



LYNNFIELD CENTER WATER DISTRICT
The Commonwealth of Massachusetts

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Minutes of the Annual District Meeting
April 6, 2015

Pursuant to the Warrant with return of service attached thereon, the legal voters of the Lynnfield Center Water District in the Town of Lynnfield, Massachusetts met in the offices of the Lynnfield Center Water District at 83 Phillips Road in said town on Monday, April 6, 2015.

The meeting was called to order at 7:00 P.M. by Water Commissioners John H. Kimball Jr., Esq. who announced that the meeting was being recorded for the purpose of producing minutes of the meeting.

Commissioner Kimball requested permission for the following nonmembers of The District or those who were not physically present in the room to be admitted:

Commissioner Chairman John M. Roberto telephonically from Florida, and
Diane Hammerbeck, Assistant Town Clerk, Town of Lynnfield.

There being no objection, the above named individuals were admitted without the ability to vote.

Commissioner Kimball requested that Mary A. Taschner, a legal voter resident of the District, read so much of the Warrant as precedes the Articles set forth within. Ms. Taschner announced that unless there was an objection, she would dispense with reading of the Articles until they could be taken up individually. There being no objection, she then read so much of the Warrant as follows the Articles set forth therein, including the signatures of the Water Commissioners on the Warrant and the return of service appearing thereon.

Commissioner Kimball requested that Ms. Taschner then read Article 1 of the Warrant and announced that the first order of business before the meeting would be action on this article. On a motion made by Commissioner Leccese, which was duly seconded, it was unanimously voted that Mary Taschner be chosen and sworn in as Moderator of this annual meeting. Ms. Taschner was duly sworn in by Assistant Town Clerk Diane Hammerbeck.

The Moderator then read Article 2. John M. Roberto was nominated by reason of having previously met the requirements of the District Bylaw and was therefore a candidate for Clerk of the District. On a motion by Commissioner Leccese which was duly seconded, it was unanimously voted that John M. Roberto, be elected Clerk of the District for a term of one year and that the Moderator be authorized to cast one ballot for said election. The Moderator cast one ballot in accordance with the vote and declared that John M. Roberto was duly elected Clerk of The Lynnfield Center Water District for a term of one year.

The Moderator then read Article 3. James S. Alexander was nominated by reason of having previously met the requirements of the District Bylaw and was therefore a candidate for Treasurer of the District. On a Motion made by Commissioner Leccese which was duly seconded, it was unanimously voted that James S. Alexander, be elected Treasurer of the District for a term of one year and that the Moderator be authorized to cast one ballot for said



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election. The Moderator cast one ballot in accordance with the vote and declared that James S. Alexander was duly elected Treasurer of The Lynnfield Center Water District for a term of one year.

The Moderator then read Article 4. Constance E. Leccese was nominated by reason of having previously met the requirements of the District Bylaw and was therefore a candidate for Water Commissioner of the District. On a Motion made by Treasurer Alexander which was duly seconded, it was unanimously voted that Constance E Leccese, be elected a Water Commissioner for a term of three years and that the Moderator be authorized to cast one ballot for said election. The Moderator cast one ballot in accordance with the vote and declared that Constance E. Leccese was duly elected Water Commissioner of The Lynnfield Center Water District for a term of three years.

The Moderator then read Article 5 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously

VOTED: That the budget for the Fiscal Year 2016 period July 1, 2015 through June 30, 2016, as adopted by the Water Commissioners to cover the maintenance and operating expenses, debts, interest charges and installations and that the sum of \$1,495,000.00 be appropriated to cover said budget. Said sum to be expended substantially in accordance with the estimates of the Water Commissioners and include the salary of the Chairman of the Board at \$1,200.00 the salaries of the other members of the Board at \$1,000.00 each, the salary of the Clerk of the District at \$200.00 the salary of the Treasurer at \$6,534.00 and this appropriation shall be met by raising the sum of \$1,495,000.00 in the tax levy and from water rates and services for the period July 1, 2015 through June 30, 2016.

The Moderator then read Article 6 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: That the District authorize the Treasurer, with the approval of the Water Commissioners, to borrow money from time to time in anticipation of the revenue for the twelve month period beginning July 1, 2015 in accordance with the General Laws, Chapter 44, Section 4, and acts and amendments thereof, and including in addition thereto, Chapter 849 of the Acts of 1969, as amended, by issuing a note or notes payable within one year and to renew any note or notes as may be given for a period of less than one year in accordance with the General Laws, Chapter 44, Section 17.

The Moderator then read Article 7 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously



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VOTED: That the District vote to postpone Article 7 of this Annual District Meeting as the Installation of Service Account will be or has been covered by the similar Article 2 of the April 6, 2015 Special District Meeting.

The Moderator then read Article 8 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously

VOTED: That the District vote to transfer the sum of \$6,500.00 from Surplus Funds (Free Cash) to the Backflow Preventer Services Account 7125.

The Moderator then read Article 9 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED: That the District transfer the sum of \$50,000.00 from Surplus Funds (Free Cash) to the Reserve Fund Account 7030.

The Moderator then read Article 10 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously

VOTED: That the sum of \$10,430.00 be appropriated to cover the cost of engaging a private auditing firm to conduct an audit of the Lynnfield Center Water District. Said sum shall be met by transferring the sum of \$10,430.00 from Surplus Funds (Free Cash) to the Audit Account 7010.

