



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm September 13, 2021

Date, time, place: The regular meeting of the Board was held on Monday September 13, 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

Absent: none

Also attending: Reza Aghamirzadeh and Steven Marchand

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: September 27, 2021 at 7:00 PM

Adjourn: 8:18 PM

Meeting was called to order at 7:00 pm

Superintendent's update:

1a. Tank Rehabilitation project update: We had a good meeting today with town officials: Fire Chief Davis, Deputy Fire Chief Wallace, firefighter in charge of communications, Police Chief Secatore and DPW Director Tomaz. We talked about the process for draining the tank, where the water will flow, possible downstream issues and what the specifications require for treating the water (because it is chlorinated) before we discharge to the stormwater system. Prior to today, we identified the area where the water will go downstream in the stormwater system with former Town Engineer Charlie Richter; based on the prior discussions and today's discussion it appears the town is on board. This will be a 24/7 process. We will prepare the office for calls and will notify all abutters in neighborhoods of what we are doing and why we are doing this work. The actual technical submission, provided by the contractor was rejected 2 times as it wasn't right. Town hall

will get a copy of the approved plans and have the submittal that outlines the entire drainage process and has a copy of contract so any issues that may arise, conservation and environmental, the building is prepared to handle. We talked about fire safety and did a quick overview of the system and what will happen in regard to both fire flow and system pressure in accordance with the models when we take one tank out of service. We did a quick overview with CDM of the system when in full operation and how at times we struggle under regular conditions; and then demonstrated with figures and a discussion what takes place when we take one tank out of service. We provided the fire department with maps and showed areas of concern if they had to fight a fire. There is little documented impact. Flow reversals are the biggest concern but that effects discoloration more than pressure. Both Chief Davis and Deputy Chief Wallace were very happy with the model and maps provided and the proactive planning approach. We have an email/text group with the DPW and the Chiefs to keep everyone updated on progress in all phases of the projects. The last piece which required coordination is the public safety communication equipment located on Knoll Road; the while no antennas need to come down at the Wing Road tank, they will need to come down on Knoll Road tank for about 3-4 weeks along with the wiring and other equipment alongside the tank. There is no documentation or agreement in place between LCWD and the Fire and Police Department regarding placement of the antennas and equipment; we don't know when they were installed and how they were installed. They have to come down while we are draining the tank. The tank needs to slowly discharge which should take about a week as there is about 1.6 million gallons of water in the tank. We will paint the Knoll Road tank and then the antennas will go back on the tank and then we can refill the tank. The Town will work with All-Comm to come up with a scenario on how best to remove the systems all while maintaining operation and communication needs. Cost for the antenna work has not been talked about; costs for rental of temporary equipment will be in play as well but also has yet to be defined. The 2 chiefs want to create a system for the long-term sustainability and with duplication so they may be looking to upgrade prior to re-installing. Superintendent Scenna desires to document the installation prior to the antennas going back on the tanks through a memorandum of understanding. We need to make sure the antennas go back up the right way. The contractor will start sometime next week at Wing Road. There is probably close to a foot of sludge in the Wing Road tank. We will clean, empty and do our work and put Wing Road tank back in service. The Knoll Road tank will be the same process, though only about 2-3 inches of sludge in the tank is expected. Once this process is complete, we will begin the work on the outside of the Knoll Road tank. This entire project should take about 6-8 weeks to complete. We will have to sample the water according to the specifications and AWWA standards prior to putting the tank back

in service. The actual filling of the tanks is back in our control; the emptying of the tank is under the contract; everything in between is owned by the contractor. We hope to see benefits, especially at the Wing Road tank with water quality.

1b: Potential issue with Permit Application: We had a situation over the last week regarding a permit for 2 Durham Drive. As of 12 pm today it has been resolved, with all inspections completed. The home now has a meter and backflow with the major issue resolved. Today we had a lengthy meeting with the contractor (Whyman Construction) and now seem to be on same page. We have had issues at Edgemere and Bourque Road with miscommunication with the contractor. The contractor did everything we asked today. The plumber was there to make sure the equipment was installed. As long as we get the same results as what happened today, we don't see any issues moving forward. These are not just our rules. A backflow issue is a \$25,000 fine with the DEP; this was made very clear today. We want to make sure there are no safety issues created by contractors. Contractor Whyman is requesting an emergency supply at the hydrant for 4 Magnolia. Superintendent Scenna is willing to work with the contractor to set something up temporary with a backflow installed. Requests like this are considered on a case by case basis and conditioned on the permit. Under no circumstance should any contractor close or open a service shut off on their own. They should never hose a house over and provide temporary water. All of these issues have taken place with this contractor and Superintendent Scenna has informed him that this will cease immediately or he will face disciplinary action against his permit and possibly his bond. If it happens again, our hands are tied. The contractor has been provided with the Superintendent cell phone number for 24/7 access in the event of emergency work. There should be no surprises moving forward.

