



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
16 Lincoln Road
Lincoln, MA 01773-6353
Phone: 781-259-8997
Fax: 781-259-3592

Water Commissioners Meeting

February 20, 2019

4:00 p.m.

Town Hall Donaldson Room, 16 Lincoln Road

Attendees: Packy Lawler, Chairman (arrived 4:01pm)
Ruth Ann Hendrickson, Water Commissioner
Bob Antia, Water Commissioner

MaryBeth Wiser, Superintendent
Karen Finelli, Administrative Assistant
Michael Dolan, IT Director
Patrick O'Neale, Tata & Howard
Ryan Neyland, Tata & Howard

Commissioner Hendrickson called the meeting to order at 4:00 pm.

Appointment with Michael Dolan, IT Director to discuss new phone system for the Water Department:

Commissioner Hendrickson introduced Michael Dolan, Lincoln's IT Director to the members of the board. Commissioner Antia opened the discussion and asked about the specifications regarding the proposed phone system as well as the estimated cost to install a new phone system. Mr. Dolan stated that he has spoken with a representative from Carousel Industries and that he has reviewed their proposal. He added Carousel Industries would prefer not to provide cabling for the phones; therefore, he'll find another vendor to provide and install the cabling at a lower cost. His department will also provide power ethernet switches as well as cover the cost of fire wall protection and the cabling. Ms. Wiser stated OSHA requires that both the WTP and the Pump Station have dedicated phone land lines since cell phone reception is not dependable in either of these locations.

The board discussed the configuration of the proposed phone system; how many lines will be required as well as the need to install a dedicated phone line for the alarm system. The board requested that Ms. Wiser confirm and provide recommended locations of phone lines for both the WTP and the Pump Station. Included in the FY20 Capital Request phone line item are 2-way radios for the Water Department vehicles. The 2-way radios will require their own frequency. Commissioner Antia recommended installing femto cells to improve the reliability of the cell phones at the pump station and WTP; the femto cell allows the cell phones to communicate over the highspeed data lines. He also suggested reducing the total budgeted line item since there may not be a need for the total amount of funds originally budgeted. At this time the board decided not to adjust the budgeted amount of funds with the understanding that less money may be spent.

Appointment: Ryan Neyland and Patrick O'Neale, Tata & Howard to discuss:

Ms. Wiser introduced Mr. Ryan Neyland and Mr. Patrick O'Neale from Tata & Howard and stated that she has a proposal from Tata & Howard dated February 20, 2019 to provide short term general engineering services at the WTP. Mr. O'Neale stated there is currently a shortage of available Water Plant Managers in the state and because of this workforce shortage his company has turned clients away. He added that Tata & Howard's

proposed contract will assist the town with the Water Treatment Plant functions as well as required reporting to the DEP until such time when the town hires a full time Water Plant Manager.

The board discussed possibly assigning Ms. Wisner to work in the WTP or whether they should shut the plant down on a temporary basis. Ms. Wisner stated shutting down the WTP could cause additional problems such as equipment failure and potential clogging of filters; therefore, she requested that the board not shut the plant down. She added that the terms and conditions of Tata & Howard's proposal are reasonable, and she urged the board to vote to approve the proposal. Mr. O'Neale explained to the board that the contracted Water Plant Manager will work an eight-hour shift once a week for up to 4 times a month at an estimated cost of \$3,500 to \$4,500 monthly and the total expenditure not to exceed \$15,000.

Motion made by Commissioner Hendrickson, second by Chairman Lawler to approve Tata & Howard's proposal dated February 20, 2019 as presented for temporary assistance pending approval by MassDEP. All in favor, the motion passed.

Tata & Howard Water Treatment Plant Chemical Handling and Venting, Amendment No. 2:

Chairman Lawler asked Mr. O'Neale and Mr. Neyland from Tata & Howard to explain what is included in the February 13, 2019 proposal amendment No. 2. Mr. Neyland responded that amendment No. 1 included CIP, chemical storage, containment and ventilation and has been signed and executed. Tata & Howard's Amendment No. 2 includes limited construction administrative services and design for replacement of the CIP, hot water tank. This proposal also includes review of plumbing for showers, HVAC for the new chemical storage area as well as required electrical. In addition, is review of post construction air quality monitoring and sampling.

Motion made by Commissioner Hendrickson, second by Commissioner Antia to approve Tata & Howard's Amendment No. 2 proposal for Water Treatment Plant chemical handling to include; \$14,000 under section 2.1, \$32,800 under section 2.2 and \$15,300 under section 2.3. The motion passed, all in favor

Sanitary Survey:

Mr. Neyland stated Tata & Howard reviewed the deficiencies within the survey and have provided Ms. Wisner with budgetary estimates for services.

Mr. Neyland added that Tata & Howard submitted a proposal dated February 12, 2019; Flint's Pond WTP Membrane Filter Operations Evaluation and NPDES Permit Compliance Review. The proposal includes completion of the Membrane Filter Operations Evaluation and NPDES Permit Compliance review for lump sum fee of \$27,900. Commissioner Antia recommended postponing a vote for approval to a later date.

Tower Road Well Road Improvements:

Mr. Neyland stated Tata & Howard has provided a budgetary estimate which includes evaluation, design, permitting and construction of the Tower Road Well Pump Station improvements as required by MassDEP Sanitary Survey and recommended by Tata & Howard. A detailed proposal for engineering services will be provided if the LWD approves to proceed with the upgrades proposed in the budget estimate provided by Tata & Howard, dated February 8, 2019.

WTP Chemical Handling Assessment Report:

Chairman Lawler stated that Tata & Howard's report dated February 11, 2019 was concise and provided a clear explanation of proposed Chemical Feed System upgrades for Flint's Pond WTP.

Water Distribution System Mapping:

Commissioner Hendrickson commented that previous water operators have identified and located gate valves as well as mapping of curb stops. Apparently the department had at one time a device that made this possible. Also, that having a water distribution mapping system is a recommendation by MassDEP, but it is not a requirement.

Tower Road Well Pump Station Access Road Improvements:

Chairman Lawler acknowledged the proposal dated February 8, 2019 from Tata & Howard for Tower Road Well Pump Station Road improvements. He recommended considering making improvements to the road without using concrete and that the board consider the proposed improvements for a later date due to the high costs of the improvements.

WTP Filter Access Platform:

Ms. Wisner stated that Tata & Howard submitted a proposal dated September 5, 2018 for design of a CAT Walk platform for filter access. She added that the plant's modules have exceeded their life expectancy and if not maintained they operate less efficiently. Commissioner Antia asked Ms. Wisner how often they are required to access the platform. Ms. Wisner responded that she didn't know; however, each time one of the modules fails it should be removed and either pinned for repair or replaced with a new module. This procedure requires access to the CAT Walk platform each time. Mr. Neyland added that an integrity test should be conducted each month and that this test will identify faulty membranes which should be removed, pinned and then reinstalled.

The board decided to postpone consideration of the CAT Walk platform proposal for another year.

HVAC Upgrades for 77 Sandy Pond Road Pump Station:

The board had a brief discussion pertaining to the costs associated with implementing HVAC and determined that at this time the proposal too expensive for approval by the board. Commissioner Hendrickson recommended that Ms. Wisner investigate the option of possibly relocating the office staff into Pod B with air conditioning for the summer work hours. The board decided to postpone consideration of HVAC at this time.

There being no further business the meeting adjourned at 6:24pm. Motion made by Commissioner Hendrickson, second by Commissioner Antia, the motion passed, all in favor.

The next meeting of the Water Commissioners is scheduled for March 13, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

Karen Finelli
Administrative Assistant