



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

**Date, time, place:** The regular meeting of the Board was held on Monday June 7, 2021 at 7:00 PM.

**Present:** Commissioners Anders Youngren, Joseph Maney, Superintendent John Scenna, Treasurer Shannan Cuddy and Clerk of the Board Christine Smallenberger

**Absent:** Commissioner Jack Adelson

**Also attending:** none

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

**Next Regular Meeting:** June 21, 2021 at 7:00 PM

**Adjourn:** 8:43 PM

The meeting was called to order at 7:00 pm.

**1. Superintendent's Update**

- a. ***June billing schedule & Update.*** June bills will go out possibly by this Friday. Based on trial run data, it appears that we will be billing approximately \$447,0000 in base service fee and consumption charges. Superintendent Scenna reminded the Board of the 2% rate increase from last year. Furthermore, he reported what appears to be a lower average daily demand in comparison to CY2020. But there were several high demand days in May that resulted in overall similar total consumption for the quarter. The average day is approximately 5% less than last year but those runs of high demand resulted in similar overall consumption. We are waiting for the Consumer Confidence Report (CCR) to come back from the printer to insert with the bills. CCR is a DEP requirement focused on water quality, drinking standards and reported test results.

- b. **Consumption update & restrictions.** LCWD entered Level 3 restrictions last week in anticipation of the heat wave and in accordance with Ipswich River stream level trends. We took a decent drop in tank height last night with overnight watering. That tends to be the trend in the early evening and then again in the early hours of the morning. Superintendent Scenna authorized a code red tonight to remind the district this is not a watering night and of the Level 3 restrictions in place. Superintendent Scenna wants to revisit the well inventory list and plans to conduct inspections and on site follow up for those who have them. He will forward a most recent list of wells to the Board FYI. He also feels that there may be a need during extended periods of no rain and heat to go out and enforce. He will keep that as a last resort. Superintendent reported to the board that we pumped 1.3 million gallons of water from Sunday morning to Monday morning and dropped 4 feet in tank height. LCWD is producing to the highest levels possible, the demand is just very high and trends indicate that it us from outdoor watering over certain period of the day.
- c. **Return to Full Operations.** The office is fully open. The next few weeks will be juggling vacation schedules for the operators and ease our way back into appointments. Those should increase over the summer. We hope to go back to door notices and start the meter replacement program by September. Superintendent Scenna will stay involved with Town Emergency Management in order to monitor COVID updates and/or issues. We will try to hire summer help from the high school for hydrant painting and cleaning; the posting will be put on the website next week.
- d. **District Limits Study.** The office has been working on this project to show land added to the district over the years. We hope to show this on a map once all the research is completed but for now it is on an excel spreadsheet that can be sorted and is also can be searched. . There is continued talk of a possible development and they are excited for an option to get water from us. Hence the need to understand what is within the District limits and where things stand in that regard.
- e. **WaterSmart Update.** To date, 14% (388 accounts) of our customers signed up for WaterSmart. Over 400 payments have been made through the portal. We are using the portal to communicate to customers for water applications, water breaks, high usage alerts and more. We are pleased with how everything is going and our customers like the ease of use and having the information readily available to them.
- f. **Glen Drive Well 3:** This project is similar to the well 1 rebuild that occurred earlier in the year. After the work is completed, we hope that this well will produce in the vicinity of 70-75 gallons per minute (gpm). At best,

well 3 was currently producing 50 gpm. The biggest concern was that this was not consistent. For example, well 3 had dropped to 28 gpm due to the weekend. There is a lead time for getting parts for the well, yet fortunately we ordered the parts early enough and should have them this week. We have money in reserves to pay for this work. Well 3 is down right now so we increased the other 3 pumps by 5 gallons per minute to make up for this loss. Weston & Sampson (W&S) is working on this, and our operators will do the testing. We use W&S for expertise on well and pump motor work; they are also on contract with us. Tom Hydro from W&S is an incredible resource and asset. Commissioner Maney expressed interest in continuing to be aggressive with pump proactive maintenance to avoid emergencies. We pull the pumps every other year for maintenance. Foreman Couris is trending the consumption and if not related to weather, he is carefully watching anything that could signal fatigue or mechanical issues with equipment. Glen drive is 50% complete regarding upgrading well pumps. Glen Drive has 4 wells and 2 have been redone. Next year we will have to clean Main Street's gravel pack again. Next winter we can do a well at Phillips Rd. Station 1 well has been running daily. We do in-house testing every week and the nitrate levels are trending down. The water from station 1 does not go to the greensand filter plant but rather mixes and blends into the system on Phillips Road and then Main Street piping

