



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
16 Lincoln Road
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Board of Water Commissioners Meeting Minutes

Tuesday, February 28, 2023, 8:00 a.m.

Virtual Meeting Pursuant to Governor Baker's March 12, 2020, Order,
as Extended on June 15, 2021, with the Governor's signing of Senate Bill #2475,
Suspending Certain Provisions of the Open Meeting Law

Remote Participation Protocols: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, as further extended on June 15, 2021 by the Governor's signing of Senate Bill #2475, this meeting of the Lincoln Board of Water Commissioners will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the www.lincolntown.org. For this meeting, members of the public who wish to listen or watch the meeting may do so in the following manner:

Topic: Board of Water Commissioners Zoom Meeting

Time: February 28, 2023 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/9697074605?pwd=U3ZvcnJlbVFDdTUjNEVRWm0yejJQZz09>

Meeting ID: 969 707 4605

Passcode: 8VEVyA

One tap mobile

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No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. If we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Attendees:

MB: Michelle Barnes, Chair

SG: Steve Gladstone, Commissioner

MBio: Matthew Bio, Interim Commissioner

DL: Darin LaFalam, Water Superintendent

JH: Jim Hutchinson, Board of Select Liaison

GH: Gina Halsted, Finance Committee Liaison

ET: Edwin Tam, Minutes Taker

Cindy Sheriff

Vicky Diadiak

TB: Tom Norton

MB called the meeting to order at 08:00 am.

1. Accept 1/17/2023 Commissioners Meeting minutes. Vote to accept?

Motion (MB): Motioned to accept the 12/13/2023 minutes as amended in the “Box”.

Second: SG

Vote: Barnes - aye, Gladstone- aye, Bio- Abstain

Motion passed.

Motion (SG): motioned to approve 1/17/2023 minutes as amended in the “Box”.

Second: MB

Vote: Barnes - aye, Gladstone- aye, Bio- aye

Motion passed.

2. Annual Town Meeting presentation.

- Gina, Michelle, and Darin were assigned to work on the presentation.
- The Annual Town Meeting is on March 25, 2023. The presentation is due on March 23. Any handouts are due on March 17.
- This will be similar to the FinCom presentation.
- SG said it looks good.
- MBio: Thinks there were many acronyms, it was difficult for someone new or not familiar with the subject to follow, so he suggested putting footnotes for the acronyms.
- JH suggested having the Asset Management Plan on the first slide.
- MB will have the FinCom presentation ready by tomorrow night for review.
- As for the Annual Town Meeting presentation, it will be a shorter version of the FinCom presentation.

3. Need volunteer to replace Michelle on the Housing Choice Act Working Group

We need new liaisons for the Select Board, Housing Choice, the Conservation Commission, the Board of Health, and the Green Energy Action Plan Committee.

SG will take the Housing Choice.

As for the rest, JH suggested contacting Packy, who will be the New Commissioner in March as MB stepping down, to see which Committee he wants to serve on and divide the workload between the 3 of them.

4. FY 24 Capital Budget finalized after ARPA Round 2 funding approved (\$144,589 for SCADA)

The Select Board has approved the ARPA Round 2 funding, amounting to \$144,589. DL and the Commissioners express their gratitude to the Selects for their support. Money is available now. DL can discuss with Colleen the funds and proceed with the upgrade.

5. Operations report.

5.1 Personnel / staffing

- We have an excellent candidate, Daniel Mattus, who is very experienced and a good fit for the Lincoln Water Department.
- The department has the budgeted for the new hire.
- JH said Commissioners need formal approval for the new hire. Commissioners reviewed resume.

Motion (SG): Approve hiring Daniel Mattus as the new Water Operator in Lincoln Water Department as recommended by the Water Department Superintendent.

Second: MB

Vote: Barnes - aye, Gladstone- aye, Bio- aye

Motion passed.

5.2 Succession plan

DL working on the long- term succession plan.

