

Lynnfield Center Water District

83rd Annual Meeting

Wednesday, May 11, 2021, 6:30 PM

and FY22 Special District Meeting, 7:00 PM



Lynnfield Center Water District

83 Phillips Road

Lynnfield, MA

Timothy Doyle, Esq., District Clerk

John Scenna, Superintendent

Welcome to the Eighty Third (83rd) Annual Meeting and Fiscal Year 2022 (FY22)
Special District Meeting of the Lynnfield Center Water District.

Thank you,

Board of Water Commissioners

Joseph T. Maney, Chairman

Anders F. Youngren

Jack Adelson

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LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Annual District Meeting

Essex, SS.

To John V. Scenna a legal voter resident within the Lynnfield Center Water District (herein "District") in the Town of Lynnfield, Massachusetts.

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to warn legal voters in said District to meet at the Merritt Center located at 600 Market Street in said Town on Wednesday, May 11, 2021, at 6:30 P.M., then and there to act on the following Articles for Fiscal Year 2023 and to elect officers of said District to terms effective at the time of said meeting:

- ARTICLE 1: To choose a Moderator of the meeting to be sworn in.
- ARTICLE 2: To elect by ballot a Clerk of said District for a term of one year.
- ARTICLE 3: To elect by ballot a Treasurer of said District for a term of one year.
- ARTICLE 4: To elect by ballot one member of the Board of Water Commissioners of said District for a term of three years.
- ARTICLE 5: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to cover maintenance and operating expenses, debts and interest charges, and installations for Fiscal Year 2023, beginning July 1, 2022, or what action it will take thereon.
- ARTICLE 6: To see if the District will vote to authorize the Treasurer, with the approval of the Commissioners, to borrow in anticipation of the revenue for Fiscal Year 2023, beginning July 1, 2022, in accordance with General Laws, Chapter 44, Section 4, or any other enabling legislation, and to issue or renew any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or what action it will take thereon.

- ARTICLE 7: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to complete the restoration and rehabilitation of Station 3, Phillips Road, water treatment plant lagoons, including engineering, disposal, construction and all incidental and related costs, or what action it will take thereon.
- ARTICLE 8: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to upgrade water meter infrastructure to have the capability of recording and reading consumption in incremental periods of time to provide customers with more up-to-date and detailed information, including all incidental and related costs, or what action it will take thereon.
- ARTICLE 9: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to conduct a review of regulatory changes to DEP Lead & Copper and Polyfluoroalkyl Substances (herein "PFAS") testing requirements and EPA National Pollutant Discharge Elimination System (herein "NPDES") requirements, including all incidental and related costs, or what action it will take thereon.
- ARTICLE 10: To see if the District will vote to raise and appropriate or appropriate by transfer, or otherwise, a sum of money to fund future other post-employment benefits ("herein OPEB") liability costs, such as retired employees' health insurance, or what action it will take thereon.
- ARTICLE 11: To see if the District will vote to appropriate by transfer from the Reserve for System Development Fund, or otherwise, a sum of money for the Enhanced Conservation Plan Account to support efforts towards meeting the performance standards for residential per capita water use and seasonal water use, as required by the Department of Environmental Protection Special Condition 8 of the Ipswich River Basin Water Withdrawal Permit, including all incidental and related costs, or what action it will take thereon.
- ARTICLE 12: To see if the District will vote to appropriate by transfer from the Reserve for System Development Fund, or otherwise, a sum of money for the Water Bank Rebate Program Account as required by the Department of Environmental Protection Special Condition 1 of the Ipswich River Basin Water Withdrawal Permit, or what action it will take thereon.
- ARTICLE 13: To see if the District will vote to transfer the remaining balances from Article Funds #7005, 7015, 7090, 7091, 7106, 7110, 7125, 7150, 7175, 7210, 7220, 7230 to Article Fund #7045, Infrastructure Replacement Account, or what action it will take thereon.

And you are directed to serve this Warrant by posting attested copies thereof in two or more Public Places within said District seven days at least before the time and place of the meeting aforesaid.

Hereof, fail not and make due return of the Warrant with your doings thereon to the Board of Water Commissioners of said District at the time and place of said Meeting.

Given under our hands this 25th day of April, 2022.

Joseph T. Maney, Chairperson

Anders F. Youngren

Anders F. Youngren, Commissioner

Jack Adelson

Jack Adelson, Commissioner

I have served the within Warrant as therein ordered by posting attested copies thereof in 3 places within said District on the 25th day of April, 2022.

