

**LYNN WATER & SEWER COMMISSION MEETING**

**June 3, 2020**

The Meeting was called to order by Chairman Trahant at 6:40 p.m., 400 Parkland Avenue, Lynn, MA.

Commissioners Present: Chairman William R. Trahant (via call-in conference)  
Vice-Chairman Walter V. Proodian (via call-in conf)  
Richard C. Colucci (via call-in conference)  
David D. Ellis (via call-in conference)  
Vincent J. Lozzi, Jr. (via call-in conference)

Staff Present: Daniel O'Neill, Executive Director  
David Travers, Treasurer  
Anthony Marino, Chief Engineer  
Robert Fennell, Deputy Director  
Ryan Boisselle  
Rick Dawe (via call-in conference)  
Betty Dumas  
RaeAnna Hughes  
Robert Tina (via call-in conference)

Others Present: Samuel A. Vitali, Esq.  
David Van Hoven, Stantec (via call-in conference)  
Dan Kucharski, Stantec (via call-in conference)

**MINUTES**

**Motion made by Commissioner Ellis to approve the minutes of March 9, 2020.  
Seconded by Commissioner Colucci.**

**Roll Call Vote – Commissioner Colucci - yes  
Commissioner Ellis - yes  
Commissioner Lozzi - yes  
Commissioner Proodian - not recorded  
Commissioner Trahant - yes**

**Motion Passed.**

**PROCUREMENTS**

**A. Phase I West Lynn Sewer Separation Construction Project**

CPO Betty Dumas reviewed her memorandum dated May 27, 2020, and recommended that the Commission award a contract for the Phase One West Lynn Sewer Separation Construction Project to P. Gioioso & Sons, Inc., Hyde Park, MA, as bid (\$9,392,513.30).

**Motion made by Commissioner Ellis to accept the recommendation of the CPO.  
Seconded by Commissioner Colucci.**

Commissioner Ellis stated that Gioioso has performed well for the Commission in the past, they have experience within the area of the scope of work, and they have interacted well within the community. He stated that Gioioso has the skills that are needed for the job and they often use local contractors. Commissioner Ellis stated that he hopes that Gioioso will do the same this time around, especially with unemployment rates in Lynn due to the coronavirus. He stated that he finds Gioioso more qualified under the bidding laws, not only on price, but also on performance, and they will interact well with our staff.

**Roll Call Vote – Commissioner Colucci - yes  
Commissioner Ellis - yes  
Commissioner Lozzi - yes  
Commissioner Proodian - not recorded  
Commissioner Trahan - yes**

**Motion Passed.**

**B. Crushed Stone and Lyn Pac**

CPO Betty Dumas reviewed her memorandum dated May 28, 2020, and recommended that the Commission authorize a one-year contract award for estimated quantities of delivered crushed stone and Lyn Pac (various sizes) to J&J Landscape Company, Waltham, MA, as bid (\$70,010.00).

**Motion made by Commissioner Ellis to accept the recommendation of the CPO.  
Seconded by Commissioner Colucci.**

**Roll Call Vote – Commissioner Colucci - yes  
Commissioner Ellis - yes  
Commissioner Lozzi - yes  
Commissioner Proodian - not recorded  
Commissioner Trahan - yes**

**Motion Passed.**

**C. Water Treatment Plant Chemical Consortium Bid – F/Y 2021**

CPO Betty Dumas reviewed her memorandum dated June 1, 2020, and recommended that the Commission authorize a one-year contract award for estimated quantities of chemicals to the chemical companies as listed (per Rick Dawe’s memorandum dated June 1, 2020) for F/Y 2021 (estimated total \$540,000.00).

**Motion made by Commissioner Lozzi to accept the recommendation of the CPO.  
Seconded by Commissioner Colucci.**

**Roll Call Vote – Commissioner Colucci - yes**  
**Commissioner Ellis - yes**  
**Commissioner Lozzi - yes**  
**Commissioner Proodian - not recorded**  
**Commissioner Trahan - yes**

**Motion Passed.**

**PROJECT UPDATES**

A. WWTP 20-Year Contract

1. Monthly Report, Bob Tina

Mr. Tina reviewed his monthly report dated June 3, 2020 (enclosed in meeting folder) and stated that the plant has been performing very well the past two months.

