



# TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY  
MASSACHUSETTS

TOWN OF LINCOLN  
WATER DEPARTMENT  
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## Water Commissioners Zoom Meeting

July 7, 2020, 9:00 AM

### Virtual Meeting Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law

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, this meeting of the Lincoln Board of Water Commissioners was 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](http://www.lincolntown.org).

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**Meeting ID:** 917 7700 1220

**Password:** 125494

**Dial by your location:** 646-876-9923

#### Attendees:

Jim Hutchinson, Chair

Ruth Ann Hendrickson, Commissioner

Michelle Barnes, Commissioner

Colleen Wilkins, Finance Director

MaryBeth Wisner, Water Superintendent

Monica Kacprzyk, Administrative Assistant

Chair Hutchinson called the meeting to order at 9:02 AM.

#### 1. Discuss FY 22 Capital.

Chair Hutchinson stated that the Water Commissioners will not be able to finalize the FY22 capital plan until this coming fall, but he would like to go into the Capital Planning Commission (CapComm) meeting with a list of anticipated projects. Ms. Hendrickson mentioned that the citizenry at Town Meeting requested a neutral set of eyes to look at our proposals before going to the next Town Meeting. Ms. Barnes recommended educating CapComm on our unique set of long-term and ongoing capital-intensive infrastructure projects. Mr. Hutchinson responded that the benefit of CapComm's counsel will be their more generic infrastructure recommendations.

Superintendent Wisner shared the budgeted list of requested FY22 capital projects. The first project was the water treatment plant (WTP) residuals handling and neutralization upgrades proposed project for \$350,000. Ms. Wisner stated that we are in the evaluation stage of the project, and she will ask Mr. Neyland of Tata & Howard (T&H) for an updated project timeline. Mr. Hutchinson stated that it would be beneficial to do the evaluation portion fast enough to project the implementation cost before March 2021. He added that our goal is to make sure the correct projected cost of the project is \$350,000. Ms. Barnes asked if this amount includes contingency, and Ms. Wisner responded that this is for the construction costs for handling residuals and neutralization. In response to Ms. Barnes's stated expectation that the existing settling bed would not suffice for accepting and processing the coagulant outflow, Ms. Wisner added that our current settling bed was

mostly created for emergency purposes and it does not support ongoing waste from the plant. If we do not complete this project, we could have a violation of total suspended solids.

The second capital project was the replacement of compressor #2 for \$30,000. Ms. Wisner shared that the compressor was originally purchased in 1995 with a 10-year anticipated lifespan. She commented that compressor #2 is on a routine maintenance program and it is due for replacement. Ms. Wisner stated that the WTP has two compressors, both of which are the same age, but they are not stand-alone compressors. She added that one is bigger than the other. Ms. Wisner mentioned that Atlas Copco is coming in July to assess the compressor and provide a quote. Mr. Hutchinson responded that CapComm will ask quantitative questions related to the health of the compressor, such as the number of hours for repairs and the number of hours the compressor is warranted for. Ms. Barnes asked if we would still be able to run the WTP if one compressor fails. Ms. Wisner responded that we would be limited on what systems could be running at the same time, but that she will talk with the WTP manager about the capacity of the plant and what would not function if the compressor failed. Ms. Hendrickson asked about compressor #1 and Ms. Wisner responded that she had no information to share.

The third capital project was a new Tower Road Well generator for \$100,000. Ms. Wisner stated that we have no generator at the station right now, and if we lose power, we cannot draw water from well. She added that we have been in a power outage situation a few times in the past year, and we have hooked up a generator to keep communications running. She recommended installing a new generator for the well, especially since we are planning to mix groundwater and surface water to reduce the level of disinfection byproducts in the drinking water. Ms. Hendrickson commented that we usually do not lose power for more than a few days and we could get by if that happens. Mr. Hutchinson stated that considering our long-term study of Massachusetts Water Resources Authority (MWRA), he does not think this project needs to happen in FY22. Ms. Wisner said that this FY22 capital plan is based on the premise that we're moving forwards with the our current WTP system. Ms. Wilkins shared that the FY20 warrant article for \$60,000 was for the Tower Road Well emergency standby generator, so it sounds like we would be asking for additional funds for the same project. The Water Commissioners agreed that the \$60,000 in FY20 was for a new generator, not for the generator design. The group agreed to move this project to the FY23 capital plan.

