



# TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY

MASSACHUSETTS

TOWN OF LINCOLN  
WATER DEPARTMENT  
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## Water Commissioners Meeting

March 12, 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  
Heather Ring, Resident

Chairman Lawler called the meeting to order at 4:05 pm.

### **Approve Minutes of the February 20, 2019 Meeting:**

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to approve the February 20, 2019 meeting minutes as written. The motion passed, all in favor.

### **Approve Minutes of the February 26, 2019 Meeting:**

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to approve the February 26, 2019 meeting minutes as written. The motion passed, all in favor.

### **Drought Update:**

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to continue with the current water conservation program. The motion passed, all in favor.

### **Discuss the 2018 Annual Water Quality Report:**

Commissioner Antia recommended using QR Code to enable reading and quick access of the Annual Water Quality Report on the Water Department's webpage. Chairman Lawler stated that he made some minor editorial changes to the report and will submit a final version of this report to Ms. Wiser for publication.

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to authorize Chairman Lawler to make editorial changes to the report and submit the final revised report to Ms. Wiser for publication.

### **Discuss the Tata & Howard Proposal – Flint's Pond Membrane Filter Operations Evaluation and NPDES Permit Compliance Review:**

Motion made by, Commissioner Hendrickson second by Commissioner Antia to accept Tata & Howard's proposal; Flint's Pond Membrane Filter Operations Evaluation and NPDES Permit Compliance Review, dated February 12, 2019.

**Discuss the Tata & Howard Air Quality Monitoring Report Phase 1 and approve the Tata & Howard proposal for phase 2 Air Quality monitoring at the WTP:**

The board had a brief discussion regarding Tata & Howard's phase 1 air quality monitoring report results. It was noted that the results didn't include any significant concerns. Also, if chemicals were detected they were detected at acceptable levels while using a respirator. In addition, the lab and office area at the WTP do not store or contain any chemicals; therefore, it is an acceptable work space which doesn't require the use of a respirator.

Ms. Wisner stated they have removed the used unsealed drums of sodium bisulfite from the process room to a spot outside of the WTP temporarily until the drums are removed by Clean Harbors. Also, the unsealed drums moved outside have been covered.

She added that phase 2 will include monitoring the impact of air quality for both inside and outside containment while conducting CIP (clean in place) chemicals. The board decided to table further discussion of phase 2 until they can confirm costs for the additional services.

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to accept Tata & Howard's report: Flint's Pond Water Treatment Plant Air Quality Review, dated March 6, 2019.

**Discuss Charging Customers for New Irrigation Water Meters:**

The board had a brief discussion regarding charging fees for water meters and decided not to charge for domestic meters; however, the board determined there will be a fee to install meters for irrigation systems.

Motion made by, Commissioner Hendrickson second by, Commissioner Antia to change the WD's rules and regulations to reflect a new charge to install water meters for irrigation systems. The charge will be the cost of the meter, plus an additional 25% of the cost of the meter to install or replace meters for irrigation systems. The motion passed, all in favor. The updated document will be voted at the next meeting.

**Discuss Payment Plan and Economic Hardship Program:**

The board had a brief discussion regarding the current Economic Hardship Program since Ms. Wisner occasionally receives requests from water customers requesting to extend their water bill payments over an extended time period. The Board recommended a 12-month payment period and asked that the Board be notified if more than 10 accounts are on payment plans.

Ms. Wisner told the board that she will revise the current Economic Hardship Policy for the board's review and approval for a later date.

**Discuss Shut of Policy for Customers Outside of Lincoln:**

The board discussed how many water accounts are currently located outside of the Town of Lincoln and those accounts which haven't paid water bills. Also, how these accounts are notified regarding past due water bills as well as when there is a defective water meter requiring repair or replacement.

Commissioner Hendrickson stated that she will review the current customer letters. Commissioner Antia recommended sending letters and past due bills by certified mail to ensure delivery to these accounts.

**Discuss FY19 Budget Projection:**

Ms. Wisner presented the FY19 budget projections from January 1, 2019 through June 30, 2019.

Commissioner Antia requested further clarification regarding specific line items within the budget and asked how funds were previously allocated. He added that it is difficult for the board to anticipate and monitor erosion of the board funds due to unforeseen expenditures.

**Discuss Town Meeting Warrant Articles:**

Chairman Lawler stated he will review the current approved budgets with Ms. Wisner prior to town meeting on March 23, 2019.

**Discuss per and Polyfluoroalkyl Substances (PFAS):**

Ms. Wisner informed the board that surrounding towns haven't tested positive for PFAS; therefore, she doesn't anticipate Lincoln's water supply to test positive. She stated there are many requirements for preparation prior to gathering the water samples for testing. Also, that she'll prepare prior to gathering the samples according to the instructions and will do so independently.

The Board approved a press release regarding PFAS prepared by Commissioner Hendrickson; it will be released to Lincoln Talks and put on the WD website.

There being no further business the meeting adjourned at 5:50pm. Motion made by, Commissioner Hendrickson second by, Commissioner Antia, all in favor.

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

Respectfully submitted,

Karen Finelli  
Administrative Assistant