In response to a question from Commissioner Ellis, Mr. Tina stated that the plant has very strict policies during the coronavirus outbreak. He stated that everyone has to sign in, fill out a questionnaire, have their temperature taken, masks are to be worn, and all precautions are being taken. Commissioner Ellis stated that he had concerns of the hazards associated with the virus and water particulates that are rising from the tanks that have no covers. He asked Mr. Tina to gather some information on this matter and give a report to Commissioners at the next meeting.

B. Water Treatment Plant

1. Monthly Report, Rick Dawe

Mr. Dawe reported that the LWSC is in compliance with all federal and state drinking water regulations. The water supply capacity as of yesterday was 84%; the average for this time of year is 83%. He reported that eight of the ten contract positions at the water treatment plant are currently filled. Mr. Dawe stated that a mechanic position and an operator position are currently available and Veolia has made an offer to an applicant for the mechanic position.

In response to a question from Commissioner Ellis, Mr. Dawe stated that employees at the plant have been healthy and one operator had recently resigned. He stated that Veolia is actively looking to fill that position. He stated that they are isolated at the plant, but they wear the proper personal protective equipment when doing sampling.

Commissioner Lozzi asked if all employees at the Lynn Water & Sewer Commissioner are considered essential during Covid-19. The Director stated that he believes that the entire Water and Sewer facility is considered essential. The clerical staff is being rotated every other day, hand sanitizer is being used, everyone is required to wear a mask, and all employees are staying six feet apart. He stated that staff had spoken to the Mayor, the City Council President, and the Health Director, and all were involved at some level, but we are essential employees and we have to keep working.

C. CSO Update

The Director gave a brief update on the CSO project and stated that we are now proceeding onto the second and third phases with Stantec. He stated that all is going well and everything is in good standing. In response to a question from Commissioner Ellis in reference to SRF borrowing, the Director stated that for the first phase, we will be borrowing approximately \$9.4 million for the CSO work and approximately \$1.6 million for construction services.

**BUSINESS**

A. General Engineering Services Contract

CPO Betty Dumas reviewed her memorandum dated June 1, 2020, and recommended that the Commission's contracts with the firms of CDM Smith, Tighe & Bond, and Weston & Sampson all be extended and renewed for general engineering consulting services for F/Y 2021 at the requested budgeted amount of \$700,000.00.

In response to a question from Commissioner Ellis on the procedure of informing the Board as to when these services will be used and for what purpose, the Director explained that we have current contracts with these firms from last year, and all this work is moving forward. He stated that some projects are on-going and some are very significant with regulatory requirements, but new projects may be brought before the Board.

**Motion made by Commissioner Colucci to approve. Seconded by Chairman Trahant.**

**Roll Call Vote – Commissioner Colucci - yes**  
**Commissioner Ellis - yes**  
**Commissioner Lozzi - yes**  
**Commissioner Proodian - not recorded**  
**Commissioner Trahant - yes**

**Motion Passed.**

B. Proposed F/Y 2021 Operating Budget  
Proposed F/Y 2021 Capital Improvement Plan  
Proposed F/Y 2021 Rates & Fees Schedule

The Director informed Commissioners that Treasurer Travers is present tonight to give a brief overview of the budget, and that three separate votes will be needed for each individual agenda item. Treasurer Travers stated that copies of the proposed budget package were distributed to all Commissioners on May 1<sup>st</sup> for preview. He stated that a rate hearing was held earlier tonight for comments from the public and that a separate vote is needed for each item. Treasurer Travers informed Commissioners that we will be looking for a vote tonight to approve the proposed F/Y 2021 Operating Budget in the amount of \$30,036.885.00, as presented.

**Motion made by Commissioner Colucci to approve. Seconded by Commissioner Ellis.**

**Roll Call Vote – Commissioner Colucci - yes**  
**Commissioner Ellis - yes**  
**Commissioner Lozzi - yes**  
**Commissioner Proodian - not recorded**  
**Commissioner Trahan - yes**

**Motion Passed.**

Treasurer Travers informed Commissioners that he will be looking for a vote tonight to approve the proposed F/Y 2021 Capital Improvement Plan in the amount of \$131,975,000.00.