The fourth capital project was the construction of a replacement well for \$600,000. Ms. Wisner shared that the Lincoln Water Department (LWD) had a few incidences where the Tower Road Well failed and was offline. She added that we spent \$20,000 to clean the well, but the specific capacity of the well went back to pre-cleaning levels a few months later. Mr. Hutchinson noted that there is \$40,000 budgeted for cleaning and he asked if we are still planning to use those funds. Ms. Wisner responded that we might need to continue cleaning the well to keep it running. Mr. Hutchinson noted that the project proposal from T&H budgeted \$575,000, and he asked why the FY22 capital plan spreadsheet budgeted \$600,000. Ms. Wisner stated that she included \$25,000 for contingency since our construction projects were consistently coming in \$20,000-\$30,000 over budget. Mr. Hutchinson asked how much of the \$600,000 is allocated for engineering vs. construction costs. Ms. Wisner responded that she will ask T&H for a price breakdown. Mr. Hutchinson commented that we should get a second proposal on this project and Ms. Barnes agreed. Ms. Wisner said she would get a second proposal by October 2020.

The fifth capital project was the HVAC climate control air handling and exchange for the raw water pump station/office for \$50,000. Ms. Wisner noted that the pump station does not have favorable work conditions and Ms. Kacprzyk agreed. Mr. Hutchinson recommended considering a low-cost solution in the interim until we decide if we are going to continue using the pump station. Ms. Wisner offered to take funds out of building maintenance in the operating budget in the interim. The Water Commissioners decided to push the \$50,000 funding request out to FY23.

The sixth capital project was to upgrade the 2010 Ford Ranger to a Ford 350 for \$65,000. Mr. Hutchinson noted that CapComm will ask for quantitative data to justify the vehicle upgrade. Ms. Barnes also asked why we need a second plow. Ms. Wisner said that we only have one plow and if it breaks then we have no back up since the Town does not plow for us. She also noted that the Ford Ranger is not a utility truck. Mr. Hutchinson proposed holding off on a decision until they consult with CapComm.

The seventh capital project was the distribution system interconnection evaluation for \$60,000. Ms. Wisner commented that this study would cover more interconnection considerations than the evaluation that was done in the past. She also mentioned that MRWRA will want this information and it could complement the long-term study. Lastly, Ms. Wisner recommended bonding this in the capital plan so we are not limited to complete the project in one fiscal year. The group agreed to move this project to the FY23 capital plan.

The eighth capital project was the storage tank evaluation for \$38,000. Mr. Hutchinson requested copies of the storage tank evaluations that we have done so far. He added that he does not have enough information to make an educated decision, but this project should be done sooner rather than later regardless of the long-term study.

Chair Hutchinson concluded that we would review the FY22 capital plan again in September 2020.

## **2. Asset Management Planning Grant Program.**

Ms. Wisner recommended applying for the Asset Management Planning Grant Program. She explained that the program is a 60% match and the funds would be available in FY22. The deadline to apply for the grant is August 22, 2020. Mr. Hutchinson agreed that we could use a better asset management plan, but he asked Ms. Wisner if she has the bandwidth to pursue this project. Ms. Wisner said that she is working with Mr. Neyland from T&H and he is confident that we could submit the application on-time. Mr. Hutchinson asked if we need to budget the full cost of the project if there is a funding match. Ms. Wilkins responded that if you are using the grant within the operating budget then you would deficit spend, but if the project is bonded then you need to budget the full cost of the project.

Ms. Barnes asked how this asset management planning program differs from EPA's asset management software that is recommended in the sanitary survey. She noted that the program includes a criticality risk assessment component and she asked if this component would help offset costs of paying T&H for risk analysis in the future. Ms. Wisner responded that she would need to do more research on the differences between EPA's program and this grant program.

