



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm September 27, 2021

Date, time, place: The regular meeting of the Board was held on Monday September 27, 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: none

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: October 12, 2021 at 7:00 PM

Adjourn: 7:43 PM

The meeting called to order at 7:00 pm

1. Superintendent's Update

- a. **Tank Rehabilitation Project:** This project has been ongoing for a couple weeks. Worldwide Industries (Worldwide) started draining the Wing Road tank on September 16th. The coordination with the town was productive and to date there have been no issues with the process of draining the tank per the conservation department, DPW and the fire department. Superintendent Scenna keeps all these departments updated via text and emails several times a day, week. From a system perspective we have had issues, which led to issuing a code red. Once the tank was fully empty and locked off from the system, there were several flow reversals taking place in the system. We started bringing water from Knoll Road to the other area of town. We approximately average 22,000 gallons per hour of use however, our average is not linear throughout the day. Our peak time is 4am to 9am. Peak weekend hours are between 4am - 10am, which is when we use the bulk of the water

and at that time when we rely on our tanks. That's when we are seeing the flow reversals. We are also seeing the issues when we do a backwash of our WTP at Station 3. This demands a high volume of water be supplied to Phillips Road, now from the Knoll Tank side of the system as opposed to the Wing Road Tank. By the time the system settles out it is usually by the middle of the day. When we do a backwash, we bring the water down to the Phillips Road treatment plant to reverse the flow. We had been getting calls around 11:00 am after the backwash begins. We were getting calls from Elizabeth, Highland, Crescent, Gerry, Walnut, Hampton, Westover, and Madison. We didn't get calls from the Phillips Road station area. The Apple Hill area has had constant problems. This will continue until the system is back to normal. Worldwide welded inside the tank on Saturday. Their inspection found several areas in the tank where it was cracking and completed welding these areas inside the tank. All areas are being inspected and documented by our field inspector. Not repairing these cracks, would lead to a significant issue in the future. It will all be documented; Bobrick has been in and out inspecting and tracking the work. We will have before and after pictures and a presentation for the board. Wing Road tank work should be completed by the end of this week or by next Monday and then we will be able to reactivate the tank within a week. OSHA showed up today after receiving an anonymous complaint for unsafe work conditions. OSHA isn't required to tell us who submitted the complaint. The complaint was an unsafe work condition. OSHA spent an hour onsite with the contractor, 15 minutes on-site with CDM and a $\frac{1}{2}$ hour in the office. OSHA will be back tomorrow at 7:30 to field verify everything relayed to them today. Work was allowed to continue. This is an OSHA complaint directed to the contractor so any violations are the contractor's responsibility. OSHA has the contractor's confined entry plan and will review that. They will also request any additional documents through the contractor. Worldwide did not open the gate prior to 8am on Saturday and there were no neighborhood complaints resulting from the Saturday work. Issuing the Code Red and posting to the website helped as we received the majority of calls before the code red was issued. Before transitioning to the Knoll Road tank, we will need to remove the antennas. The town will bring a temporary trailer to the site to hold their antennas. The town says there are costs associated with renting the trailer that we can work out with the town administrator. The Board feels we shouldn't be paying for the rental trailer as the town is not paying rent for their antennas at the tank. By the end of the week, the antennas should be off the tank. We will meet with Verizon this week as their antennas will need to be removed as well. Per our contract with Verizon, we have right to remove their antennas for maintenance purposes. If Verizon removed their antennas correctly, we should not have any issues. We will fill the Wing Road tank and enter it back into the system. The Knoll Road tank is

where the main SCADA is, which will bring a handful of problems because SCADA controls will have to be transferred to the Wing Road Tank before we empty Knoll Road. When all is said and done, we will transition controls back to the Knoll Road tank. Worldwide is working 6 days a week.

- b. **PFAS Program.** The PFAS insert went out with the bills. A CDM employee reviewed and edited the letter Superintendent Scenna wrote before it was finalized. We did not receive many phone calls regarding the PFAS insert as most people don't pay attention to the inserts. Superintendent Scenna only spoke to 2 people. The approach to our customers is explain this is something new to the industry and as we find out more, we will communicate to the district and figure out what steps we can take. Superintendent Scenna referred the 2 customers to talk to their primary care about drinking the water and their individual health concerns. We don't have any confirmed results from the lab since the initial call from a few weeks ago. We have a flow chart for next steps in the testing process.

