



LYNNFIELD CENTER WATER DISTRICT
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Minutes of the Annual District Meeting
April 2, 2018

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 office of the Lynnfield Center Water District at 83 Phillips Road in said town on Monday, April 2, 2018.

The meeting was called to order at 7:00 P.M. by Chairperson Constance Leccese.

Constance Leccese requested permission for the following nonmembers of The District be admitted but not to participate in the voting:

Diane Hammerbeck, Assistant Town Clerk
Attorney Christopher Casey, District Counsel

There being no objection, the above named individuals were admitted.

Richard J. O'Neil Jr., Esq. read so much of the Warrant as precedes the Articles set forth within and announced that unless there was an objection, he would dispense with reading of the Articles until they could be taken up individually as well as the signatures of the Water Commissioners on the Warrant and the return of service appearing thereon. He stated "I hold in my hand the Return of Service certifying that the Warrant has been posted in accordance with the by-laws of the Lynnfield Center Water District". There being no objection he proceeded to Article 1.

Commissioner Constance Leccese then read Article 1 of the Warrant. On a motion made by Commissioner Lamusta, which was duly seconded, it was unanimously voted that Richard J. O'Neil Jr., Esq. be chosen and sworn in as Moderator of the Meeting. Richard J. O'Neil Jr., Esq. was duly sworn in by Assistant Town Clerk, Diane Hammerbeck.

The Moderator then read Article 2 and announced that Christine E. Smallenberger was nominated by reason of having met the requirements of the District Bylaw and was therefore a candidate for Clerk of the District. It was moved by Commissioner Leccese and duly seconded, that Christine E. Smallenberger 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 motion and declared that Christine E. Smallenberger was duly elected Clerk of The Lynnfield Center Water District for a term of one year by acclamation.

The Moderator then read Article 3 and announced that James S. Alexander was nominated by reason of having met the requirements of the District Bylaw and was therefore a candidate for Treasurer of the District. It was moved by Commissioner Leccese and duly seconded, that James S. Alexander be elected Treasurer 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



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accordance with the motion and declared that James S. Alexander was duly elected Treasurer of The Lynnfield Center Water District for a term of one year by acclamation.

The Moderator then read Article 4 and announced that Constance E. Leccese was nominated by reason of having met the requirements of the District Bylaw and was therefore a candidate for Water Commissioner of the District. It was moved by Commissioner Lamusta and duly seconded, that Constance E. Leccese be elected 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 motion and declared that Constance E. Leccese was duly elected Water Commissioner of The Lynnfield Center Water District for a term of three years by acclamation.

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

VOTED: that the **budget for the Fiscal Year 2019** period July 1, 2018 through June 30, 2019, as adopted by the Water Commissioners to cover the maintenance and operating expenses, debts, interest charges and installations and that the sum of **\$1,677,593** 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 \$2,900.00, the salaries of the other members of the Board at \$2,400.00 each, the salary of the Clerk of the District at \$200.00, the salary of the Treasurer at \$7,140.00, and this appropriation shall be met by raising the sum of **\$1,677,593** in the tax levy and from water rates and services for the period July 1, 2018 through June 30, 2019.

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, 2018 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 Lamusta made a motion which was duly seconded and it was unanimously

VOTED: that the District transfer the sum of **\$15,500** from Surplus Funds (Free Cash) to the **Installation and Replacement of Services Account 7005**.



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

VOTED: that the District transfer the sum of **\$8,250** from Surplus Funds (Free Cash) to the **Backflow Preventer Services Account 7125**.

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

VOTED: that the District transfer the sum of **\$75,000** from Surplus Funds (Free Cash) to the **Reserve Fund Account 7030**.

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

VOTED: that the sum of **\$13,000** 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 **\$13,000** from Surplus Funds (Free Cash) to the **Audit Account 7010**.

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

VOTED: that the sum of **\$7,000** 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 **\$7,000** from Surplus Funds (Free Cash) to the **Building Infrastructure Account 7090**.

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

VOTED: that the sum of **\$30,000** be appropriated to cover costs such as; engineering services, construction, materials, installation, telemetering equipment / software, SCADA Equipment / Software, repairs, drilling, permit fees, legal fees, testing and other related expenses for **pumping station and / or well field infrastructure repair and / or improvements**. Said sum shall be met by transferring the sum of **\$30,000** from Surplus Funds (Free Cash) to the **Station / Well Infrastructure Account 7075**.

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



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VOTED: that the sum of **\$41,000** 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 transferring the sum of **\$41,000** from Surplus Funds (Free Cash) to the **Water Main Infrastructure Account 7040**.