Mr. Hutchinson and Ms. Barnes offered to research and review the asset management tool and decide how useful it will be to the LWD. Meanwhile, Ms. Wisner will pursue getting a proposal from T&H with intentions of applying for the Asset Management Planning Grant Program.

## **3. Vote to award the bid for the membrane replacement to Barbato Construction – vote expected.**

Ms. Wisner shared that Barbato Construction was the low bidder for the oversight of the membrane replacement project. Ms. Wisner explained that she and T&H have worked with Barbato in the past and had no issues. She added that they checked their references as well.

MOTION: Commissioner Hendrickson made a motion to award the bid for the membrane replacement to Barbato Construction. Commissioner Barnes seconded the motion. Roll call vote: Hendrickson, Aye; Barnes, Aye; Hutchinson, Aye.

## **4. Vote to sign the letter of award, notice to proceed and contract documents with Barbato for the installation of the new filter modules at the WTP.**

MOTION: Commissioner Hendrickson made a motion to sign the letter of award, notice to proceed, and contract documents with Barbato Construction for the installation of the new filter modules at the WTP. Commissioner Barnes seconded the motion. Roll call vote: Hendrickson, Aye; Barnes, Aye; Hutchinson, Aye.

The Commissioners recommended adding contract numbers to the signatory pages of the contract documents.

## **5. Vote to sign contract with T&H for Engineering assistance agreement for Flint's Pond WTP Residuals Handling Evaluation T&H No. 6337, Funds FY21 Operating Budget Engineering (Tabled from June 23 meeting).**

Ms. Wisner shared that the residuals handling evaluation is the first stage of the project, followed by the demonstration and implementation stages. She added that this first stage of the project was not funded by any article, so we may run out of funds if we take money from the \$330,000 coagulant project. Mr. Hutchinson recommended signing the contract in hopes that it puts pressure on T&H to keep costs as low as possible. The group agreed to restrict \$24,000 of engineering services in the FY21 operating budget. Mr. Hutchinson recommended including the revision date in the file title of all budget documents.

MOTION: Commissioner Barnes made a motion to sign the T&H contract No. 6337 for Engineering Assistance Agreement for Flint's Pond WTP Residuals Handling Evaluation using \$330,000 appropriated funds from bonding. Commissioner Hendrickson seconded the motion. Roll call vote: Hendrickson, Aye; Barnes, Aye; Hutchinson, Aye.

**6. Sign contract with T&H for Engineering assistance agreement for Long Term Supply Evaluation/MWRA T&H No. 6493, funds FY21 Operating Budget Engineering - vote expected.**

Mr. Hutchinson presented the \$30,000 Long Term Supply Evaluation project with T&H. He shared that the LWD is eager to get this project underway since we promised a long-term evaluation at the next Town Meeting. He asked if we need T&H's help or if we could do this evaluation on our own. Ms. Barnes responded that we need an engineering firm to do a comparative analysis as they have access to data that we do not have for such purposes. Mr. Hutchinson recommended approving the contract and talking to T&H about the scope of the project. He added that the Commissioners could do the MWRA portion of the project to help lower the final cost of the project. Ms. Wisner and Mr. Hutchinson agreed to talk with Mr. Neyland about the benefits of having T&H gather information regarding MWRA vs. the Commissioners gathering information from MWRA directly.

MOTION: Commissioner Hendrickson made a motion to sign the contract for Engineering Assistance Agreement for Long Term Supply Evaluation/MWRA, T&H No. 6493 using funds from the FY21 operating budget under engineering services. Commissioner Barnes seconded the motion. Roll call vote: Barnes, Aye; Hendrickson, Aye; Hutchinson, Aye.

**7. Drought update – vote expected.**

Ms. Wisner shared that the Drought Task Force is meeting tomorrow to discuss the level of water restrictions. Ms. Hendrickson said that we are obligated to match the state level of water restrictions, and Mr. Hutchinson agreed to meet the state drought level issued tomorrow. Mr. Hutchinson also recommended making signs for the Level 2 and Level 4 water restrictions. He asked Ms. Wisner to send the wording of the signs to Mr. Hutchinson for review before printing.