1c: DEP Grant Application Award for Willis Farm (Richardson Parcel on Main Street): The district spent a lot of time on the grant application with Greenbelt. Greenbelt requested the district submit for a watershed protection zone grant. We were not directly awarded the grant. However, we submitted for the grant in parallel with the town submitting for a municipal vulnerability protection (MVP) grant and because of this, the state called and said they liked our grant and the language but figured out both grants are doing the same thing. Rather than award two grants to two Lynnfield municipal entities (since we would turn over the award to the town), they increased the MVP grant application award. The amount the town was awarded was higher than what they applied for and by getting more in the grant, we were awarded the grant indirectly. We spent a lot of time on this project. Submitting our grant application helped the town receive a higher award. The

MAPC planning association has also given the town a grant for walking trails and passive recreation. Superintendent Scenna is on a task force to look at that corner to connect bike trails and walking paths and use of the Ipswich River Watershed. This grant from the Mass planning association is a separate from the MVP grant. The MVP grant has been awarded to the town to purchase the Richardson land parcel for the Willis Woods project. This grant is to plan what can be done with open space, conservation land and other watershed land over Peabody, Middleton, North Reading and Lynnfield all Ipswich River Watershed communities. At the end of the day, if this triggers a walking trail through our property it will come back before the board.

1d: Emergency Power Requirements at Station 2, Main Street: Superintendent Scenna will have 1 more document for the board to sign in addition to the list provided via email and attached herein. Station 2 does not have backup power; this was noted in the DEP sanitary survey and we have until November 1st of this year to complete. Weston & Sampson (W&S) created a way to install a switch to allow us to bring a generator onsite should there be a power loss. It will be a switch with an outlet on the outside building and inside there will be a lever to switch and all power will come from the generator. W&S is prepared to complete this work by November 1st pending arrival of parts. The DEP has been good about extending deadlines so long as there is progress and a plan in place. The cost for this project without the cost of a portable generator, is a \$16,000 expenditure. Glen Drive is also on the DEP's list for emergency power needs. This contract is a solution for Main Street. Emergency power improvements to Glen Drive are being designed by CDM with the WTP renovation and will be going out to bid in a year so we asked for a year extension. The DEP will consider an extension as long as the contract is signed and funded. We needed to solve the issue at Main Street before we could ask for an extension at Glen Drive. Work will be completed under the service contract agreement in place with Weston & Sampson.

1e: PFAS Program Testing & Next Steps: We started our PFAS testing. We contracted with our laboratory, Nashoba Analytical, reviewed videos on how to sample and took samples. We got a quote from another lab and prices were similar enough that we felt it best to stay with the lab we are most familiar with. There is much left to undiscover when it comes to PFAS. In the past, it was not possible to test to this level. Because of laboratory advancements, we now can test for these 6 chemicals. Most of New England uses an upper limit of 70 parts per trillion as a detectable level. Massachusetts uses 20 and we aren't sure why. We don't know what to expect as there are no national standards in this regard. Everyone is starting to test but there are all different standards. Some have individual

limits for each chemical, some are taking the combined approach such as Massachusetts. Some are saying if you are over 20 on your first sample, it triggers an action plan and some say three months in a row triggers more testing. PFAS tests for 6 polyfluoroalkyl substances. PFAS is something that can also be found in a plastic water bottle and can also be present in the air. We had to establish a baseline before testing the water. Nashoba Analytical already has our samples and we should have results within the next few weeks. September bills will go out next week with an insert explaining PFAS. Informing our customers is one of the requirements of testing; we need to explain to our customers what we are testing and why we are testing for PFAS. The results will determine how often we will need to test. Superintendent Scenna felt it was important to be proactive in our information to customers and as such wants to make sure something is included in the September bills.

2. Special District Meeting. Close the Warrants for the Special District Meeting at 7:30 PM.: The proposed Oakridge area has grown. Mr. Steven Marchand and Mr. Reza Aghamirzadeh are the next 2 houses on either side of where we are extending and wish to extend the water line to their properties at 75 Oakridge and 54 Oakridge, respectively. The water line will be extended along the entire property of 54 Oakridge. Mr. Marchand's property line continues opposite two other frontages that are not interested in connected. Superintendent Scenna feels it is acceptable to stop the installation along the middle of Mr. Marchand's frontage. This will allow Mr. Marchand to connect. If we continue down the line down towards Pondview in the future, it will be at those homeowner's expense to start at the termination point of this proposed project. We will include these 2 properties in the Special District Meeting warrant. Paul Marchionda has supplied a new plan with the water line past these 2 homes. These homeowners are creating options to connect if/when their well fails; they will have the option to bring the service to their home and will be subject to the tax levy but won't get a volumetric bill until they connect their service. Mr. Aghamirzadeh asked when that want to connect, do they need to go through another approval. Superintendent Scenna confirmed that all they need to do is submit payment for \$2,300 to establish their account. Mr. Marchand and Mr. Aghamirzadeh signed the document.

