



LYNNFIELD CENTER WATER DISTRICT WARRANT
The Commonwealth of Massachusetts
Regular Board Meeting
7:00 pm January 22, 2024

Date, time, place: The regular meeting of the LCWD Board of Water Commissioners was held on Monday, January 22, 2024 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: none

Others attending: Anne Malenfant/CDM, Brian Jamros/Bartholomew, Michael Collins/KMS Actuaries (via zoom)

Additional attachments: Agenda, incorporated into the minutes hereto.

Next Regular Meeting: February 12, 2024

Adjourn: 8:32 PM

The meeting was called to order at 7:05 pm.

New Business:

Actuarial Valuation of Retiree Health Care Benefits (GASB 74/75). Michael Collins from KMS presented actuarial findings for the postemployment benefits (OPEB). Liabilities are updated every other year. Assets are updated every year. The recent report is a roll-forward report and shows nothing alarming. The net OPEB liability is \$45,000 and goes on the June 2023 balance sheet. We are 87.06% funded. The goal is to hit 100% funded status to start making withdrawals. 100% funded status is based on assumptions. Chairman Maney inquired if we contribute more to the OPEB fund will that get us to the 100%. It is possible but some of the assumptions may change.

Post-Employment Benefits Annual Review with Bartholomew. Brian Jamros from Bartholomew spoke to the board regarding the \$45,000 OPEB liability and mentioned with the vote to deposit \$25,000 tonight to the OPEB fund and the additional \$15,959 the

account had earned since July 1, 2023 through Dec. 31, 2023, brings us close to the \$45,000. We have a well-balanced portfolio that is well diversified. Treasurer Sullivan is good with the 70/30. The Board agrees to stay conservative with 70/30.

Motion: a motion was made to invest \$25,000 appropriated for FY24 in the OPEB fund.

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

Continued Business:

Review and Vote to close 2/12/24 SDM Warrant. The purpose of the Special District Meeting is to clean up accounts using free cash that was recently certified at \$1.7 million.

Article 1: Elect a moderator. We are awaiting word from Joe Markey regarding his availability.

Article 2: Supplement the liability insurance account due to the Rauseo case and 567 Main Street for yard damage. The deductible for the Rauseo case is \$5,000 and the damage at 567 Main Street is close to \$15,000.

Article 3: Address the on-call service contract as wage rates are in play.

Article 4: Supplement the line item for pipes and fittings due to the work completed on Edward Ave/DPW project.

Article 5: Contracts with Weston & Sampson for additional well work that was not covered in the operating budget.

Article 6: Supplement line item for cubic foot meters; currently the line item is negative.

Article 7: Invest in the SCADA system and continue to put in money for upgrades.

Article 8: Lagoon maintenance per the DEP.

Article 9: Fund road programs for next year; the DPW is anticipating work on Walnut Street, Cortland Lane, and Cider Mill Road. We will create a new article, separate from the operating budget, and put money in every year to do work ahead of DPW projects.

Article 10: There are piles of excavate in the back of Phillips well field that need to be cleaned up.

Article 11: Fund all initial engineering work with CDM with regards to connecting Station 2 to Station 4.

After all these articles have been funded, it will leave roughly \$700,000 in free cash for the balance of the fiscal year. We may use additional free cash at the Annual District Meeting for the stabilization accounts.

Motion: a motion was made to close the Special District Meeting warrant.

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

Recreational path Access IMA/Lease/License/Easement. Commissioner Walsh was going to give an update tonight but is not present at this time.

Update on December Billing and Consumption. The handouts were updated to show December billed revenue and consumption. The impact of a rainy summer is clearly shown. We aren't tracking from the year before and this will impact free cash.

Capital Projects Update with Anne Malenfant from CDM. Anne Malenfant presented a quarterly update on the capital projects. Everything is going according to schedule. We are now at the bidding phase for Glen Drive. We are providing comments back to DEP this week on the design. Filed sub-bids are due February 22, 2024 for over \$25,000; and general bids are due March 21, 2024. We anticipate going to bid for the vault at the end of February for the Wakefield interconnection. DEP comments will be issued by next week. The DEP is concerned with the water Wakefield produces; the water won't reach the interconnection, but the DEP is still concerned. As soon as we have the ITA approval, we can do the last steps for admission to MWRA in early 2025.

Potential DEP Grant possibility for Ipswich River Watershed & PFAS Project. There is an Ipswich River basin Grant addressing PFAS within the Ipswich River Basin. We submitted 4 applications for 100% grant: PFAS design, Station 2 pipeline design, Wakefield interconnection construction and MWRA admission (SEIR and WRC ITA application). If awarded, it would add up to nearly \$1.7 million at 100% grant. We will know if we are awarded the grant by February 14th.

Vote on Proprietary Equipment Listing. When contracts go out to bid, anything proprietary that is specific to design, the commissioners have to award the bid. CDM has determined the following to be proprietary: blue-white double diaphragm chemical metering pumps,

radon treatment system, vertical turbine high lift pumps, key fobs, instrumentation and controls/automation system (SCADA). We need to vote to put this in a memo to go into the bid file in case anything is protested. The total is half a million dollars. CDM is satisfied with the vendors and pricing.

Motion: a motion was made to accept CDM's recommendation to award certain proprietary materials and equipment to the Glen Drive project.

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

CDM will send a memo on this for us to put in the file.

Update on Telecommunication RFP. We received a draft lease agreement and will have comments later this week.

Sagamore Development. CDM can start working with their engineers.

The board will have a joint meeting next Monday with the town's selectboard to vote on annual compensation for the tax collectors and treasurer. The rail trail agreement will be on the agenda as well.

Motion: a motion was made to accept the meeting minutes for December 18, 2023.

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

Hilltop will be at the March 18th meeting. We hope to hold off borrowing until June as the interest rates may go down.

Commissioner Walsh reported there was no update at this time on the recreational path and is waiting to hear back from them.

A motion to adjourn the regular meeting at 8:32 pm and go into executive session.

Respectfully submitted,