



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm June 21, 2021

Date, time, place: The regular meeting of the Board was held on Monday June 21, 2021 at 7:00 PM.

Present: Commissioners Anders Youngren, Joseph Maney, Jack Adelson, Superintendent John Scenna, Treasurer Shannan Cuddy and Clerk of the Board Christine Smallenberger, Foreman Nick Couris

Absent: none

Also attending: Michael Touchette and Paul Marchionda, P.E. Oakridge Road; Anne Malenfant, Mike Nelson and Al LeBlance from CDM Smith (CDM); Stephen Estes, Katie Ronan and Becky Weidman from MWRA

Additional attachments: Agenda, incorporated into the minutes hereto. Presentation from CDM and various upcoming project related handouts

Next Regular Meeting: July 19, 2021 at 7:00 PM

Adjourn: 9:32 PM

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

1. Superintendent's Update

a. n/a

3. FY22 CDM Capital Initiatives

see CDM agenda and attachments for overview of FY22 tasks attached to these minutes. There are 5 task orders in the Fiscal Year 22 master services agreement. These are all funded either within the FY22 operating budget or in a particular FY22 Article as passed at the 2021 ADM.

Task 1 is general engineering including preparations of the Consumer Confidence Report, review of the Annual Statistical Report, and review antenna attachment agreements for cell phone companies. New for FY22 will include language for future agreements for taking antennas on and off the tanks. Superintendent Scenna reminded the Board that equipment will need to be addressed at Knoll Road in conjunction with the painting project as both Verizon and Public Safety Antennas needed to be removed and reset. Additionally, Superintendent Scenna continues to discuss decommissioning of equipment at Wing Road with T-Mobile/Sprint. He also wanted to remind the Board that modelling might be required as the district considers expanding the system.

Task 2 is the EPA mandated Phase 2 of AWIA (American Water Infrastructure Act), mainly focused on incorporating risk and resilience concerns identified in Phase 1 into the LCWD Emergency Response Plan Meeting and initial training with local agencies impacted as well by these plans will also take place in Phase 2.

Task 3: is the development of Zone C (the fourth area) for unidirectional flushing. Superintendent Scenna said this is the area around Phillips Road. This will be the fourth sub-area developed in the new Flushing Program. Superintendent Scenna stated that there will be 2-3 left to develop once this sub-section is complete.

Task 4: Lead and copper rule and PFAS testing. The earlier we get started the better as this is a big effort. Changes in the Lead and Copper Rule could be incorporated conveniently with the meter replacement program. CDM will use this task to develop a road map of how best to deal with changes in the DEP mandates; and will assist the district in meeting PFAS sampling requirements.

Task 5: storage tank painting and cleaning - construction services that will include a subcontractor. Information on the inspector was provided by CDM. Superintendent Scenna wants a seasoned inspector with experience in this area of infrastructure improvements on staff during the work. The general management of the project can be handled by existing staff but oversight of the work on the tanks is an area the Superintendent felt confident investing in.

Chairman Maney inquired if we have reached out to Comcast to see if they want to take over the T-Mobile spot on the tank; Superintendent Scenna will reach out to Comcast but that they did not reply to the original request for bids the district advertised. Once decommissioning is complete by T-Mobile/Sprint, perhaps an official advertisement for bids can be procured again to see if there is any new interest in the sites.