Motion: a motion was made to close the warrant for the Special District Meeting to be held on September 27, 2021 at the Maney room at town hall.

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

3. Update on Capital Improvement Program: 3 contracts are ready for the commissioners to sign. The 1st contract is for the design of the treatment plant, the 2nd is for the intermunicipal agreement, and the 3rd is the permitting for MWRA (phase 1 of the contract as there are too many unknowns and we need to figure out the path). Mike Nelson from CDM Smith has made assumptions that the scope of the MWRA permitting process may change once we start meeting with organizations and we don't want to sign a contract on what may change. Task order 2 is for the intermunicipal connection with the SCADA portion of the project removed. Superintendent Scenna felt that the price was high and also covered scope based on several assumptions and existing challenges with SCADA within the rest of the system. We may have to look at possibly issuing a separate request for proposal to evaluate SCADA throughout the entire existing system to figure out all the needs and work on these improvements separately with a contractor that can construct the project portions of the improvements and also stay with the District to help us moving forward. The 1st contract is the full design of Glen Drive, testing, sampling, equipment, and what type of media to use for the Glen Drive treatment plant. The price has been reduced because of a recent meeting with Conservation Director Cademartori and Town Engineer Richter where Superintendent Scenna sat with them and explained how and what we want to do it. Superintendent Scenna understands building codes and ways to approach it to save money. It should be in total just under \$900,000 with a not to exceed. The price is based on man hours and scope. Superintendent Scenna took all bidding services out. Over the next 4-5 months we will see how it plays out. We feel comfortable doing bidding services in-house for the Wakefield connection. We will possibly also need an OPM (Owner's Project Manager) to certify and get a building permit and may want CDM as the OPM or hire an independent third party for a fresh new set of eyes so instead of 32% overhead we will look at 5-10% overhead which is the model Superintendent Scenna has always used. Once contract is signed, we will have a kick-off meeting this week. We will then pass the information along to Guilfoil to work on a press release that will be ready to roll out to update the district on its standing and notify them of the first public update meeting that will be scheduled for early November.

5. New Business (Look Ahead):

The documents provided are the FY21 budget vs actual, FY21 balance sheet and FY22 budget vs actual. FY21 is 100% closed and reconciled. Treasurer Cuddy talked to the town assessor for allowance for abatements and there is only \$200 still open in question and being petitioned. The balance is available for refund. We will keep 2019 and 2020 abatements

open with the town but clean up the prior years that are still open. There should be about \$49,000 to be released and goes all the way back to Fiscal Year 2011. These funds will appear on our budget sheet and act as additional reserves that the Board can drawn upon as needed during FY21. The balance will become free cash at the end of the season and be certified in the Fall of 2022 with the close of FY22.

Chairman Maney wants to know where the unemployment compensation issue stands. We are still getting the demand. They cashed our check but are not acknowledging our letter.

Superintendent Scenna proposed several changes to budget line items and group locations in attempts to better organize and demonstrate the budget to the customers. This took place 2 years ago. It was mainly arranged so as to not have the group go negative and instead let individual line items in a group go negative only if there were other lines that could carry the deficit expenditure. The way the budget was done in the past, they were only concerned with the bottom-line number of the entire budget and Superintendent Scenna felt that was not prudent when it comes to accurately depicting yearly operating costs and the story behind the numbers on how the fiscal year played out. If you look at how it has been reshuffled, the groups in FY21 carried and none of the groups finished in a deficit, although some lines within the group did. The groupings work and the auditor understands and likes how the budget is set up. There is more in the year-to-year operating budget and less in the articles. Going forward, we will only have 6 to 10 articles every year as opposed to everything as an article. Articles cannot be deficit spent and you can only spend what is in the article. Unofficially, we are looking at \$1.1 million in free cash that will be certified in October and will become official in early November. Last year was not the norm and this year is also not the norm. Last year we had above average water use. \$1.1 million is not realistic for creating free cash. The tax levy, covid impacting our average demand, and the new rates, were all key factors for \$1.1 million free cash. This year we are on the opposite end due to the rain and lower levels of consumptions. The bills are almost ready to go out and we are off by 17% in billed revenue. Last year we billed \$834,000 and this year we billed around \$692,000. The \$1.1 million is great to have in our back pocket. We can hopefully stay the course with the tax levy and Continue to reduce it or at least maintain the reduced level.

6. Other Board Items:

6a. Approve prior meeting minutes: Superintendent Scenna will review the prior minutes and get the updated minutes to the board for their review.

6b: Approve A/P and Payroll and Payment Plans, if applicable. Board reviewed and approved.

6c. Approve Abatements as Recommended by the Abatement Committee. There is 1 abatement that may need action at the September 27th board meeting.

6d. Any other unanticipated items by the Board. None at this time.

6e. Executive Session for legal and personnel purposes if required.

A motion was made to adjourn the regular meeting at 8:18 pm. to go into executive session.

Respectfully submitted,