



**LYNNFIELD CENTER WATER DISTRICT WARRANT**  
**The Commonwealth of Massachusetts**  
**Joint Board Meeting with Conservation Commission**  
**7:00 pm October 17, 2023**

**Date, time, place:** The joint meeting of the LCWD Board of Water Commissioners with Conservation Commission was held on Tuesday, October 17, 2023 at 7:00 PM.

**In attendance:** Commissioners Joe Maney, Anders Youngren, Steven Walsh, Superintendent John Scenna, Treasurer Kevin Sullivan, and Clerk of the Board Christine Smallenberger

**Absent:** Treasurer Kevin Sullivan

**Others attending:** Peter Ogren and Anne Malenfant

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

**Next Regular Meeting:** November 20 or 27, 2023

**Adjourn:** 8:26 PM

The meeting was called to order at 7:10 pm.

New business:

**Tax levy:** LCWD's financial team will meet with the town's new treasurer/tax collector. We have to set the tax levy. External audit has picked up on tax levy mistakes. We need to have the town and our group aligned. Our next meeting will be on either November 20<sup>th</sup> or November 27<sup>th</sup>. We will discuss the tax levy on the same night. The tax levy needs to be set by the 1<sup>st</sup> of December.

**Lien list:** Any customer owing over \$500 coming into the September bill was sent a letter. This list will come back to board for approval to lien if they have not paid their outstanding amount by November 10<sup>th</sup>.

September billing: was 19.5% below summer's usage. This will impact next year's free cash. Summer use is where we derive our excess revenue. It means a lower margin that we have to work with.

Commissioner Walsh inquired about the restriction signs that are posted around town and if this is due to the decrease in revenue. Our Withdrawal permit requires the signs as well as the Ipswich River stream trigger flow. The DEP comes in to do inspections and we have to show them we have done our due diligence. When the capital improvement projects are complete, we intend to change the restrictions.

Vallis way came before the board in 2022. Hayes Engineering is present this evening on behalf of his client, Vallis Way. The water main came down from Lowell Street to Smith Farm Trail. We found the easement proposed is not valid. While there is an easement, it was never recorded. The development is offering other work in exchange of the original proposal. Hydraulically, what is proposed is a little better. They are proposing an additional hydrant on Vallis (3 instead of 2, 1 closer to Lowell St.). With the new hydrant, we can flush those 3 services. They will also replace the 3 services. On Lowell Street, 3 new gate valves will be added, one at Durham and 2 valves on either side of Vallis. The gate valves allow the ability to re-direct flow. This new line will feed Sagamore and will connect back to Main Street. The gate valves can isolate certain areas and will minimize impact when we have to do work. We see it as value added to the district. This will provide what the original easement was supposed to provide. We would have to accept the new plan and changes.

Motion: a motion was made to accept the plan as presented.

Seconded: the motion was seconded, and the motion was passed with Commissioner Youngren, Commissioner Maney and Commissioner Walsh saying aye by a unanimous vote.

Willis Wood: There will be a joint meeting on Oct 30<sup>th</sup> at Merritt Center with the Conservation Commission to review the trail and walking paths. Greenscape may attend the meeting. The town administrator will attend so we can bring everyone together to make a decision. We hope to get feedback so we can decide if we want to move forward. Commissioner Youngren asked if the district is willing to accept the responsibility for liability; Chairman Maney doesn't feel there will be enough traffic to warrant. Commissioner Walsh feels if a group derives pleasure from using the trails, he would vote yes but with some protection in writing. Attorney Tom Mullen has given the town information that indemnifies the property. By the end of November, the board should move forward.

Capital projects update: Anne Malenfant from CDM Smith is here to provide the board with an update (presentation included in these minutes). Glen drive is at 90% and incorporating

updates to move to final design. We are awaiting Mass DEP comments (they have until 11/17 and then will respond). The SRF application was submitted on October 12, 2023. Next steps will be to review and certify the application is complete, which initiates the formal financing offer. Construction will begin 6 months after loan approval.

We received interconnection comments from MWRA which will be reviewed with a follow-up meeting, wrap up into final revisions and move into final design. We received MASS DOT comments and will submit a revised application tomorrow. MWRA admission: we received certificate for the expanded EENF on 9/18/23. The certificate has a list of things they need. They want usage, and summer restrictions and how we use it. We need to justify a need. We still have some funds in the current contract with CDM. If the SEIR is what they are hoping for, we have done so much for water exploration, it was easy to present it and have done our due diligence.

