



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
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Water Commissioners Meeting

February 13, 2019

4:00 p.m.

Town Hall Donaldson Room, 16 Lincoln Road

Attendees: Packy Lawler, Chairman
Ruth Ann Hendrickson, Water Commissioner
Bob Antia, Water Commissioner (arrived at 4:35pm)

MaryBeth Wiser, Superintendent
Karen Finelli, Administrative Assistant
Heather Ring, Resident

Chairman Lawler called the meeting to order at 4:03 pm.

Approve Minutes of the January 16, 2019 Meeting:

Motion made by Commissioner Hendrickson, second by Chairman Lawler to approve the January 16, 2019 minutes as modified, motion passed.

Drought Update:

The board had a brief discussion pertaining to the current highwater level at Flint's Pond.

Motion made by Chairman Lawler, second by Commissioner Hendrickson to continue with the current water conservation program. Motion passed, all in favor.

Discuss and Sign Methuen Construction Contract for the Installation of the Float Switches and Eyewash Safety Showers:

The board discussed Methuen Construction's proposal dated February 12, 2019 to install four emergency eyewashes as well as shower flow switches and considered deferring the cost until a later time. Ms. Wiser urged the board to approve the proposal and explained that the items in the proposal are for safety. She added it is required that an employee be able to reach an eyewash location within 10 seconds if needed.

Motion made by Commissioner Hendrickson, second by Chairman Lawler to approve and sign Methuen Construction Company's quotation #19-0201, dated February 12, 2019 for installation of float switches and eyewash safety showers at the water treatment plant. Motion passed, all in favor.

Discuss the 2018 Annual Water Quality Report:

The board discussed the timing and final completion of the Annual Water Quality Report to be included in the mailing for the next billing cycle. Ms. Wiser commented that an URL number will be required to provide easy access of this document on the town's website. The board will continue to work with Ms. Wiser to make required updates and changes to this document.

A vote to approve the 2018 Annual Water Quality Report was postponed until the board's meeting in March.

Discuss Underwater Solutions Contact for Intake Inspection:

Motion made by Commissioner Hendrickson, second by Commissioner Antia to accept the proposal from Underwater Solutions Inc., dated January 15, 2019 for inspection of the surface water intake pipeline and associated components. Motion passed, all in favor.

Discuss Tata & Howard Estimate for Sanitary Survey Compliance:

Commissioner Hendrickson requested an update regarding the status of the town's mapping system. She also asked if Tata & Howard will have access to the town's mapping system for the purpose of mapping locations of the gate valves, hydrants etc.

The Board postponed voting on agenda items 7 and 8 until after the board's meeting with Tata & Howard on February 20, 2019 at 4:30pm.

Update on WTP Chemical Handling and Ventilation: Discuss Tata & Howard Amendment No. 2

The Board postponed voting on agenda items 7 & 8 until after the board's meeting with Tata & Howard on February 20, 2019 at 4:30pm.

Discuss and Approve the Clean Harbors Contract for Waste:

Ms. Wisner commented that although the proposal states zinc phosphate is nonhazardous material, the drums are required to be washed out. Upper Blackstone will no longer accept the wastewater because of the presence of high concentrations of zinc. The board discussed the WTP's current arrangement for disposing of drums by Roche Brothers, the number of drums and the frequency of needing to dispose them. Commissioner Antia recommended soliciting a bid from Clean Harbors to dispose of the drums instead of the WTP employees.

Motion made by Commissioner Hendrickson, second by Commissioner Antia to approve the Clean Harbors Environmental Services, Inc. quote # 3119555, dated February 5, 2019 for disposal of non-hazardous water, truck wash outs and transportation. The motion passed, all in favor.

Discuss the FY20 Capital Plan:

The board discussed and evaluated whether they should defer the implementation and costs associated with some of the individual line items until a later date. Paving and repairing of the loading dock at the Tower Road well, security cameras and fencing at the WTP, Tower Road well and the pump station were all discussed and omitted from the capital budget at this time. Ms. Wisner stated that fencing would be helpful since people park at the WTP to access the walking trails as well as at the pump station to view Flint's Pond. The board determined that proper signage as well as a secured chain blocking the entrances at these locations should help to alleviate these concerns.

The board decided to place hold \$5,000 from \$50,000 for the generator line item at the Bedford Road location. Commissioner Antia stated he would like to receive additional bids for the required electrical work.

Discuss Water Department Phone System and Office Furniture:

Commissioner Hendrickson asked if it is required that each employee have a hardwired phone and stated she does not believe a separate phone line should be required for the water operator employees. Ms. Wisner responded that the water operators do not require a dedicated phone line; however, both she and the administrative assistant require dedicated phones at their desks. Commissioner Antia stated that the Carousel Industries proposal dated September 10, 2018 for a new phone system was too high and he would like further clarification with respect to the specifications of the proposed phone system. The board requested that Michael Dolan from the town's IT department attend the board's meeting on February 20, 2019 at 4pm to discuss the requirements for implementation of a new phone system at the Water Department.

The board had a brief discussion pertaining to office furniture. Ms. Wisner stated she would like to purchase a small refrigerator for the pump station, some cabinetry and ergonomic desks and chairs for her and the water operators since she believes ergonomically correct furniture is a requirement under OSHA. She added that she had to dispose of the original cabinetry as well as some other office furniture at the pump station since they contained mold as well as mouse nests and feces. The board requested that Ms. Wisner re-evaluate her needs in order to lower costs.

Discuss HVAC Upgrades for 77 Sandy Pond Road Pump Station:

Also, removed from the capital budget was HVAC. Superintendent Weiser stated she is concerned with the temperatures in the pump room for the variable frequency drives since during the last annual inspection the pumps were operating at 25 to 30 percent higher than normal operating temperature. She added there is also a concern for the level of comfort of the administrative staff working at the pump station location.

There being no further business the meeting adjourned at 6:16pm. Motion made by Commissioner Antia, Second by Commissioner Hendrickson, all in favor.

The next meeting of the Water Commissioners is scheduled for February 20, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

Karen Finelli
Administrative Assistant