The Moderator then read Article 11 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: That the District vote that the sum of \$5,000.00 be appropriated to cover costs such as; engineering services, construction, building materials, permit fees, legal fees, testing and other related expenses for property and / or building infrastructure repairs, additions and / or improvement. Said sum shall be met by transferring the sum of \$5,000.00 from Surplus Funds (Free Cash) to the Building Infrastructure Account 7090.

At 7:15 PM the Moderator announced that the Annual District meeting would be briefly interrupted in order to conduct the business of the Fiscal Year 2015 Special District Meeting called for 7:15 PM. At 7:25 PM, upon the conclusion of the Special District Meeting, the Moderator continued with the business of this Annual District Meeting.

The Moderator then read Article 12 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously



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VOTED: That the District vote that the sum of \$26,500.00 be appropriated to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for water main infrastructure repair and or improvements. Said sum shall be met by raising the sum of \$26,500.00 in the tax levy and from water rates and services for the period July 1, 2015 through June 30, 2016, for the Water Main Infrastructure Account 7040.

The Moderator then read Article 13 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED: That the District vote to postpone Article 13 of this Annual District Meeting as the Station / Well Infrastructure Account will be or has been covered by the similar Article 3 of the April 6, 2015 Special District Meeting.

The Moderator then read Article 14 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously

VOTED: That the District vote that the sum of \$2,935.00 be appropriated to cover up to one-third of the costs such as; purchasing telecommunication and / or computing equipment, software, services, and other related expenses for implementing, maintaining or making improvements to the quality and accuracy of the Emergency Customer Notification infrastructure to be shared between the Lynnfield Center Water District, The Lynnfield Water District and the Town of Lynnfield. Said sum shall be met by transferring the sum of \$747.60 from Surplus Funds (Free Cash), by transferring the sum of \$187.40 from the Additional New Truck Account 7215, by transferring the sum of \$2,000.00 from the DEP Permit Defense Account 7110, and by transferring all three of those sums to the Code Red/Reverse 911 Account 7175.

The Moderator then read Article 15 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: That the District vote that the sum of \$40,000.00 be appropriated to cover costs such as; purchasing replacement water service meters, inspection, replacement, repair and / or calibration of existing water service meters, purchase of water service meter testing and reading equipment, and other related expenses for maintaining or making improvements to the quality and accuracy of the water service meter reading infrastructure. Said sum shall be met by transferring the sum of \$8,600.00 from Surplus Funds (Free Cash), and by raising the sum of \$31,400.00 in the tax levy and from water rates and services for the period July 1, 2015 through June 30, 2016, (for the Metering Account 7140).

The Moderator then read Article 16 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously



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VOTED: That the District vote that the sum of \$250.00 be appropriated to cover costs such as; engineering services, inspection, preparation of reports and proposals, purchase of real estate property, legal fees and other related expenses for acquiring land for the access to, and / or protection of, ground water sources, recharge areas, and / or distribution system infrastructure. Said sum shall be met by transferring the sum of \$250.00 from Surplus Funds (Free Cash) to the Real Estate Acquisition and Cost Account 7100.

The Moderator then read Article 17 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: That the District vote that the sum of \$100.00 be appropriated for the Water Bank Rebate Program Account with the purpose to conserve at least two gallons of water for every gallon of water demand added to the system, as required by the Department of Environmental Protection Special Condition 1 of the Ipswich River Basin Water Withdrawal Permit. The water bank will fund a rebate program to distribute rebates to residential district customers for a portion of the cost for the replacement of qualified water saving appliances or fixtures. The water bank is funded by collecting service connection fees for new or changed-use connections. All funds collected and disbursed will flow through the Reserve for System Development and Conservation account. Said sum shall be met by transferring the sum of \$100.00 from the Reserve for System Development and Conservation Account (3910) to the Conservation Rebates Account 7170.

The Moderator then read Article 18 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: That the District vote that the sum of \$29,000.00 be appropriated to cover costs such as; water saving devices for resale at cost, educational materials and / or programs, advertising, printing, and other related engineering, materials, labor and equipment costs for the Enhanced Conservation Plan 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. Said sum shall be met by transferring the sum of \$1,500.00 from the Reserve for System Development and Conservation Account (3910), and by transferring the sum of \$27,500.00 from the Conservation Rebates Account 7170 and by transferring both of those sums to the to the Enhanced Conservation Plan Account 7105.

The Moderator then read Article 19 of the Warrant. Commissioner Kimball made a motion which was duly seconded and it was unanimously



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VOTED: That the District vote that the sum of \$25,000.00 be appropriated to cover future post-employment benefit liability cost such as retired employee's health insurance. Said sum shall be met by transferring the sum of \$25,000.00 from Surplus Funds (Free Cash) to the Transfer to post employment liability Account 7190.

Commissioner Leccese made a motion which was duly seconded and unanimously

VOTED: To adjourn Sine Die.

The meeting adjourned accordingly at 7:39 P.M.

Assistant Town Clerk Diane Hammerbeck then administered the Oath of Office to the two present of the three reelected officials of the District. James S. Alexander as Treasurer and Constance E. Leccese as Water Commissioner were duly sworn in. Mr. Roberto will be sworn in as Clerk at a later date upon his return to town.

Respectfully submitted,
John M. Roberto, Clerk
Lynnfield Center Water District

A true copy, Attest _____