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

VOTED: that the sum of **\$14,500** be appropriated to cover costs such as; engineering services, construction, materials, permit fees, legal fees, testing and other related expenses for **infrastructure replacement** / or improvements. Said sum shall be met by transferring the sums of **\$14,500** from Surplus Funds (Free Cash) to the **Infrastructure Replacement Account 7045**.

DISCUSSION: Cheri White, a member of the district, inquired if Article 14 is used to appropriate funds for the fluoride. Commissioner Burnham explained to Ms. White this article does not pertain to the fluoride; no new article was needed as it was a one-time article at last year's Annual District Meeting (April 3, 2017). Commissioner Burnham further explained the new pumps and chemicals have been purchased and before we can reinstate fluoride in the water, the Department of Environmental Protection and the Department of Public Health will need to inspect and approve reinstating the fluoride into our water supply. Commissioner Burnham also stated additional funding was supplied in the Chemical line item of the budget to cover the additional cost for the fluoride.

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 sum of **\$8,000** be appropriated to cover costs such as; engineering services, exploration, excavation, site work, construction, drilling, legal fees, testing and other related expenses for **additional water supplies**. Said sum shall be met by transferring the sum of **\$8,000** from Surplus Funds (Free Cash) to the **Additional Water Supply Account 7015**.

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

VOTED: that the sum of **\$7,000** be appropriated to cover costs such as; engineering services, consulting services, leak detection testing and/or investigation, leak detection equipment / software / materials, and other related expenses for leak detection equipment and services. Said sum shall be met by transferring the sum of **\$7,000** from Surplus Funds (Free Cash) to the **Leak Detection and Services Account 7150**.



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

VOTED: to **indefinitely postpone** action on Article 17.

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 sum of **\$50,000** 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 **metering infrastructure**. Said sum shall be met by transferring the sum of **\$50,000** from Surplus Funds (Free Cash) to the **Metering Infrastructure Account 7140**).

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

VOTED: that the sum of **\$1,000** be appropriated to cover costs such as; purchase and installation of water meter reading and billing system software and hardware, and other related expenses for maintaining or making improvements to the quality and accuracy of the water service **billing infrastructure**. Said sum shall be met by transferring the sum of **\$1,000** from Surplus Funds (Free Cash) to the **Billing Infrastructure Account 7141**).

The Moderator then read Article 20 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED: that the sum of **\$3,000** 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 **\$3,000** from Surplus Funds (Free Cash) to the **Code Red/Reverse 911 Account 7175**.

The Moderator then read Article 21 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously



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VOTED: that the sum of **\$30,000** 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 **\$30,000** from Surplus Funds (Free Cash) to the **Transfer to post employment liability Account 7190**.

The Moderator then read Article 22 of the Warrant. Commissioner Lamusta made a motion which was duly seconded and it was unanimously

VOTED: that the sum of **\$1,000** be appropriated to cover costs such as; engineering services, field work, research, drafting, cartography, labor, materials, testing and other related expenses for updates of the **hydraulic model** including, maps, report of findings, and recommendations, of the water source and distribution system. Said sum shall be met by transferring the sum of **\$1,000** from Surplus Funds (Free Cash) to the **Hydraulic Model Account 7210**).

The Moderator then read Article 23 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED: to **indefinitely postpone** action on Article 23.

The Moderator then read Article 24 of the Warrant. Commissioner Leccese made a motion which was duly seconded and it was unanimously

VOTED: that the sum of **\$32,000** be appropriated to cover costs such as; engineering services, survey, design, bidding, excavation, site work, construction, labor, materials, plumbing, electrical, legal fees, permit fees, inspection, testing and other related expenses for the design, construction, installation, and connection of a new septic system for the existing buildings located at Station 1 and / or Station 3 located at 83 Phillips Road. Said sum shall be met by transferring the sum of **\$32,000** from Surplus Funds (Free Cash) to the new **Septic System Account 7xxx**).

The Moderator then read Article 25 of the Warrant. Commissioner Lamusta made a motion which was duly seconded and it was unanimously

VOTED: to **indefinitely postpone** action on Article 25.

The Moderator then read Article 26 of the Warrant. Treasurer Alexander made a motion which was duly seconded and it was unanimously

VOTED: to **indefinitely postpone** action on Article 26.

Commissioner Leccese made a motion which was duly seconded and unanimously



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VOTED: to adjourn Sine Die.

The meeting adjourned accordingly at 7:26 P.M.

Respectfully submitted,
CHRISTINE E. SMALLENBERGER, Clerk
Lynnfield Center Water District

A true copy, Attest _____

Assistant Town Clerk Diane Hammerbeck administered the Oath of Office to the moderator and the three newly elected officials of the District. Attorney O'Neil was duly sworn in as the Moderator, Christine E. Smallenberger as Clerk, James S. Alexander as Treasurer and Constance E. Leccese, were duly sworn in.