John V. Scenna

John V. Scenna

A true copy, attest Linda A. Emerson



Proposed Budget and Source of Funds for Annual District and Special District Meeting Articles

Source and use of funds								
Article Number	Description of appropriation or transfer	Total \$ amount of article	\$ amount from surplus funds	\$ amount from existing * warrant items	\$ amount from Water Rates and Tax Levy	Bal. as of 5/11/22	New Balance	
A11 & 12	Reserve for System Development and Conservation Account			\$1,600.00		\$0.00	\$0.00	
						\$1,600.00	\$0.00	
							\$0.00	
							\$0.00	
	Beginning balance for Xfer			\$1,600.00		\$1,600.00	\$0.00	
	Beginning balance of free cash		\$389,494.00			\$389,494.00	\$166,394.00	
ADM 5	FY22 Operating Budget	\$2,855,066.42			\$2,855,066.42	\$0.00	\$2,855,066.42	
ADM 10	OPEB Post Employment Fund Liability	\$25,000.00			\$25,000.00	\$5,362.96	\$30,362.96	
ADM 8	Upgrade Meter Infrastructure & Readers	\$75,000.00	-\$75,000.00		\$0.00	\$161,343.20	\$236,343.20	
ADM 7	WTP Lagoon Maintenance	\$65,000.00	-\$65,000.00		\$0.00	\$0.00	\$65,000.00	
ADM 9	DEP Lead & Copper, PFAS & NPDES	\$25,000.00	-\$25,000.00		\$0.00	\$0.00	\$25,000.00	
ADM 11	Enhanced Conservation Plan			-\$800.00	\$0.00	\$30,576.11	\$30,576.11	
ADM 12	Water Bank Rebate Program			-\$800.00	\$0.00	\$4,797.00	\$4,797.00	
SDM 2	FY22 Budget Housekeeping	\$37,100.00	-\$37,100.00		\$0.00			
SDM 3	Capital Stabilization Fund	\$10,000.00	-\$10,000.00		\$0.00	\$150,468.42	\$160,468.42	
SDM 4	General Stabilization Fund	\$11,000.00	-\$11,000.00		\$0.00	\$60,126.55	\$71,126.55	
ADM 13	7005 · Inst. & Replacement of Services					\$509.11	\$0.00	
ADM 13	7015 · Additional Water Supply					\$800.84	\$0.00	
	7025 · Tank Rehabilitation Design					\$0.00	\$0.00	
	7030 · Reserve Fund					\$0.00	\$0.00	
	7040 · Water Main Infrastructure					\$50,869.97	\$50,869.97	
ADM 13	7045 · Infrastructure Replacement					\$6,443.88	\$27,578.84	
	7085 · new truck					\$832.87	\$832.87	
ADM 13	7090 · Building Infrastructure					\$823.66	\$0.00	
ADM 13	7091 · Alarm / Security Infrastructure					\$0.00	\$0.00	
	7100 · Real Estate acquisition and cost					\$27,250.00	\$27,250.00	
	7105 · Conservation Program					\$30,576.11	\$30,576.11	
ADM 13	7106 · Residential Filter Rebate Acct					\$0.47	\$0.00	
ADM 13	7110 · DEP Permit Defense					\$2,015.33	\$0.00	
ADM 13	7125 · Backflow Preventor Service					\$2,480.00	\$0.00	
	7141 · Billing Infrastructure					\$5,405.33	\$5,405.33	
ADM 13	7150 · Leak Detection Equip/Svs					\$12,274.79	\$0.00	
	7165 · Capital Equipment Purchase					\$110,536.39	\$110,536.39	
	7170 · Conservation Rebates					\$4,794.00	\$4,794.00	
ADM 13	7175 · Code Red/reverse 911					\$158.60	\$0.00	
ADM 13	7210 · Hydraulic Model					\$1,315.18	\$0.00	
ADM 13	7220 · Septic System					\$756.98	\$0.00	
ADM 13	7230 · Additional Water Supply Study					\$0.00	\$0.00	
	7300 · North Coastal Well Redevelop					\$21,418.87	\$21,418.87	
	7301 · AWIA Risk & Resilience Plan					\$18,969.63	\$18,969.63	
	7510 · Fund for Lead & Copper & PFAS					\$0.00	\$0.00	
	7520 · Variable Frequency Drive					\$32,500.00	\$32,500.00	
	7600 · Water Tank Upgrades and Rehab					\$40,703.39	\$40,703.39	
	7700 · Water Mains Upgrade, Rehab..					\$2,669,329.21	\$2,669,329.21	
	7710 · PFAS Station 2 construction					\$376,050.00	\$376,050.00	
	7720 · PFAS - CDM long-term study					\$33,055.30	\$33,055.30	
	7730 · PFAS Station 4 pilot testing					\$135,000.00	\$135,000.00	
	7740 · PFAS Bottled water program					\$25,000.00	\$25,000.00	

