



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm March 1, 2021

Date, time, place: The regular meeting of the Board was held on Monday March 1, 2021 at 7:00 PM via Virtual Zoom Meeting.

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

Absent: Treasurer James Alexander

Also attending virtual: Tim Doyle, Stefan Taschner and Richard Kosian

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: Monday, March 15, 2021 at 7:00 PM - Virtual

Adjourn: 8:00 PM

The meeting was called to order at 7:05 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.

1. Superintendent's Update

- a. General Update on Ongoing Operations and Administrative Tasks
- b. Water Tank Rehabilitation Project Update
- c. Well Rehabilitation and Winter Maintenance Update
- d. AWIA, Sanitary Survey, ASR and CCR Regulatory Report Discussion

Weston & Sampson (W&S) was at Glen Drive working on Well 1. There are corrosion holes on 5 of the 7 casings and the pump was operating inefficiently. We will determine how to go about to repair and the additional cost of repairing the well. This well is consistently losing volume and production last summer. When things slowed down in the fall, we shut it down and did a pump test to determine what we had to do. It's a Franklin Electric pump and motor. W&S crew sees this happen a lot to this type of motor and we have a lot of Franklin Electric pumps in our infrastructure. We don't know if this will happen again and will have to watch it carefully. Commissioner Youngren asked what about the lifespan of a pump. We have to amend the agreement with W&S; Superintendent Scenna will get this information to the board. Iron and Manganese does affect the wells and causes more wear and tear. Well 7 at Phillips Road was down for maintenance and repair and is now back together. We had to upgrade electrical work and found issues with communication and electrical. We began the testing today and took a bacteria test today. This week we hope to do annual maintenance on the filters in the filter plant and this year we will try to do the bi-annual on our own. We hope to turn everything back on together. Well 7 needed additional work than was planned.

Today we did monthly meter readings for the winter consumption bills. Bills should be out by early to middle next week. Superintendent Scenna wants to bring attention changes to the March bill. People can go onto WaterSmart and pay online: \$0.45 for e-check, \$3.95 for credit card. We added a 24/7 phone number for phone payments and included the WaterSmart link on the bill. In the notes section, we mention the new rates, 4th quarter bill, WaterSmart how-to register and our standard covid message.

We are continuing to be cautious with covid; the district employees are next in line to be available to be vaccinated. As a community we are doing better than in the past.

Superintendent Scenna attended the Massachusetts Waterworks Association DEP meeting via Zoom. The DEP is trying to regulate water restrictions particularly applied

to lawn sprinklers. The DEP approach is to regulate restrictions according to state drought conditions. The state entered drought conditions last year in the beginning to late August and stayed until October. The proposal hasn't been officially accepted. 90% of water districts were against this at last Thursday's hearing. The latest proposal would regionalize summer restrictions with the 1st level is watering 1 day a week, the 2nd level is handheld only and the 3rd level is no outdoor watering. We are watching to see where it goes. A lot of water districts rely on summer use to balance their revenue as they sell more water in the summer. Those districts testified these restrictions would create an imbalance of their rate. Other districts say the high usage helps to balance out their quality and cleans the dead-ends and loops. We are not sure where the DEP will land. Because we have registered water and permit withdrawals with the DEP, and along with our proposal to diversify with MWRA water, we may be able to work with them and not fall within this category. We will continue to watch this.

Tank rehab project: CDM sent us their 90% submission and the project is scheduled to advertise in central register around March 18th. The contract can open April 7th. We are working on a few things with planning and conservation to verify a few conditions. Superintendent Scenna presented a summary of the costs at \$443,000 including a contingency to include draining tanks, cleaning, structural issues and filling them. The Knoll Road tank will be painted for aesthetics and structural integrity. Superintendent Scenna will send this to the board for review. (See attached in minutes.) The work cannot be done in the summer for the storage capacity of the tank. We ran models with Wing Road empty and Knoll Road empty and will have to do exercises with the fire department with an empty tank. With all infrastructure running we will be okay; we will see a little loss in pressure in some areas, but we want to make sure there are no fire protection issues. We don't anticipate needing an interconnection. The language says on or before and the language ties the contract into demand. We will need to fund this project with a real cost and are scheduled to vote on a final budget by April 24th. We can include this project as an article on the warrant. We want to think how we want to fund this. Superintendent Scenna will present to the treasurer to see how we should fund this. We may need to bond for this.

