



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm March 29, 2021

Date, time, place: The regular meeting of the Board was held on Monday March 29, 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: Shannan Cuddy, Stefan Taschner, Tim Doyle

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: April 5, 2021 at 7:00 PM - Virtual

Adjourn: 8:31 PM

The meeting was called to order at 7:02 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.

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 and Sampson (W&S) have been working on Well 7 and Glen Drive Well 1. Well 1 is now operating efficiently and back in service. Well 7 is 90% complete and back in operation. W&S will complete fittings on Well 7 this week. The work came out nicely. Work for Well 10, at the Phillips Road water treatment plant, was started today and hope to be completed by the end of week and back in operation next week. It is critical to have back in operation, as we will begin the flushing program next week starting with the Glen Drive area. Starting earlier will give us more time to work on flushing in the Glen Meadow area, which may prove challenging as it hasn't been flushed in decades. The next 4 to 6 weeks will be focused on flushing before we get in the peak demand season. We received guidance from Andre's filter and hope to get into the vessels to complete winter maintenance.

Last week we had a leak on North Hill Drive. Sprint had a vendor at the Wing Road tank with a crane taking down equipment for inspection and testing. We still have no progress on the leases. Superintendent Scenna used this opportunity to look for an update but got the same response. T-Mobile is looking to execute a lease to maintain the Sprint location and de-commission their current location. Verizon is not interested in taking T-Mobile's space.

b. Water Tank Rehabilitation Project Update: the advertisement was sent to the central register this Thursday and will be advertised this week and next week. The new pre-bid is on April 8th at Wing Road and is a mandatory pre-bid. The contract opens on April 20, 2021 at 10:00 am and will be recorded live possibly to the website. April 20th is also a board meeting where we will finalize our budget for the Annual District Meeting; This timing works well to know what we will need for funding this project. The safety concerns have all been addressed in the document. The cost is still estimated at \$430,000 which includes de-watering both tanks, cleaning and inspecting both tanks, painting exterior of Huckleberry and allotment for any structural repairs of the emptying and cleaning process brings to life. The biggest concern is how we are going to fund the construction. We are sitting on \$403,000 in free cash and \$119,000 for stabilization funds. We may want to look at short-term borrowing and put debt and interest as a line item. Superintendent Scenna will defer to Treasurer Alexander regarding bond options. The superintendent and the board do not want to see the reserves drop so much.

d. AWIA, Sanitary Survey, ASR and CCR Regulatory Report Discussion: We had a workshop two weeks ago with CDM's team and our staff to discuss threats on the infrastructure and impact. We will need to schedule a larger workshop with outside entities; it would be great to have a board representative participate in this meeting. The eyewash stations were completed today. There is a meeting tomorrow to discuss the remaining open items from the sanitary survey. The sanitary survey requires a weatherproof sampling station at Wing Road for which we don't currently have. The Annual Statistical Report (ASR) and the Consumer Confidence Report (CCR) are almost complete.

Superintendent Scenna brought to the board's attention there are 5 devices of public safety radio equipment at the Knoll Road tank and there is nothing in writing that memorializes this agreement. This equipment will have to come down for painting. We need to create a document that memorializes this.

2. Supplemental Water Program Study

a. Ongoing discussions

We received several calls from last week's presentation and subsequent vote. Most calls were concerned with the chemical mixing. We are working on creating a document to upload to the website on how both water sources are safe and when mixing them, they are still safe. The video and presentation from the March 15th board meeting has been posted to the website. Newspaper articles have also been added. The rate section is updated as well. Everything we have done, including the Glen Drive study and Apple Hill study are uploaded and on the website. The actual capital study is still being worked on and once completed, this will be uploaded as well. Per a recommendation from the board, we will cite a few communities that have been mixing the 2 chemicals in this document for upload to the website.

Superintendent Scenna is meeting with Wakefield tomorrow to talk about the culvert and subsurface and what the inter municipal agreement will have to be. It will eventually be reviewed with our town manager and our attorney. This is a 7-year agreement and if by chance the agreement is not extended, Wakefield would have to return some of the value of the components we have supplied. We are spending a lot of money to have protection. Superintendent Scenna's opinion is that the initial investment should guarantee us a minimum of 20 years.

3. New Business

- a. FY22 Budget Discussions & Future FY22 Capital Project Initiatives
- b. Review of FY22 Fees

Superintendent Scenna presented a refresher on how the budget process looks and explained the individual line items. Health insurance is due to go down about 1% for next fiscal year. Expected revenue is expected to bring in \$2.5 million, 70% at volumetric and 30% at the tax levy. The rates are scheduled to bring in \$2.5 million with lease payments built into the \$1.72 million. The biggest unknown is liability insurance and fuel and electricity because of covid impacts. With liability it is a double-digit increase. Fuel increases impact everything and costs will go up.

Superintendent Scenna shared some thoughts for Fiscal 2022 and what we can roll into the budget. We need to look at how best to fund the tank project and OPEB moving forward. At the next meeting, we will have a recap of the budget to move forward to finalizing the budget for the Annual District Meeting.

The intermunicipal agreement with the town needs to be revisited this fall. Their current rate is good through July 1, 2022.

4. Continued Business

- a. WaterSmart Launch: to date 230 (8.4%) customers have signed up. We have received 178 payments through the portal. Customer feedback has been positive, and the staff is using the portal daily with the intent to use the portal for the upcoming flushing notifications.
- b. Update on LCWD District Acceptance Project: we should have a recap at our next meeting on how this is progressing
- c. ADM and SDM set to close on Monday, April 5, 2021

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

This is a reminder of meeting dates and deadlines. We have received 1 call regarding the commissioner seat, but no individuals have submitted their intent to run for commissioner. Superintendent Scenna may extend the closure of the Annual District Meeting warrants to the 20th of April, so we can look at the financial analysis of the tank. As of now, both warrants will close this coming Monday.

Commissioner Youngren asked if solar panels are an option with all the land we have and worth looking into. Superintendent Scenna mentioned solar tax credits are not as aggressive as they used to be.

5. Other Board Items:

- a. Approve Prior Meeting Minutes: we will send you email with all minutes to be approved for next Monday to be all caught up.
- b. Approve A/P and Payroll and Payment Plans, if applicable: commissioners will approve via email.
- 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.
- e. Any other unanticipated items by the Board
- f. Executive Session for legal and personnel purposes if required

A motion was made to adjourn at 8:31 pm for executive session with Tim Doyle, District Clerk.

Respectfully submitted,