



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
16 Lincoln Road
Lincoln, MA 01773-6353
Phone: 781-259-8997

Water Commissioners Meeting

June 12, 2019

4:00 p.m.

Town Hall Donaldson Room, 16 Lincoln Road

Attendees:

Ruth Ann Hendrickson, Chairman
Bob Antia, Water Commissioner,
Heather Ring, Water Commissioner

MaryBeth Wisner, Water Superintendent

Commissioner Hendrickson called the meeting to order at 4:03 pm.

Approve Minutes of the May 8, 2019 - vote expected: The Commission reviewed and approved the minutes as amended for the May 8, 2019 meeting. Motion made by Commissioner Antia, Second by Commissioner Ring. Approved unanimously.

Drought Update- vote expected: The Board discussed Flint's Pond water levels. Superintendent Wisner informed the Board the pond level is dropping and we are monitoring the dam. Motion made by Commissioner Antia to continue with the current water conservation program already in place. Second by Commissioner Ring. Approved unanimously.

Discuss office hours for the summer – vote expected: Superintendent Wisner asked the Board if the Water Department could have summer office hours 7am to 5pm Monday thru Thursday in July and August. Work four ten hour days and close on Fridays.

Motion made by Commissioner Antia to have summer office hours 7am to 5pm Monday thru Thursday. Work four ten hour days and close on Fridays. Second by Commissioner Ring. Approved unanimously.

Appoint Cynthia Sergi as the Administrative Assistant in the Water Department – vote expected

Superintendent Wisner advised the Board that Mary Day and Jennifer Curtin assisted in the interview process. Several candidates were interviewed and Ms. Sergi was the best qualified. Superintendent Wisner also noted that we had not received any applications for the WTP Operator position. Commissioner Ring offered to assist in recruitment.

Motion made by Commissioner Ring to appoint Cynthia Sergi as the Administrative Assistant in the Water Department. Second by Commissioner Antia. Approved unanimously.

Update on the Communication issue: Superintendent Wisner advised the Board that as of today the radios have been fixed and are working at 100%. For the long-term internet-based solution, Mike Dolan has scheduled a site survey with Verizon for the Bedford Road Tank and Tower Road Well on June 17th or 18th. This is simply to see if it is possible to connect those locations. If they can be connected, the installation may take another week. Right now we are looking at a cost of about \$90/month for their slowest connection. Commissioner Antia added that we would need to trench from the existing building on site to the control panel.

Abatement Request 113 Tower Road - vote expected: Superintendent Wisner advised the Board the customer has not repaired the leak. Ms. Wisner recommended the Board table until the leak is repaired. Motion made by Commissioner Antia to table this request until the leak has been repaired. Second by Commissioner Ring. Approved unanimously.

Abatement Request 96 Page Road – vote expected: Superintendent Wisner recommended the Board award the abatement to Mr. Kahn.

Motion made by Commissioner Antia to award the abatement request to 96 Page Road. Second by Commissioner Ring. Approved unanimously.

Discuss OSHA requirements for the catwalk and bathroom at the pump station. Transfer \$65,000 from retained earnings to the FY20 Operating Budget to cover unforeseen cost associated with operations and to have an Article on the March 2020 ATM Warrant – vote expected.

Two items remain outstanding; the bathroom stairs at the pump station and the catwalk to access the top of the filters. The inspector cannot close out these two items. The DLS inspector gave the Water Department an extension of June 13, 2019 to allow the Board time to acquire the retained earning fund balance.

Motion made by Commissioner Antia to include the bathroom upgrades during the FY21 Capital Planning discussions. Second by Commissioner Ring. Approved unanimously.

Motion made by Commissioner Antia to Transfer \$65,000 from retained earnings to the FY20 Operating Budget to cover unforeseen cost associated with operations and to have an Article on the March 2020 ATM Warrant to transfer the funds into the FY20 Operating budget. Second by Commissioner Ring. Approved unanimously.

Discuss the Lincoln Fire Department site visit 77 and 80 Sandy Pond: Superintendent Wisner informed the Board that the Lincoln Fire Department conducted a site visit for 77 and 80 Sandy Pond Road and that we failed the inspections. The cost to comply was \$2317. Wheaton Electric made the electrical upgrades to the system and the correct fire extinguishers were purchased thru USA Blue Book \$400 total cost to comply: \$2717.

Discuss future regulations and fees: Superintendent Wisner gave the Board a list of regulations that need to be updated as well as fees to consider at a later meeting. The Board reviewed the list. Superintendent Wisner asked to Board to send her any other suggestions they have for updates.

Water Superintendent annual evaluation – vote expected: The Board conducted Superintendent Wisner's annual evaluation. Commissioner Ring stated she would like to abstain from the vote as she was not asked for input had no input.

Motion made by Commissioner Antia to accept Superintendent Wisner's evaluation as amended. Second by Chairman Hendrickson. Two in favor. One abstain. Motion passes.

Discuss the policy for qualifying as the Agricultural water rates: Superintendent Wisner presented a draft policy to the Board for discussion and consideration. After considerable thought, research and discussion the Board voted not to have an Agricultural rate at this time. The Board also agreed to charge any water use by Town entities at the Tier 1 rate. Customers will be notified of the change in Agricultural rate in the July water bill mailing. The new rates will apply to all water consumed as of October 1.

Motion made by Commissioner Antia not to have an Agricultural rate. Second by Commissioner Ring. Approved unanimously.

Discuss the service installation for 225 Sandy Pond Road – vote expected: The Board considered the request from Mrs. Sarah Sherlock, former resident of 225 Sandy Pond Rd to share in the costs for finding the water main. Commissioner Ring stated that the documentation proved by Superintendent Wisner was very complete. The information for the installation of a new water service was provided to the contractor, the Realtor and Mrs. Sherlock. Superintendent Wisner informed the contractor and Mrs. Sherlock that the location of the water main may not be as shown on the plans and advised the contractor to get a road opening permit from the Town. Mrs. Sherlock wanted a fixed price from the

contractor but was told by Chairman Hendrickson that it was unlikely that any contractor would be willing to do so. Mrs. Sarah Sherlock, former resident of 225 Sandy Pond Rd agreed to hire the Town to locate the main and was informed that all cost associated with the installation would be passed on to her for payment. The Board instructed Superintendent Wisner to prepare an invoice to send to Mrs. Sarah Sherlock, former resident of 225 Sandy Pond Rd. The Board also noted that if payment was not received. The amount owed would be placed on her tax bill in the form of a lien.

Motion made by Commissioner Antia have Mrs. Sarah Sherlock, former resident of 225 Sandy Pond Rd pay the amount owed for all the pass through costs associated with tapping the water main and running the service to the property line and any other cost associated with the install. Second by Commissioner Ring. Approved unanimously.

There being no further business the meeting adjourned at 6:04PM. Motion made by Commissioner Antia. Second by Commissioner Ring. Approved unanimously.

The next meeting of the Water Commissioners is scheduled for July 10, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

MaryBeth Wisner
Water Superintendent