MOTION: Commissioner Hutchinson made a motion to adopt a drought level consistent with the state drought level decided on July 8, 2020. Commissioner Barnes seconded the motion. Roll call vote: Barnes, Aye; Hendrickson, Aye; Hutchinson, Aye.

**8. Discuss water use restrictions for agriculture**

Ms. Hendrickson asked if we are holding the farmers to the same drought restrictions as residents. She added that she could not find any explicit guidance in the LWD's rules and regulations. Ms. Hendrickson said that there are water conservation considerations in the Agricultural Policy and Application. She recommended making farmers exempt from day-to-day water restrictions but asking them to do their best to conserve water. Ms. Barnes recommended restricting this exemption to users with an agricultural meter that receive agricultural rates. Ms. Hendrickson agreed to figure out where to document this information. Mr. Hutchinson tabled this topic to the next meeting.

**9. Discuss the Q2 bill insert for the public notice for the TTHM violation – vote expected**

Mr. Hutchinson recommended editing the last paragraph of the bill insert to include a timeline of when we will meet the TTHM standards. Ms. Wisner strongly discouraged putting in a timeline because there is too much uncertainty around

when we will stop violating TTHM. Ms. Barnes cautioned we would need to have answers for residents as to why the TTHM exceedances continue, and what the effects are of such longer-term exceedances.

MOTION: Commissioner Hutchinson made a motion to approve the Q2 bill insert for the public notice for the TTHM violation. Commissioner Barnes seconded the motion. Roll call vote: Hutchinson, Aye; Hendrickson, Aye; Barnes, Aye.

**10. Update section 7.1 of the Emergency Response Plan with a new delegated spokesperson – vote expected**

Ms. Hendrickson prompted the group to vote for a designated spokesperson in case of an emergency. Ms. Hendrickson and Ms. Barnes agreed that the spokesperson should be the Chair. Mr. Hutchinson shared that he is not always in the area and regularly goes up to Maine in the summer. Mr. Hutchinson agreed to have formal responsibility as the delegated spokesperson, but he will ask others to help in the duties as needed.

**11. Discuss watershed patrol, Michelle Barnes – vote expected.**

Ms. Barnes shared that she has been discussed watershed patrol with the Conservation Committee and Roadway & Traffic Committee. They discussed two proposals:

1. Putting up no parking signs and enforcing no parking laws around the Flint's Pond on Sandy Pond Road. Ms. Barnes noted that the no parking laws are still under discussion.
2. Hiring a pair of responsible young adults to work on the weekends and patrol the trails during high season to help mitigate incursions. She added that the estimated cost would be \$1,000-\$2,000, which would be a shared cost across three departments. Ms. Barnes noted that the patrollers would educate visitors of the pond and call the police if enforcement were needed.

MOTION: Commissioner Hutchinson made a motion to allocate up to \$660 for patrolling Flint's Pond from the miscellaneous line item in the FY21 operating budget. Commissioner Hendrickson seconded the motion. Roll call vote: Hendrickson, Aye; Barnes, Aye; Hutchinson, Aye.

**12. Approve the minutes of June 9, 2020 – vote expected.**

MOTION: Commissioner Hutchinson made a motion to approve the June 9, 2020 minutes as amended. Commissioner Hendrickson seconded the motion. Roll call vote: Hutchinson, Aye; Barnes, Aye; Hendrickson, Aye.

**13. Other Business**

The next meeting of the Water Commissioners is scheduled for Wednesday, August 5 at 8 AM.

There being no further business, the meeting adjourned at 11:58 AM. Motion made by Commissioner Hendrickson, seconded by Commissioner Barnes. Roll call vote: Hutchinson, Aye; Hendrickson, Aye; Barnes, Aye.

Respectfully submitted,

Monica Kacprzyk, Administrative Assistant