improvements will be required including railings.
  - b. The agreed upon price assumes that a CDF waiver will be granted and that work will occur during normal working hours
  - c. LCWD will be responsible for permanent patching to MASSDOT and Town of Lynnfield requirements
  - d. Costs do not include the meter vault or any escalation (if construction occurs in spring of 2022).
  - e. If any of the exceptions/assumptions were to not be true and additional costs were required to complete the installation all additional costs would be the responsibility of LCWD.
2. LCWD shall hold and make accessible to Wakefield a contingency fund of NTE **\$66,590** (8% of construction costs) for any unanticipated subsurface conditions including ledge. LCWD will forward amounts from this contingency to Wakefield about review and approval of claims. Claims shall be submitted by the Wakefield DPW Director for review to the LCWD Superintendent.
3. Wheeling rate shall be fixed at **20% mark up on MWRA wholesale rate** for first 7 years of the agreement.
4. Agreement will go into **effect on July 1, 2021**. The agreed upon first allocation of funds can be made after July 15, 2021.
5. **Term:**
  - a. This agreement shall remain in full force and effect for a period of twenty years (20) from July 1, 2021 through June 30, 2041.
  - b. The wheeling rate associated with said agreement can be renegotiated mutually by both parties during the 7<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup> year of this agreement. The new mutually agreed upon markup will go into effect the following fiscal year.
  - c. Renegotiation of the wheeling rate shall be based on costs associated with transporting MWRA water through the Wakefield system to the LCWD interconnect. In the event an agreement can not be reached by both parties, they shall agree to hire an independent Arbitrator to discuss and reach agreement.
6. Language shall be added to the agreement which provides the Town of Wakefield with the **ability to maintain and/or repair** Wakefield water system infrastructure that is located within the Town of Lynnfield Right of Way.
7. The Town of Wakefield shall bill LCWD **quarterly** for water consumed.

Please feel free to contact me with any questions or additional concerns.



***LYNNFIELD CENTER WATER DISTRICT WARRANT***  
**The Commonwealth of Massachusetts**  
***Fiscal Year 2021 Special District Meeting***

Essex, SS.

To John V. Scenna a legal voter resident within the Lynnfield Center Water District ("District") in the town of Lynnfield, Massachusetts.

**GREETINGS:**

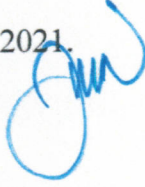
In the name of the Commonwealth of Massachusetts, you are hereby required to warn legal voters in said District to meet at the Lynnfield High School Front Mezzanine located at 275 Essex Street in said Town on Monday, May 10, 2021, at 6:30 P.M., then and there to act on the following Articles for Fiscal Year 2021:

- ARTICLE 1: To choose a Moderator of the meeting to be sworn in.
- ARTICLE 2: To see if the District will vote to appropriate by transfer or otherwise additional funds to supplement the June 15, 2020 Annual District Meeting Article 5 appropriation of \$2,249,981.13 and to increase the FY21 operating budget in order to cover increased maintenance and operating expenses, debts and interest charges, and installations for Fiscal Year 2021, beginning July 1, 2020, or what action it will take thereon.
- ARTICLE 3: To see if the District will vote to authorize the Treasurer, at the direction of the Commissioners, to create a General Operations Stabilization Fund pursuant to Massachusetts General Laws, Chapter 40, Section 5B for the purpose of funding unanticipated operational, infrastructure or personnel issues to be undertaken by the District, and further to appropriate by transfer, or otherwise, a sum of money to General Stabilization Fund, or what action it will take thereon.
- ARTICLE 4: To see if the District will vote to transfer, or otherwise a sum of money into the Capital Stabilization Fund, or what action it will take thereon.

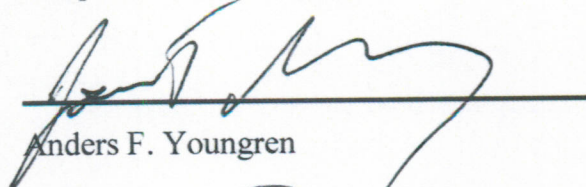
And you are directed to serve this Warrant by posting attested copies thereof in two or more Public Places within said District seven days at least before the time and place of the meeting aforesaid.

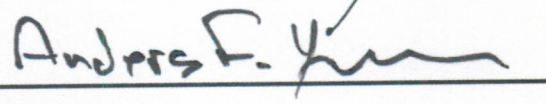
Hereof, fail not and make due return of the Warrant with your doings thereon to the Board of Water Commissioners of said District at the time and place of said Meeting.

Given under our hands this ~~10<sup>th</sup>~~ day of ~~May~~, 2021.

~~20<sup>th</sup>~~ April 

Joseph T. Maney, Chairman

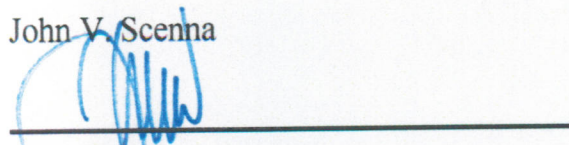
  
\_\_\_\_\_  
Anders F. Youngren

  
\_\_\_\_\_  
Jack Adelson

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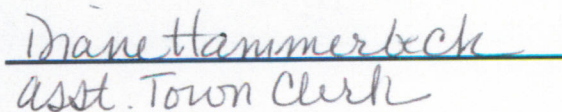
I have served the within Warrant as therein ordered by posting attested copies thereof in 3 places within said District on the ~~10<sup>th</sup>~~ day of April, 2021.

John V. Scenna

  
\_\_\_\_\_

A true copy, attest

716916/LCWD/0001

  
\_\_\_\_\_  
asst. Town Clerk

Lynnfield Center Water District (LCWD) SDM FY21 Operating Budget Supplemental  
Appropriations & FY22 Article from Free Cash

<b>Appropriation from Certified Free Cash</b>	
<b>From</b>	Certified Free Cash
	\$403,535
<b>To</b>	Capital Stabilization Account
	\$31,000
	Operating Budget Account 6157 Labor & Wages (Operators On Call)
	\$24,440
	Operating Budget Account 6159) Labor & Wages (Operators Snow Overtime)
	\$9,200
	Operations General Stabilization Fund
	\$60,000
	Certified Free Cash Balance to carry over into FY22 Projects (presented through Articles at ADM)
	\$278,895
<p>This order will continue to fund the stabilization fund for future capital upgrades; will allow for operator payroll to be processed throughout balance of the FY21; and create a new Operations Stabilization Fund for unanticipated expenditures</p>	



Approved by Board, 4/20/21