The board agreed to move to Agenda Item 2. a. Oakridge

Agenda Item 2. System Expansion: Development Proposals & Planning Board Comment Review. a. Oakridge

Mike Touchette is interested developing 46 Oak Ridge Terrace and is looking to extend the water system along this frontage from where is currently dead ended near Walsh Road. LCWD will need to determine if this property and the abutters are in the district. Mr. Touchette also owns 79 Oak Ridge Terrace and can create an easement that will allow extending the water line. Mr. Touchette proposes to extend the water line through 79 Oak Ridge and extend past the end of the property with a new fire hydrant. This will provide the board an easement to provide a hydrant that would allow the district to later extend the new main to Pondview and create a loop. Superintendent Scenna offered some initial comments but wants to model the extension for fire flow and possible water quality concerns. He also wants to confirm if Mr. Touchette's property(s) are in the district and if not, verify whether a Special District Meeting to vote them in the district will be required. Superintendent Scenna will ask Clerk of the District Doyle what the process requires. This item will be left as unfinished business on the agenda to follow up as information becomes available. In general, the Board is supportive of the expansion and looks forward to getting the details resolved.

Agenda Item 4: FY22 Capital Programs. Superintendent Scenna reminded the Board that the Tank Rehabilitation project will be awarded in July with a start in September still the goal. LCWD staff also recently met with Hilltop and Standard & Poor's (S&P) over the last few weeks in order to verify our credit rating and prepare for the award of the bonds for borrowing. In general, Superintendent Scenna felt that S&P now understands our processes, what we've changed over the last year plus, the new approach to managing funds and budget and expenditures, how the district has identified, presented and approached solving large infrastructure challenges and customer concerns; and why we changed the rate modeling to support all of this. They were impressed with the creation of our stabilization funds, reserves and how we changed the budget to manage expenditures and identify the true operation costs associating with delivering product. They looked at our written policies favorably and liked that the policies are on our website for all to see. One recommendation is that we need to set an annual percentage goal for our stabilization funds. Our discussions have always surrounded a goal of 5-10% of our overall budget but we need to make this an official policy. We will get a report from S&P later this week and will go to market to borrow the \$3.4 million (the first part of borrowing). A favorable bond rating could put the interest below 2%. The board will meet on July 19, 2021 for 1 vote to execute 1 agreement and funding will be available July 29th. S&P is excited about the district's opportunity for growth and rate stabilization. Superintendent Scenna noted

that Kristy and the Hilltop Team have been extreme professionals and great to work with and thanked Shannan and Jack for their assistance as well.

c. Proposed CDM Project Teams, Phases & Contracts, Mike Nelson, P.E., CDM Smith: see the presentation attached to these minutes.

InterbasinAct/MWRA Entrance

Katie Ronan, Steve Estes, and Becky Weidman from the MWRA were in attendance to speak on the process of becoming an MWRA community. Katie Ronan will work directly with CDM and our staff. Becky Weidman is the Director of Environmental Affairs for new connections. Steve Estes spoke to the board about the process of MEPA and the interbasin approval and the various benefits available to communities that join. He confirmed that even as a partial system, we will be full members. THE MEPA, DCR process can be quite strenuous and long. He recommends speaking to someone that has recently gone through it (Superintendent Scenna and Mike Nelson have already started these discussions with Burlington). The last step for this process is approval of the MWRA advisory board, which consists of existing customers, and then the MWRA board of director's vote. After that legislation will be required which includes both the senate house and governor. There is an additional process which is contained in the attached agenda. The final product is the interbasin transfer act and vote that ends the permit process.

We have an intermunicipal agreement from the Town of Wakefield's Selectman. This is a required document before MWRA allows water from Wakefield to flow into our system. They were very happy to see this step already completed by LCWD. Entrance fees from MWRA occur in year 4 and are based on 3 years of consumption use. 1 million gallons per day would be at a cost of \$4.4 million. The calculated entrance fee with MWRA is interest free and can be paid off immediately or spread out within 25 years or both. Details on all the requirements are in attached documents provided by CDM and MWRA.

