



# 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

May 8, 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 4:01 pm.

**Approve Minutes of the April 10, 2019 - vote expected:** The Commission reviewed and approved the minutes as amended for the April 10, 2019 meeting. Motion made by Commissioner Antia, Second by Commissioner Ring. Approved unanimously.

**Drought Update- vote expected:** Superintendent Wisner informed the Board the pond level is up. Motion made by Commissioner Ring to continue with the current water conservation program already in place. Second by Commissioner Antia. Approved unanimously.

**Commissioner Antia update on 153 Lexington Road abatement – vote expected:** Commissioner Antia informed the Board that he spoke to the Treasurer, Krystal Elder regarding the rebate issued to Ms. Joannes at 153 Lexington Road. The credit was issued by a new employee by mistake and will be reversed. Mr. Antia asked Crystal and her co-workers to have Ms. Joannes call him for any requests or issues with her water bill. Commissioner Antia agreed to speak with Ms. Joannes..

Motion made by Commissioner Ring to deny the abatement request for 153 Lexington Road. Second by Commissioner Antia. Approved unanimously.

**Discuss Payment Plan and Economic Hardship Program – vote expected:**

Superintendent Wisner reminded the Board that at the March 12, 2019 meeting 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.

Motion made by Commissioner Antia to accept the proposed Economic and Hardship Program as amended. Second by Commissioner Ring. Approved unanimously.

**Discuss the policy for qualifying as the Agricultural water rates:** Superintendent Wisner presented a draft policy to the Board for discussion and consideration. Superintendent Wisner presented some background information on common policies.

Ms Wisner asked the Board if they could make a decision at the June 12<sup>th</sup> meeting so we can have all the correct rates in place for the Q2 billing. No vote taken. Will be on June 12 agenda.

**Discuss shut off policy for customers outside of Lincoln – vote expected:** Superintendent Wisner reminded the Board that at the March 12, 2019 meeting they had discussed how many water accounts are currently located outside of the Town of Lincoln and that some of those accounts haven't paid water bills. She proposed how these accounts would be notified regarding past due water bills as well as when there is defective water meter requiring repair or replacement. Commissioner Hendrickson stated that she will review and approve the proposed customer letters. Commissioner Antia recommended sending letters and past due bills by certified mail to ensure delivery to these accounts.

Motion made by Commissioner Ring to accept shut off policy for customers outside Lincoln as amended.. Second by Commissioner Antia. Approved unanimously.

**Discuss Flint's Pond spill response policy – vote expected:** Superintendent Wisner presented the draft spill response plan to the Board. The Board wanted more time to review. Commissioner Antia suggested that, if the Board was going to be a spokesperson, they should be trained and take a class on public information office training (PIO). Chairman Hendrickson reminded the Board they need to read the documents before the meeting to be prepared for discussion. Commissioner Antia requested a word document of all the policies be sent. Ms. Wisner said she would email all three Commissioners and reminded them to turn on "track changes by author" to propose changes.

Motion made by Commissioner Antia to table this agenda item to the June 12, 2019 meeting. Second by Commissioner Ring. Approved unanimously.

**Discuss the water department security policy – vote expected:** Superintendent Wisner presented the draft security policy to the Board. The Board reviewed and had a brief discussion. Mr. Antia asked to see password, extended medical leave, and separation/terminations policies as currently enforced by the town's IT department and also asked to see the security in place for the SCADA system.

Motion made by Commissioner Antia to table further discussions on the security policy until the June 12, 2019 meeting. Second by Commissioner Ring. Approved unanimously.

**Leak Detection update:** Commissioner Antia suggested the Board consider more strict fines for not fixing the leaks and a policy should be drafted.