RISK AND RESILIENCY: we will have a workshop in a few weeks. We are looking at 2 types of threats: natural hazards that occur day-to-day and malevolent acts such as theft, cyber security, etc. We will look at all departments. The process takes these side-by-side and see where there are risks in the operation, identifies the risk and

determine what is the emergency protocol. We will do this internally with staff, with the town and local neighboring communities and utilities and based on these risks, determine our issues and how to solve these issues. This meeting will be mid to late April. All board members are welcome to come. We will end with a professional document to train staff moving forward.

We are working on DEP regulatory reports, the Annual Statistical Report (ASR) and the consumer confidence report. We are still working on the sanitary survey with respect to some record-keeping, Main Street power, and sampling ports at Wing Road water in the tank. We are trying to resolve these issues.

2. New Business

- a. Vote to set Annual District Meeting for Monday, May 10, 2021:

Motion: a motion was made to set the Annual District Meeting for May 10, 2021

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

- b. Vote to set FY22 Special District Meeting for Monday, May 10, 2021:

Motion: a motion was made to set the FY22 Special District Meeting for May 10, 2021

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

- c. Open warrants for ADM and SDM set to close on Monday, April 5, 2021:

Motion: a motion was made to open the warrants for the Annual District Meeting and Special District Meeting for May 10, 2021 and close on Monday, April 5, 2021.

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

- d. Open election for Commissioner, Treasurer and Clerk; nominations accepted through Friday, April 2, 2021 @ 1:00 p.m.

Motion: a motion was made to open the election for 1 commissioner, treasurer, and clerk where nominations are accepted through Friday, April 2, 2021 at 1:00 pm.

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

Treasurer Alexander has already submitted his intent to run again for treasurer.

3. Supplemental Water Program Study

- a. Preview of Capital Presentation scheduled for Monday, March 15, 2021

No update this week to the board after extensive discussion from last Wednesday's meeting.

4. Continued Business

- i. WaterSmart Launch: we are introducing the system and have a test group of 25 customers. We are interested in receiving their feedback. The goal is to put the questionnaire out in the fall when more people are registered on the portal to receive feedback on what we can modify in the future. Online billing is a possibility but is costly; we can revisit in the future.
- ii. 2021 Inside the LCWD Newsletter: Superintendent Scenna sent the newsletter to the board in an email. We were able to save over \$2,500 creating the newsletter in-house. Included in the newsletter is the rate change, summer irrigation information, tank project, flushing as well as other programs and key dates. This newsletter will also draw people's attention to our meeting on March 15th.
- iii. Update on LCWD District Acceptance Project: We are working on a narrative of the historical acceptance areas in the history of the district. We are targeting to have this completed by the Annual District Meeting.

Superintendent Scenna mentioned that every quarter, if an employee doesn't use sick time, they earn a well day. We don't have a process to audit this. We will create a form to process the earned well days. The board may need to sign off on this for the audit process and ensures they are entitled to the well day. Once signed off by the superintendent, the board will certify it and Harper's payroll will add it to the accrual.

5. Other Board Items:

- a. Approve Prior Meeting Minutes: none at this time
- b. Approve A/P and Payroll and Payment Plans, if applicable: none at this time
- c. Approve Abatements as Recommended by the Abatement Committee: none at this time
- d. Approve and Discuss Filter Rebate Program as Required: none at this time.
We did receive a few calls about filter rebates but these customers are not in the affected area and have no documented issues. We may want to consider in the budget process to appropriate some funds with stricter conditions. We would need to vote to allocate funds at the Annual District meeting. Superintendent Scenna wants to be ready to address a real issue when it comes up, financially.
- e. Any other unanticipated items by the Board: none at this time
- f. Executive Session for legal and personnel purposes if required:

A motion was made to adjourn at 8:00 pm for executive session

Respectfully submitted,