New 23
New 23

Lynnfield Center Water District (LCWD) Proposed FY23 Operating Budget

* Increased in FY22 through SDM Appropriation or Free Cash

Administrative	FY21		FY22		FY23	% Increase	% of budget
	budget	actual	budget	actual 4-28-22			
6101 - Clerk, Wages (Administrative Salaries)*	\$235,816.40	\$241,504.41	\$247,962.73	\$198,066.29	\$262,310.66	5.8%	9.2%
6151 - Administrative Overtime	\$12,500.00	\$12,288.10	\$12,500.00	\$10,851.22	\$12,500.00	0.0%	0.4%
6152 - Part Time Salaries*	\$22,550.00	\$15,002.30	\$35,827.88	\$23,363.70	\$46,222.72	31.0%	1.6%
???? - Intermunicipal Agreement Salary*			\$14,900.00	\$0.00	\$20,000.00	New Line	0.7%
6102 - Other Salaries	\$17,090.00	\$15,902.20	\$17,490.00	\$12,651.94	\$17,490.00	0.0%	0.6%
sub-total	\$287,956.40	\$284,697.01	\$294,690.61	\$244,933.15	\$359,223.38	21.9%	12.6%
6103 - Printing, Postage, & Stationary	\$14,720.00	\$14,510.96	\$14,720.00	\$10,740.68	\$14,720.00	0.0%	0.5%
6104 - Telephone	\$7,800.00	\$7,670.86	\$13,800.00	\$6,957.45	\$9,700.00	-29.7%	0.3%
8100 - Office Supplies	\$4,000.00	\$2,116.61	\$3,000.00	\$2,681.32	\$3,060.00	2.0%	0.1%
8105 - Kitchen/Bath Supplies	\$5,500.00	\$1,361.65	\$3,500.00	\$1,493.36	\$2,142.00	2.0%	0.1%
8200 - Advertising	\$4,500.00	\$4,960.38	\$5,200.00	\$2,250.63	\$5,200.00	0.0%	0.2%
8300 - Professional Engineering Services*	\$40,750.00	\$24,795.83	\$27,500.00	\$21,161.46	\$27,500.00	0.0%	1.0%
6111 - Data Processing	\$30,000.00	\$42,137.62	\$63,500.00	\$16,603.02	\$28,500.00	-55.1%	1.0%
7175 - Code Red/reverse 911	\$1,250.00	\$1,401.96	\$1,250.00	\$0.00	\$1,250.00	0.0%	0.0%
6112 - EPA Annual Report	\$3,100.00	\$2,935.67	\$3,100.00	\$3,126.49	\$3,162.00	2.0%	0.1%
6113 - Computing Equip & Supplies	\$7,500.00	\$8,535.87	\$7,500.00	\$0.00	\$7,500.00	0.0%	0.3%
???? - Water Smart & Neptune 360 Annual Lease	\$4,000.00	\$5,157.29	\$5,000.00	\$4,823.91	\$5,000.00	0.0%	0.2%
6114 - Payroll Processing	\$2,500.00	\$2,351.35	\$2,650.00	\$2,160.58	\$19,173.00	New Line	0.7%
6160 - Uniforms	\$5,152.00	\$5,156.15	\$5,152.00	\$3,479.88	\$6,440.00	7.5%	0.1%
8110 - Audit	\$14,500.00	\$20,510.00	\$15,750.00	\$1,360.00	\$16,500.00	25.0%	0.2%
6117 - Bank Fees	\$0.00	\$49.75	\$0.00	\$49.75	\$0.00	4.8%	0.6%
8400 - Cubic Foot Meter Refunds*	\$433,228.40	\$428,798.78	\$516,508.59	\$7,779.66	\$5,000.00	0.0%	0.0%
Total Administrative	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$330,800.94	\$519,670.38	0.6%	18.2%
Insurance & Debt, Etc.							
6250 - Unemployment Compensation	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	0.0%	0.0%
6260 - Blue Cross/Blue Shield (Employment Insurance)	\$233,953.44	\$178,276.01	\$235,473.28	\$158,766.59	\$235,473.28	0.0%	8.2%
6270 - Maturing Debt	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$195,000.00	69.6%	6.8%
6280 - Interest on Debt	\$17,825.00	\$17,825.00	\$15,525.00	\$15,525.00	\$159,040.00	924.4%	5.6%
6290 - DEP Assessment	\$2,200.00	\$2,082.42	\$2,420.00	\$2,164.08	\$2,420.00	3.3%	0.1%
6300 - Essex County Assessment	\$129,586.00	\$127,264.00	\$173,831.00	\$173,831.00	\$213,400.00	22.8%	7.5%
6490 - Taxes Payroll	\$14,000.00	\$14,628.29	\$15,000.00	\$13,490.21	\$15,000.00	0.0%	0.5%
6495 - Reserves	\$513,564.44	\$455,075.72	\$608,249.28	\$14,105.98	\$50,000.00	0.0%	1.8%