Summary of Summer Quarter Billing. Superintendent Scenna provided the board with a summary sheet on the September bills to look at the distribution. Some of the differential is due to the rate increase but the vast majority is people didn't use as much water. Last year 28% of the bills were less than \$100, this year that number is 33%. The average bill was \$254. The higher users were less but we still had 55 customers with a bill over \$1,500. Although the rate is different and the consumption is less, the overall spread/distribution on the bills is roughly the same. The impact of dropping the third tier wasn't as high and as impactful on the average summer bill. The office has been busy with calls from customers questioning their bill. WaterSmart has been helpful for explaining the bills. People are getting used to receiving a bill every quarter. The distribution is remarkably similar. The question is if the Delta is less, is that sustainable. Superintendent Scenna doesn't know if this will continue. This will impact our free cash. 2020 and 2021 were both abnormal years due to covid in 2020 and rain this summer. Superintendent Scenna feels that they were both the book ends of what normal is and is equally concerned with the number of wells being installed in the district and impacting revenue from the top tier during the summer. Superintendent Scenna will need to meet with the board of health to determine how many customers applied for a well permit and how many were installed this past year. Superintendent Scenna wants to see what that 5% of our customer base brings in for our revenue and will tell what a well will do in terms of future revenue. There are a few issues that will come out of this quarter.

- c. **Abatement allotment release:** Treasurer Cuddy worked with the town assessor to release the abatement funds. The board of assessors voted to release the funds that are on the town's ledger for FY 2011 through FY 2019 of about \$49,000. The town will still hold FY2020 and FY2021 abatement funds. See notes from prior meeting for additional information.

2. Update on Capital Improvement Plan

- a. **Borings & Survey @ Interconnect:** On September 16th, Wakefield received their permit from the MASS DOT to do survey work and boring work and will start during the middle to end of this week. We want to get more boring work done where the vault is going, and MASS DOT said we will need to amend the permit. Superintendent Scenna decided to let Wakefield proceed with their work while the permit is amended for our work. He did not want to slow their process down.
- b. **CIP Update Presentation from CDM Team:** We set November 8th board meeting as a target date for CDM to present an update where the Capital Improvement Projects stand. Superintendent Scenna will be meeting on Thursday with CDM to test the pilot at Glen Drive, with trailer and green sand filter. We want to create a presentation on site and place on the website to grow confidence within the district. It has been tough with water going in many different directions and who will be impacted. We want to establish confidence with our customers. He believes it's likely best to allow the tanks to go back in service prior to testing at GD.

3. New Business (Look Ahead)

- a. **Abatement Committee Meeting: Wednesday, October 6, 2021.** There are a few lingering issues. We plan to have an abatement meeting on October 6th. We have 2 payment plan issues for review to clean up.
- b. **Charter Review Committee Kickoff: Tuesday, October 12, 2021.** We will develop some possible changes to bring forward for the election piece. Commissioner Youngren, Clerk Doyle and Superintendent Scenna will meet on October 12th to begin the process. Superintendent Scenna wants to know if the board would like an additional person involved in the committee. The committee will look at the charter and come to the board for a vote and then have a Special District Meeting for the district to approve. Commissioner Youngren said we need transparency and to have someone advise us. The benefit for having an individual from the outside, is that person doesn't benefit from the charter changes. From a transparency perspective, it would be someone that has some political background. It has to be the right person. We want to have a recommendation by January 1, 2022. Clerk Doyle and

Superintendent Scenna hope to have this Special District Meeting in FY22 in February of 2022 in the hopes of getting this passed that will impact the April Annual District Meeting.

- c. **FY21 Retained Earning Certification:** Late October: Dick Hingston will walk Treasurer Cuddy through the process. The commissioners will need to go online to sign the approval.
- d. **Tax Levy Calculation & Proposal:** We will discuss at the second meeting in November; December 6th meeting will be the vote. By December 1st we will have readings for the next round of bills to see what we collected for half the year to see what the tax levy should be. An early recommendation from Dave Fox is we can go down at least by .05. The next rate will have to cover the debt. We need to talk about all these things in November. We have a budget that will go up next year to start paying back the money we already borrowed; we also have to set up to pay for the money we will borrow in the future.

We have not heard from the state on unemployment issues.

T-Mobile is sending the lease contracts. Sprint and AT&T contracts are still open. T-Mobile is signing a two-year deal and will be pulling their stuff down. AT&T is still finalizing the access agreement. Dish Network reached out to us with interest on renting space at both tank locations. We are supposed to meet again this week; Dish had put out a price of \$2,700 per month. We will need to go through the RFP process. We can fit 1 more at Wing Road when T-Mobile leaves and probably 1 or 2 more at Knoll Road.

The cubic foot meter spreadsheet is confusing, and we need to look at it more in depth. We need to get the operators available to schedule the appointments.

Superintendent Scenna had a discussion with the homeowner at 380 Lowell Street and offered to petition the board to see what we can do to help with reimbursement for a filter system.

4. Other Board Items:

- a. Approve Prior Meeting Minutes:

Motion: a motion was made to approve the August 23, 2021 minutes.

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

- b. **Approve A/P and Payroll and Payment Plans, if applicable.** Warrants signed and approved by the Board.
- c. **Approve Abatements as Recommended by the Abatement Committee.** None at this time.
- d. **Any other unanticipated items by the Board.** None.
- e. **Executive Session for legal and personnel purposes if required**

A motion was made to adjourn the regular meeting at 7:43 pm. and go into executive session.

Respectfully submitted,