



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 26, 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

MaryBeth Wiser, Superintendent
Karen Finelli, Administrative Assistant
Tim Higgins, Town Administrator (arrived at 4:04pm, departed 4:17pm)

Chairman Lawler called the meeting to order at 4:00 pm.

Discuss the MassDEP Staffing Requirement as required 310 CMR22.11B and Approve Response Letter:

Chairman Lawler requested two minor changes in the letter of response Ms. Wiser drafted and addressed to the DEP Northeast Regional Office, dated February 26, 2019.

Commissioner Hendrickson asked Ms. Wiser if it would be possible to assign one of the current water operators to fill the position of Secondary Treatment Contract Operator since this would be less expensive than hiring an individual whom is contracted with Tata & Howard. Ms. Wiser replied, the state requires that the town have four licensed water operators and currently there are three licensed water operators in the LWD. Chairman Lawler added that hiring Tata & Howard will relieve Ms. Wiser from having to work at the WTP one day each week.

Mr. Higgins discussed with the board a conversation he had with Mr. Mahin from the MassDEP. Mr. Mahin explained to Mr. Higgins that there are state regulations which need to be followed and that the state regulations aren't flexible. Mr. Higgins added that Mr. Mahin stated, there must be a Primary Treatment Operator located at the WTP for a minimum of 5 days each week as well as for a minimum of 7 hours each day. Mr. Higgins assured Mr. Mahin that the board of Water Commissioners would meet and address the matter asap.

Mr. Higgins stated that his office is working to find potential candidates to fill the open Water Plant Manager position. He added that the pool of candidates is narrow since qualified individuals may be working in the private sector while the economy is good. Chairman Lawler recommended reaching out to Ms. Heather Clary, the former WTP manager and ask Ms. Clary if she would consider working temporarily to assist the department. Mr. Higgins stated that he would happy to reach out to Ms. Clary.

Mr. Higgins added that the results of the air quality inspection report conducted by an independent third party came back with positive results; therefore, there shouldn't be any safety concerns pertaining to air quality at the WTP.

Motion made by Commissioner Antia, second by Chairman Lawler to approve the letter to the DEP Northeast Regional Office, regarding certified operator requirement and dated February 26, 2019 as amended. The motion passed, all in favor.

Sign the Contract with Tata & Howard for Part Time Contract Operations:

The board discussed the proposed services within Tata & Howard's proposal dated February 26, 2019.

Motion made by Commissioner Antia, second by Commissioner Hendrickson to approve Tata & Howard's, proposal, Certified Operator Services Agreement for Engineering Services dated February 26, 2019.

Discuss and Sign the Contract with Tata & Howard for Engineering Assistance with the New Required Monthly DEP Reporting Requirements:

Ms. Wisner commented that she received an email from MassDEP stating that the LWD must provide recording information on proper state forms. Ms. Wisner added, it is a requirement that reporting is submitted on the 10th of each following month and that she is not familiar with the current reporting requirements. Ms. Wisner requested that each of the water operators be provided with training in order to comply with the states mandatory reporting requirements in the future. Chairman Lawler requested that Ms. Wisner confirm the proposed maximum number of hours required by Tata & Howard to assist the town with the state's reporting requirements. Ms. Wisner contacted Mr. Neyland with Tata & Howard by phone during the meeting and confirmed it would be 75 hours. Chairman Lawler recommended that in the future the board solicit other companies as well for competing bids.

The board discussed the concept of acquiring software to gather data and generate the states required reports. This may be discussed and considered in the future.

Motion made by Commissioner Antia, second by Commissioner Hendrickson to approve Tata & Howard's proposal, MassDEP Monthly Reporting Form Updates Agreement for Engineering Services dated February 26, 2019.

There being no further business the meeting adjourned at 4:35pm. 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 12, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

Karen Finelli
Administrative Assistant