## **2. Supplemental Water Program Capital Program**

- a. Execution of Wakefield Agreement. Wakefield select board voted at their meeting on May 24, 2021 to approve the connection and agreement. Wakefield's DPW Director, Joe Conway or his engineer may be at our next meeting to give an overview of the construction schedule. Superintendent Scenna feels that it will more likely be July but he will start to prepare meetings with the town on permitting to restore trenches, police details, etc. We also need a permit from the Mass DOT regarding the interchange.
- b. Next steps and schedule: Our next board meeting will outline the next steps and how we will approach the 3 contracts moving forward. Superintendent is working with CDM at organizing teams, approach, milestones, critical path hurdles to overcome, costs and contracts.

## **3. New Business**

- a. Board reorganization for FY22
  - i. Vote for chairman and vice chairman. Commissioner Adelson couldn't make it to tonight's meeting but wanted to make a motion to re-elect Commissioner Maney to Chairman and Commissioner Youngren to Vice-chair. Superintendent Scenna read the motion on his behalf

**Motion:** a motion was made to re-elect Commissioner Maney to Chairman and Commissioner Youngren to Vice-chair

**Seconded:** the motion was seconded, and the motion was passed.

Chairman Maney also wished to organize liaisons to day-to-day operations. He also wants to continue the Abatement Review Committee and would like to create a new committee to review the LCWD charter. The recommended organization of the Board and Sub-Committees for the upcoming fiscal year is as follows:

**Maney (Chairman)**

- ✓ Daily Operations
- ✓ Emergency Situations & Restriction Levels
- ✓ Operating Budget
- ✓ Customer Service Billing & Procedures
- ✓ Labor Relations

**Youngren (Vice Chair)**

- ✓ Procurement
- ✓ Contracts
- ✓ Construction Projects
- ✓ Capital Budget

### **Adelson (Clerk)**

- ✓ Bonding, Capital Project Borrowing
- ✓ OPEB & Retirement System Liaison
- ✓ Town of Lynnfield Liaison with Board of Selectmen (Tax Levy, Intermunicipal Items, etc.)
- ✓ System Expansion (Development, Planning Board)
- ✓ Liaison to Administration for Board Agendas and Minutes

### **Abatement Review Committee**

- ✓ Scenna
- ✓ Doyle
- ✓ Cuddy

We will create a commission to review the charter and by-laws. Clerk of the District Doyle will sit on this committee and lead this review with Superintendent Scenna; Commissioner Youngren will be the board liaison. This commission will work with District counsel, KP Law, to look at the charter that was last written in 1939. Any changes will be recommended back to the full Board and will then require vote of the District.

**Motion:** a motion was made to accept the proposed organization of the Board and sub-committees for the upcoming fiscal year.

**Seconded:** the motion was seconded, and the motion was passed.

- b. Capital Project Borrowing. Superintendent Scenna is requesting to transfer \$13,250 from reserves for Standard & Poors (S&P) to do a report that will impact our borrowing. This was not in the original FY21 budget but with successful passage of the authorization to borrow and our ongoing application process, this has become necessary. There is money in the reserves account (reserves currently has \$46k). S& P will complete a full review of our credit (recommended by Hilltop) to shave a fraction of a point off of our interest rate. Hilltop mentioned possibly as low as a 1.77% interest rate with a favorable bond rating. Last time S&P came in we weren't in a good place and finances dipped a bite unfavorably after that. Superintendent Scenna wants an opportunity to discuss that with S&P and explain to them all the changes that have taken place over the past two years.
- c. Summer Agenda & Meeting Schedule: There will be a need for another meeting, possibly on July 12<sup>th</sup> or 19<sup>th</sup> to close on the borrowing. We could do

this meeting virtual as the governor has extended the ability to meet virtually if needed through the summer. Superintendent Scenna also noted that the Commonwealth is looking at the possibility of permanently allowing government bodies to meet virtually. He is looped in with the Town to continue monitoring this.