5.3 EPA PFOS issue.

- There is a chance EPA and the State may tighten the PFOS MCLs (Maximum Contaminant Levels), the current level is 20 and it may lower to 9 ppt. Also, there was some talk on the separate requirement for individual compounds, currently, it is tested for 6 compounds together.
- DL thinks if this is the case, blending may not be sufficient to meet compliance and we may need to have a treatment facility.
- If we go with buying the water from MWRA, it may address the issue, but their water is expensive and at this point the regional effort of joining looks to be at least a decade out.

5.4 Install insert Valve at Bedford Road by North Great Road

Installing the insert valve to allow us to shut down water on North Great Road. It may allow us to get a snapshot on the Cast Iron Main on Bedford Road.

5.5 Tank Covers Repair

Going out to bid soon.

5.6 Replacement Well

We requested DEP approval to proceed with replacement well back in August 2022 and are still awaiting their go-ahead. We have contacted them several times recently regarding this.

5.7 GIS-based Asset Management System

The water department staff loves the new GIS-based Asset Management system. It brings field data to their fingertips on iPads and allows them to record infrastructure location real time. It will become a living database, making field work more efficient. JH noted it is useful for long-term strategic planning as well, and MB noted it would help with financial oversight.

6. Other Business

6.1 Fire Hydrants

Of the 12 that were known to be inoperable, 11 have been replaced or repaired.

6.2 Hydrology Speakers.

- All 3 speakers have agreed to talk, they are Max Rome from Charles River Water Sheds Association, Martin Briggs from NE Water Science Center, and Dr. Chi Ho Sham from AWWA.
- This event will be co-sponsored by the Ag Committee, the LLCT and hopefully the Con Comm .
- The first speaker will be held sometime in the first 2 weeks of April, the timing is 7:30 pm.
- MB asked MBio to send their bios to all the Commissioners.

6.3 Rate Study

- There were data issues for the rate study, especially reconciling Colleen's data and Ali's data as the data came from two different sources and time periods. We need information for the rate study to make sure we are appropriately charging our customers.
- Right now, the revenue is higher than the expense, we may be OK not raising the rate for 2024. But if we want to do that, we must do it before July 1 this year.
- MB wants to finish this before she steps down as Commissioner.

- JH pointed out we need to build up Retained Earnings. Our goal is adding 150k per year. Water Commissioners have the power to raise the rates. We don't need Town Meeting to do this.
- MB pointed out the ast rate increase was addressing the "fairness" issue related to physical meters versus households, for example, Lincoln Wood only has 1 meter for the 100 or so households.

6.4 Connection Fees

- Tom Norton requested the Board of Water Commissioners to waive the \$10,000 connecting fee to the Old Town Hall and Little Red School House. Both buildings have historical value and are currently owned by the Town. The connection is needed for installing the sprinkler system in case of fire.
- Although the connection cost may be waived, the Commissioners want to make sure any incidentals out-of-pocket expense, the entities (Building Club of Lincoln and Old Town hall Exchange Corporation) will be responsible for it.

Motion (SG): In order to protect and preserve the two historical Town structures, the Old Town Hall and the Little Red School House, the Board of Water Commissioners decided to waive the \$10,000 connection fee for the entities (Building Club of Lincoln, and Old Town hall Exchange Corporation) to tap the water main for the fire protection system. Any incidental cost incurred for this connection will be covered by the entities,

Second: MBio

Vote: Barnes - aye, Gladstone- aye, Bio- aye

Motion passed.

7. Discuss the Strategy for passing private well regulation by-law:

We have invited 3 speakers on hydrology to further understand this topic, see 6.2.

8. Confirm the next meeting date

The next meeting will be held on March 20, Monday, at 8:00 am.

9. Adjourn

Motion (MB): motioned to end the meeting.

SG second

Vote: Barnes - aye, Gladstone - aye, Bio - aye

Motion passed.

The meeting adjourned at 9:12 am.