Total Insurance & Debt, Etc.	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$492,882.86	\$871,413.28	43.3%	30.5%
Maintenance Distribution							
6106 - Labor and Wages	\$406,668.29	\$408,503.63	\$448,082.50	\$340,918.63	\$521,995.76	16.5%	18.3%
6158 - p/t labor	\$14,700.00	\$0.00	\$12,600.00	\$6,390.00	\$12,600.00	0.0%	0.4%
6157 - On Call Wages	\$82,560.00	\$78,430.00	\$78,000.00	\$67,183.08	\$80,340.00	3.0%	2.8%
6156 - Operations Overtime	\$95,000.00	\$107,857.53	\$96,900.00	\$83,479.08	\$99,807.00	3.0%	3.5%
6159 - Snow Operations Overtime	\$14,200.00	\$14,193.12	\$10,000.00	\$10,123.32	\$10,000.00	0.0%	0.4%
sub-total	\$613,128.29	\$608,984.28	\$645,582.50	\$508,283.11	\$724,742.76	12.3%	25.4%
6161 - Safety Equipment	\$5,000.00	\$4,393.01	\$7,500.00	\$1,143.94	\$5,000.00	-33.3%	0.2%
6107 - Truck Maintenance	\$13,250.00	\$13,726.18	\$12,500.00	\$7,731.05	\$10,000.00	-20.0%	0.4%
6108 - Pipe, Fittings & Supplies	\$14,500.00	\$15,997.65	\$18,000.00	\$24,837.52	\$25,000.00	38.9%	0.9%
6110 - Equipment Rental	\$17,000.00	\$10,150.24	\$17,000.00	\$0.00	\$23,500.00	-26.5%	0.4%
8210 - Hydraulic Model (Flushing Program)	\$28,500.00	\$10,437.50	\$28,500.00	\$9,947.50	\$23,500.00	-17.5%	0.8%
6115 - Technical Training	\$7,500.00	\$3,330.41	\$7,500.00	\$2,407.34	\$5,500.00	-26.7%	0.2%
6800 - Heating Utilities	\$7,200.00	\$3,787.80	\$5,500.00	\$4,344.71	\$5,000.00	-9.1%	0.2%
8125 - Backflow Preventor Service	\$6,500.00	\$4,446.00	\$7,500.00	\$3,374.00	\$6,000.00	-20.0%	0.2%
8140 - Metering Infrastructure	\$40,000.00	\$46,065.73	\$40,000.00	\$37,334.76	\$44,000.00	10.0%	1.5%
6900 - Auto Gas & Oil	\$5,800.00	\$7,665.17	\$7,250.00	\$6,472.97	\$14,500.00	100.0%	0.5%
6120 - Insurance	\$51,000.00	\$44,007.00	\$54,195.00	\$52,839.00	\$54,195.00	0.0%	1.9%
8090 - Facilities Repair & Maintenance	\$31,500.00	\$20,109.03	\$37,320.00	\$14,955.67	\$31,500.00	-15.6%	1.1%
???? - Grounds Maintenance	\$25,000.00	\$0.00	\$30,000.00	\$0.00	\$8,500.00	-38.3%	0.6%
8040 - Water System Improvements	\$12,500.00	\$6,210.00	\$12,500.00	\$880.00	\$8,500.00	-32.0%	0.3%
8150 - Leak Detection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	0.0%
6140 - Capital Outlay	\$37,000.00	\$33,096.37	\$25,000.00	\$7,502.30	\$25,000.00	0.0%	0.9%
8045 - Water System Repairs							



FY23 LCWD Fee Schedule

Fee Consideration	Pre-Existing	FY22	Proposed FY23
Turn On/Turn Off		n/a for active accounts	n/a for active accounts
New Meter Set Up Fee	\$50	\$600	\$625
Permit Fee (Repair/Renewal)	\$583	\$100	\$100
Permit Fee (New Service Connection)	\$1,500	\$1,500	\$1,525
Permit Fee (New Account Fee)	\$800	\$800	\$800
Emergency Services (after hours) for non LCWD Issues	\$200	n/a	n/a
Final Read Fee	\$50	\$75	\$100
Service Leak Fee (per day if not repaired within 14 days)	\$50	\$50	\$65
Non-Reading Meter Fee (per month after series of notifications)	\$50	\$50	\$65
Meter Tampering (State Law Reference)	\$1,000	\$1,000	\$1,000
Lien Fee (charged and collected by Town)	\$25	\$75	\$100
Backflow Testing (by device)	\$75	\$75	\$75
Meter Bench Testing	\$50	\$200	\$200
Cross Connection (by bylaw per day)	\$25,000	\$25,000	\$25,000
Water Fines (by bylaw)	escalating	escalating	escalating



Approved by Board, 4/28/22