- d. Request Transfer from Reserves (temporary power @ Station 2 and Glen Drive, Well 3 Upgrades). Superintendent Scenna is asking for a formal vote from the board to transfer \$15,000 from reserves for these upgrades.
- e. Water Management Act Update: the district operates with 2 types of permits regulated by the DEP. Registered Use is the first; and Permitted Use is the Second. LCWD has two registrations for water consumption. Those applications are due by June 15<sup>th</sup>. These were created based on demand from the 1980's. For the Ipswich River Watershed and North Coastal Watershed, there are watershed use permits also and this is what traditionally the DEP put restrictions on. Those were likely triggered by the construction of Glen Drive and the WTP upgrades. The DEP has never had the ability to touch registered use applications. However, the DEP now is pushing legislation to put restrictions on this registered use application. The restrictions would group the state into watershed wide restrictions. Everyone in Essex County would all be restricted the same way, the same time, for the same amount of time based on state wide drought conditions. Our permits are due June 15<sup>th</sup> before our next meeting. All watersheds are being urged by Massachusetts Water Works Association to submit a letter stating we don't agree with this legislation. We will submit our permit with a letter stating we don't agree with this one size fits all. When we connect to Wakefield, these restrictions wouldn't be applicable to us. This restriction is applicable to the Ipswich River Watershed but not from the water we are getting from Wakefield. The letter will also be sent to our senators. The Board agreed with this approach and Superintendent Scenna will copy Chairman Maney on correspondence.

**Motion:** a motion has been made that the board approves the expenditure of a new well pump for \$15,000 (account 7030 to account 8075) and \$13,250 (account 7030 to account 6109) for a Standard & Poors (S&P) audit.

**Seconded:** the motion was seconded, and the motion was passed.

Commissioner Youngren asked with recent cyberattacks, where do we stand as a district. Superintendent Scenna said we upgraded our liability insurance ahead of time. It is one of the top threats that will come out of the AWIA report. The fob on the door is huge and the back entrance is fully locked. A lot of our software runs in the office. IT has antivirus filters in place. We can operate everything manually. Superintendent Scenna plans to bring in Slingshot to talk about another layer to protect ourselves and wants to make it an FY22 initiative for technology.

4. Treasurer's Update: Treasurer Cuddy has worked with the office, superintendent, and outside auditor to transition on day-to-day operations. Treasurer Cuddy has met with Brian from Bartholomew regarding our OPEB account and has been involved with Hilltop discussions. It is likely that there will be 2 borrowings to fund the entire capital projects: 1 now (to start the capital projects and fund the tank rehabilitation) and 1 a year from now (for the balance of the project expenditures. We settled on borrowing \$3.4 million in July to cover the Wakefield work, intermunicipal agreement design, the CDM contract and some permitting work. It is a 20-year level debt under 2%; they are floating at 1.7%. We have requested the cost figures for the permitting fees. On another note, we must create a trust for the OPEB. Brian from Bartholomew has been asking for this to be done yet the state didn't give guidelines until 2019. We haven't changed how we've invested in years for OPEB. We need something more formal in place. We need to make a transfer to our OPEB account for the FY21 contribution before the end of June. We then have passed the article to transfer \$25k in FY22. Shannon will set up a time for them to come in and discuss our portfolio and investment strategies.

Superintendent Scenna settled with Northeast System Controls for a payment of \$4460.

We want to think about what we want to do with vendors. We will need to procure more over the summer. Superintendent Scenna is making this a summer priority.

The \$11,000 owed to the Department of Unemployment Assistance (DUA) is still a liability. We sent the original demand without the penalty and interest and the check was cashed. The DUA never replied to our letters. This is to be discussed along with the leases and the Casey & Lundregan demand for unpaid invoices with KP Law next week.

**Motion:** a motion was made to approve all outstanding meeting minutes to date including those posted "DRAFT" online as requested for fiscal year 2021.

**Seconded:** the motion was seconded, and the motion was passed.

A motion was made to adjourn at 8:43 pm

Respectfully submitted,