



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Regular Board Meeting**  
**7:00 pm May 3, 2021**

**Date, time, place:** The regular meeting of the Board was held on Monday May 3, 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:** Ken McNulty, Kate Flaws, Jennifer Welter, Stefan Taschner, Donna Cashman, Patricia Campbell, Dick Hingston (District Auditor) and Chris LaPointe from Greenbelt

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

**Next Regular Meeting:** May 24, 2021 at 7:00 PM - Virtual

**Adjourn:** 8:20 PM

The meeting was called to order at 7:03 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.*

The board agreed to take agenda items out of order and begin the meeting with Agenda item 4a. Drinking Water Supply Grant Application Consideration (in conjunction with Greenbelt & Richardson Parcel Group).

Greenbelt is working to advocate execute for the right of first refusal from the board of selectman. The board posed questions to what the plan would be and when it could appear before town meeting. Superintendent Scenna read through the submission and is headed in the right direction, it requires some technical answers from the district. If the board wills to move forward we can submit in advance of the deadline. There were questions regards to other funding sources what the plan would be overall. How we left it is we would regroup tonight for status and decide where the board wants to go from here. Chris LaPointe from Greenpoint is in attendance to answer these questions. Greenbelt worked to develop an advanced draft for the drinking water supply protection grant submitted by this body and put together a municipal vulnerability program (MVP) action grant to be submitted by the town due Friday and the drinking water grant due on Monday. The proposal can have some flexibility but the part relevant to the district is that the drinking water supply grant itself can fund up to \$300,000 towards this overall project and has to be matched by another \$300,000. On top of that, we add the \$200,000 the Lynnfield Conservation Commission has already committed to the project and estimated conservatively that Greenbelt and partners could raise \$350,000 privately. For the \$1.8 million balance, we will apply to the MVP grant for the maximum allowable which is 75% (approximately \$1.3 million). We don't expect to get the entire amount but with additional private fundraising and the fall town meeting, that could be the strategy to fill the gap in this project. Greenbelt is finally submitting the applications and has an opportunity to get feedback from the state on the viability of these sources. Greenbelt will have information before town meeting on receiving these grants as well as have a better sense of what the selectman will have before town meeting. If the board is still inclined to support the application, we can have it in by the end of the week. There is a requirement in the grant requesting a letter from the CEO authorizing the project manager to be the project manager for the grant. The project manager will be the superintendent of the district. The superintendent wants to make it clear that the match is not something that the District

has nor will ever have and the funds will have to come outside of LCWD. The funds could come from Greenbelt as a gift to the district.

Motion: a motion was made we go forward with the grant subject to the fact that LCWD will submit this grant but will not provide the award and will only accept grant that the board of selectman execute the right of first refusal.

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

### 1. Superintendent's Update

- a. Flushing Program Update: Spring flushing is complete. We flushed the Glen Meadow area. The program was a success. It is a testament to the preparation. We developed the program and when the weather allowed, we did prep work so when time came to flush, they knew the game plan. We exercised a lot of valves, found a few valves we were unaware of, exercised hydrants and got some good flow through the water mains which tested very well and speaks to the strength of the system in the Glen Meadow area. We are looking forward to a small flushing program to occur in between the tank work in the fall. If we can flush in advance of the tank work project, we will try to do that as well.
- b. Tank Rehabilitation Project Bid Summary & Funding Options: CDM is reviewing all the bid documents and to date there are no issues with the low bidder. Upon this article passing at the annual meeting on May 10th, we should have no issue to execute a contract with the low bidder on July 1<sup>st</sup> for work to start in the fall. There is one requirement that Superintendent Scenna has committed to with the fire department. Superintendent Scenna wants to have a sit down with how the system will be set up during the project will be set up with Wing Road empty as well as when Knoll Road tank is empty so if there are any changes over that 2-3 week window that fire operations needs to make they will know in advance to plan. We will do this in August. We will not need to reinstitute a connection to Lynnfield Water District as the tank work will happen in the fall when demand falls.
- c. DEP Station 1 Permit Request Update: DEP has approved our station 1 permit. We will return station 1 to operation effective today. Station 1 can now run without needing an emergency water ban order.

### 2. Supplemental Water Program Capital Program

- a. n/a

### 3. New Business

- a. n/a

#### 4. Continued Business

- b. Annual District Meeting (ADM) & Special District Meeting (SDM) .. Final Discussion - Monday, May 10, 2021, 6:00 p.m.; Outdoors, Lynnfield High School Front Entrance

The details are being finalized by Clerk of the District Tim Doyle.

- c. ADM and SDM Warrants posted Monday, April 26, 2021: There was a clerical error that was adjusted today; we checked with legal counsel who okayed the change. Posting of the warrants were done on time as required by the charter and the by-law. We posted the warrants at town hall, library, the office, and our website. A press release was sent out with links to the warrants. A press release will be issued with more information about the election and the actual meeting.
- d. FY22 Operating & Capital Budget and FY22 Fee Schedule: There are no changes to the FY22 operating budget since the last one presented. The final operating budget number is \$2,481,139.38, which is a 1.5% increase on the bottom line. There is a line-by-line breakdown and will be finalized and posted once passed. The increase is holding under inflation. The projected revenue is based on the rates passed and the tax levy. The rates are projected to bring in \$2.5 million. It is a conservative projection. We are already seeing lower consumption this year.

Motion: a motion was made to pass the proposed FY22 Operating budget as presented by Superintendent Scenna tonight.

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

FY22 fee schedule: Last year we introduced a discussion on fees outside of the normal water rates. Superintendent Scenna is proposing to make the following changes: Waive the turn on/turn off fee for all active accounts as the \$50 doesn't cover our expenses. Keep the replacement meter fee the cost of the supplies; this is specifically for accounts that broke their meter, or the meter froze and that is deemed not to be our responsibility and requires a full replacement. Permit fees will remain the same. Superintendent Scenna is not proposing any fee for after hour calls as we don't have enough data at this time to support proposing a fee. Superintendent Scenna will monitor how many after-hours calls we have

going forward for a possible future fee. Superintendent Scenna is proposing an increase to the final read fee to \$75 as the \$50 fee doesn't cover our costs. Superintendent Scenna is proposing to keep service leaks, non-reading meter fee and the meter tampering fee at the current fee structure. The lien fee, currently at \$25, does not cover all the office work expenditures; we are requesting to raise the lien fee to \$75. Backflow testing by device will remain the same at \$75. A meter bench test does not include the costs associated with testing and therefore proposing to increase the fee from \$50 to \$200. The bench testing fee for \$200 will only be charged if there is no issue found with the meter. If the meter tests incorrectly the district will cover the expense.

Motion: a motion was made to approve the FY22 fee schedule proposed by Superintendent Scenna.

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

5. Other Board Items:

- a. Approve Prior Meeting Minutes: none at this time.
- 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: none at this time
- f. Executive Session for legal and personnel purposes if required

Motion: A Motion was made to adjourn from the general meeting and go into executive session at 7:35 pm.

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

Motion: a motion was made to leave executive session and return to regular meeting at 8:20 pm.

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

A motion was made and unanimously passed to adjourn the regular meeting at 8:20 pm.

Respectfully submitted,