The DEP came out 2 weeks ago and did a sanitary survey and looked at everything and is coming back for a second day. They had questions of the mixing of the water (chlorine vs. chloramines). That was the first comment of the mixing of the water and reassurance of the water quality. We did an analysis during the emergency declaration, and found they are compatible so it wouldn't be an issue.

Glen Drive schedule is moving towards final design for November 7<sup>th</sup>. The biggest item is the fluoride manufacturer. We have started the process for contractor and sub pre-qualification for over \$10 million through an RFQ process and will have a list of contractors that can bid on the project. We will go to bid in the Dec-Feb time frame. Through pre-qualification, we hope to save time. For the vault schedule, the only thing that will hold us up is Mass DEP comments. We also have a proposal from CDM for SCADA work, which is needed system wide and to merge the new projects. The task order will be ready for signature.

Edward Ave is a DPW road project. We advised against doing the road as we have a lot of road work. We have some funding for it and executed a new contract with GTA, which will cost more money. We have completed 47 of the 60 homes. 40 of the 47 had a lead service. We have replaced 2 of the 4 hydrants and repaired a water main break when the valve broke.

In terms of station 2, the pilot program is still in place. We had to increase our lead and copper sampling to 40 sites twice a year. The office did a great job finding people with acceptable plumbing. We sampled and passed. If we pass in the spring, we can go back to 20 samples once a year until Glen Drive goes online. We suspect we will be sampling 40 sites for a while.

Flushing began and has been posted on in the newspaper, website, press releases, and code reds. In terms of bid updates, we open antenna bids tomorrow with 5 prospective bids. This is to replace T-Mobile that equaled \$70,000 in revenue. The GTA contract was awarded for water service repair work. The addenda for the OPM have been approved and will be sent out. Superintendent Scenna would like to use John Tomasz from the DPW for reviewing the OPM along with Chairman Maney and Superintendent Scenna.

There is a concern with this year's budget especially with summer revenue down and loss of antenna revenue, which impacts free cash. The GTA contract has put a gouge in this budget. We will have to have a Special District Meeting to supplement this fiscal year's budget with around \$200,000 to \$300,000. It looks like our free cash position will be around \$1.6 to \$1.7 million. Next year's road program is aggressive as well. We need to be innovative for the budget to do the repairs. Free cash can supplement this project, but we can't live on free cash from year to year. We have to look at everything in the budget cycle and see what we can do cheaper and save money. The contract with GTA is the way it is supposed to run; we have to meet wage rates. We carried over \$465,000 in free cash. We sold a lot of water last summer and were lean on the budget.

The charter changes went through the state house. Once the changes pass, we can appoint Treasurer Sullivan to a 3-year contract. At the next Annual District Meeting election, the clerk will become a 3-year position.

Policies and procedures are being worked on and will be approved by the board.

The Abatement committee met on 4 abatement applications.

12 Priscilla Road: had planted 42 arborvitae plants. The homeowner was not aware the contractor installed a drip hose to water the plants. Their bill was \$4,300 bill. The committee's recommendation is to bill all usage at tier 1.

10 New Meadow: used a little more water (around 3,000 gallons each month) in August and September than prior years because of the dirty water due to the Main Street August 8<sup>th</sup> water break. The district didn't cause a flow reversal on purpose and there was no negligence on the district's part. We flushed the area a few times and the break on Edward Ave. caused dirty water again. Approving this abatement sets a bad precedent. A Wing Road resident today had dirty water today from flushing. The committee's recommendation is to deny.

38 Homestead Road: the abatement committee recommended to deny the application as the usage went back to normal in June.

17 Williams Road.: the abatement committee recommended to deny the application but will change her meter and data log in the future.

The board supports the abatement committee's recommendations for all 4 abatement applications.

Superintendent Scenna addressed the board regarding the Migliero property at 567 Main Street. Due to the water break, the home flooded. The pool was a mess. All the iron and manganese stained the gunite. The cost for landscaping is \$1,597 and \$1,200 for the pool. The last issue is the cabana was damaged. Her backyard flooded because of storm water. The town will pay for half, and we will pay the other half which amounts to around \$8,500 in reimbursement. It is not worth going through insurance as our deductible is \$5,000. The board will defer to the superintendent and is fine with reimbursement to the homeowner.

Motion: a motion was made to accept the minutes of September 11, 2023 board meeting.

Seconded: the motion was seconded, and the motion was passed with Commissioner Youngren, Commissioner Maney and Commissioner Walsh saying aye by a unanimous vote.

A motion was made to adjourn the meeting at 8:26pm.

Respectfully submitted,