Glen Drive Treatment Plant Expansion

Al LeBlanc has been with CDM for 20 years and is their lead engineer for designing treatment plants. Mr. LeBlanc presented the attached slide presentation from a recent treatment plant completed for Franklin Massachusetts, which is a modern version of a greensand filter plant. He also showed the Board the detailed specifications that are included in bids of this nature. (Please see attached slides). The proposed station comes with construction of a new lagoon for discharging of the outflow water from the filters. We will need to build temporary power and have an emergency power generator as well as other components such as SCADA. Proposed drawings for the new building are attached to these minutes. Beyond design there are letters with scope that covers preliminary investigations, stormwater, survey of the site that feeds into the design as well as septic

design. The proposed schedule/timeline is also attached to the minutes. Preliminary investigations need to happen first. This will include a pilot green sand vessel test on site that Superintendent Scenna is trying to have in place in August. The goal is to start in August 2021 with design and preliminary field work and award the bid by September 2022 and break ground prior to the start of winter. CDM will have a standing meeting every other week and bring in staff as needed. Foreman Couris ask what discharge permit we need; CDM will have to clarify this with the DEP. CDM is leaving the scope document for review and a board vote. The scope is very detailed and includes all the aspects of design that the project will entail.

Wakefield Interconnection: An interconnection vault will be built between the Wakefield system and the LCWD system. CDM is coordinating the project with Wakefield and Environmental Partners (EP) and will design the interconnection, underground vault. It will be a precast vault, 8 feet wide, 8-9 feet tall, and 10-12 feet long; this will be located in the ground, opposite Baystate Road under the grass area between Main Street and the interstate. The 2 systems will come into and out of the vault; in between will be a check valve and a meter and control valves (a butterfly valve with electric motor). We will be able to test the meter while in service and likely sample from the surface. The vault will have an above ground pedestal and talk to our SCADA and a button to press if we need to turn it off. The final product will be buried with a hydrant on either side and an electrical panel. We are waiting on the final scope and documents. This all needs to be coordinated with the timing of Wakefield's loop. The design of the interconnection vault will take place this Fall so that we can bid in February and allow work to be done in the late spring or early summer. The interconnection will not be in use until the permitting is complete, but Superintendent Scenna wants to have everything connected as he feels that this may expedite the permitting process. This is the smallest piece of construction and is to be paid with the money we are borrowing this fiscal year. CDM likes our current SCADA system, it has good bones, just old. The idea is to put Glen Drive and the vault on the SCADA system and perhaps upgrade the system at a later date.

Agenda Item 2b: Vallis Way - 109 Lowell Street. The developer is proposing 5 new houses and retaining one home on Lowell Street. They are proposing to install a new 8" water main from Lowell Street into the dead end of the new street. The water main can go into Sagamore to set Sagamore up with the connection if needed in the future. Vallis accepted our recommendation to eliminate the dead end on Smith Farm Trail and loop the water main into the new main on Vallis Way creating a loop that is beneficial to all parties. They want to use an easement on Smith Farm Trail to make this happen. A new service connection fee of \$2300 per home will be assessed. We may want to consider an additional connection fee for their system and use this as an opportunity (similar to MWRA) to charge a type of initiation fee to cover improvements in the district and the expenses associated with these improvements (above and beyond the \$2300 for each

house and their pipework). Superintendent Scenna proposed assessing a \$10,000 fee that could cover staff oversight and review of construction of the water mains and the system in the Development. This would be in addition to the service fees that cover oversight of the individual house connections. Commissioner Youngren really liked this approach of a lump sum and felt this was very reasonable given the time it will cost us to oversee this. Moving forward the Board would like to ask Raftelis, our rate consultant, to investigate this proposed new fee and determine if there is a way to base it off an established rate. The Board voted to assess these rates. Superintendent Scenna plans to summarize all comments, including these fees, in a memorandum to the Planning Board prior to their 6/2/21 Public Hearing on the Development.

Motion: a motion was made to approve the meeting minutes from the June 7, 2021 meeting, the May 10, 2021 Annual District Meeting and the May 10, 2021 Special District Meeting.

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

Motion: a motion was made to carry over the employee handbook to this coming fiscal year (FY22).

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

A motion was made to adjourn at 9:32 pm.

Respectfully submitted,