**Motion made by Commissioner Colucci to approve. Seconded by Commissioner Ellis.**

Commissioner Ellis requested that the Lynn Water & Sewer Commission entrance sign on Parkland Avenue be replaced. The Director stated that he will make sure it gets done timely.

**Roll Call Vote – Commissioner Colucci - yes**  
**Commissioner Ellis - yes**  
**Commissioner Lozzi - yes**  
**Commissioner Proodian - not recorded**  
**Commissioner Trahan - yes**

**Motion Passed.**

Treasurer Travers informed Commissioners that he will be looking for a vote tonight to approve the proposed Rates & Fees Schedule, with a 4% increase in rates this year. He stated that the rates will increase from \$11.00 per 100 cubic feet of water and sewer usage to \$11.44 for the first block rate.

**Motion made by Commissioner Ellis to approve. Seconded by Commissioner Lozzi.**

Commissioner Ellis stated the flows that we receive from the surrounding communities impact our rates and fees. He requested that we get tougher with other communities on their sewer discharges, considering that the flows received from these towns double during rain events, which should not be happening. Commissioner Ellis stated that we should not be taking on the burden of all the other communities. Chairman Trahan stated that staff can look into this matter and see what can be done.

**Roll Call Vote – Commissioner Colucci - yes**  
**Commissioner Ellis - yes**  
**Commissioner Lozzi - yes**  
**Commissioner Proodian - not recorded**  
**Commissioner Trahan - yes**

**Motion Passed.**

**Motion made by Commissioner Ellis that under our intermunicipal agreement, we look into the amount of flows sent to us from these other communities during rain events and the amount of separation that is done, and have these communities held to the same standard as we are being held, so that we are not paying disproportionately for them not complying with getting the illegal overflows out into the system for treatment. Seconded by Commissioner Colucci.**

**Roll Call Vote – Commissioner Colucci - yes  
Commissioner Ellis - yes  
Commissioner Lozzi - yes  
Commissioner Proodian - not recorded  
Commissioner Trahant - yes**

**Motion Passed.**

**C. Retirement - Treasurer**

Treasurer Travers stated that he would like to thank the Commission for his time up here, but he is also concerned about the finances of the Commission continuing on uninterrupted. He stated that Ryan Boisselle has done a great job for the Commission and he believes that it is appropriate to request that the Board consider Mr. Boisselle to become the Acting Treasurer of the Commission. He requested for Mr. Boisselle to receive approximately 90% of the current pay of the position and to have Attorney Vitali draft a 6-month employment contract, with existing contract benefits, for the continuity of the finances of the Commission.

**Motion made by Commissioner Ellis to have legal counsel draft a retainer for Mr. Boisselle to take over the position. Seconded by Commissioner Colucci.**

**Roll Call Vote – Commissioner Colucci - yes  
Commissioner Ellis - yes  
Commissioner Lozzi - yes  
Commissioner Proodian - not recorded  
Commissioner Trahant - yes**

**Motion Passed.**

Commissioner Lozzi congratulated Mr. Travers on a job well done and stated that he appreciated all his hard work over the years. Chairman Trahant stated that Mr. Travers has done a great job for the Commission and has handled any and all problems very well. On behalf of all Commissioners, Chairman Trahant thanked Mr. Travers very much for a job well done. The Director personally thanked Mr. Travers for his 28 years of service as the Treasurer and for his other various roles at the Commission. He stated that Mr. Travers knows every aspect of the Commission very well and has been the Director's go-to guy for the past sixteen years. He leaves big shoes to fill. The Director stated that Mr. Travers is probably the most honest and trustworthy employee that he has ever worked with and that Mr. Travers has always recommended the correct options during any fiscal crisis. The Director stated that Mr. Travers will be greatly missed at the Commission. He thanked him for all his help and wished him well as he begins his next chapter in life. Mr. Travers thanked everyone for the well wishes. Commissioner Ellis thanked Mr. Travers for his service to the community and stated that he has done an excellent job.

06/03/20

**Motion made by Commissioner Ellis to adjourn the meeting at 7:15 p.m. Seconded by Commissioner Colucci.**

**Motion Passed.**

Notice of the meeting was posted in the City Clerk's Office and at 400 Parkland Avenue, Lynn, MA at least forty-eight hours in advance.

Dale Cyr  
Executive Secretary