\$50 first after 2 weeks, \$100 3 weeks, \$200 4 weeks, \$400 5 weeks, \$800 6 weeks and service shut off

Ms. Wisner plans to propose multiple updates to the WD Rules and Regulations for consideration at the July meeting. Superintendent Wisner updated the Board on the current leak status:

- 55 Beaver Pond Rd leak on the customer side confirmed on 4/30/19; letter sent notifying the customer on 5/2/19
- 7 Minebrook confirmed leak on our side. Dig safe has been called and we are coordinating the repair with the contractor; repaired on 5/9/19
- 32 Harvest Circle private hydrant leaking; customer was notified via letter on 4/26/19.
- 6 Orchard Circle leak on customer side; letter was sent 4/26/19
- 154 Lexington Rd abandoned service on our side. Repaired 4/29/19

**Sign the contract with Tata and Howard for Engineering assistance for compliance with the safe handling and storage of chemicals at the Tower Road Well – vote expected:** The Board signed the contract.

Motion made by Commissioner Antia to sign the contract with Tata and Howard for Engineering assistance for compliance with the safe handling and storage of chemicals at the Tower Road Well . Second by Commissioner Ring. Approved unanimously.

**Sign the contract with RE Erickson for the installation of the redundant SCADA computer – vote expected**

Superintendent Wisner reminded the Board that these are the computers that automate the system. The computers are custom built. The Water Department originally had two computers to create redundant systems. We

currently have only one operating SCADA computer.. If we lose the only SCADA computer we have, we would have to man the water plant 24//7 to operate the water plant; we don't have enough staff to make that happen. This was a concern during the sanitary survey. The Board agreed that each computer must be on a separate electrical circuit in addition to separate UPS and specific outlet type. The Board realizes this is outside the original scope of work.

Motion made by Commissioner Antia to sign the contract with RE Erickson for the installation of the redundant SCADA computer with the understanding that a second UPS is required and outlets of the type “orange-outlet – hospital”. In addition, the computers should be physically separated to the extent possible given the limited space at the Water Treatment Plant. Second by Commissioner Ring. Approved unanimously.

#### **Discuss the report form the department of labor and standards OSHA compliance inspection**

Superintendent Wisner updated the Board that the DLS closed out nine of the violations and was very pleased at the level of effort that went into coming into compliance. 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. Ms. Wisner reached out to three Engineering firms for assistance. Tata and Howard visited the pump station to collect information to put together a cost estimate to reconfigure the bathroom for the June 12, 2019 meeting.. We were granted an extension until June 3, 2020? so that budgetary decisions can be made to determine the course of action. Until that time, no employee can go out onto the top of the filter structures. The catwalk system will be considered at the June 12, 2019 meeting.

Motion made by Commissioner Antia to table discussion on plans to address the stairs to the bathroom at the pump station until the June 12, 2019 meeting. Second by Commissioner Ring. Approved unanimously.

Motion made by Commissioner Antia to table further discussions on the catwalk until the Board is updated on how much is remaining in the retained earnings. Second by Commissioner Ring. Approved unanimously.

#### **Discuss the two Noncompliance violations received from Mass DEP**

Superintendent advised the Board that we received two violations for non compliance. The first was for failure to report to DEP completed chemical addition reports within 10 days of the reporting month and the second was for failure to ensure that pH and chlorine are within range of the NPDES general permit.

**NON #1** The January and February 2019 monthly C-ADD forms have been revised and were submitted to DEP on April 9, 2019 on the new forms. The March 2019 monthly C-ADD forms were submitted to DEP on April 10, 2019 on the new forms via email and USPS mail. The Water Department has fixed the reporting issues and will submit to DEP on time and on the correct forms going forward.

**NON #2** Coming into compliance with pH and chlorine residual for permit MAG640051 was noted during the 2018 Sanitary Survey Item number 13 deficiency. The compliance due date was January 31, 2019. The Town of Lincoln requested an extension to comply in the response letter to DEP dated January 22, 2019. The Town has hired Tata and Howard to provide engineering assistance for compliance. The funds were approved at the March 23, 2019 Annual Town meeting for this project.

There being no further business the meeting adjourned at 6:35 PM. Motion made by, Commissioner Antia. Second by, Commissioner Ring. Approved unanimously. The next meeting of the Water Commissioners is scheduled for June 12, 2019 at 4:00pm at Town Hall in the Donaldson Room, 16 Lincoln Road.

Respectfully submitted,

MaryBeth Wisner  
Water Superintendent