

BOARD MEETING MINUTES  
MARCH 12, 2018

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, March 12, 2018 at 7:00 p.m. at the District office. The following were in attendance: Ruth E. McMahon, Chairman and District Clerk; John K. Harrigan, Commissioner and Treasurer; Stephan F. Rondeau, D.C., Commissioner; and James F. Finegan, Superintendent.

1. MINUTES OF FEBRUARY 12, 2018

After review, a motion was duly made and seconded to approve the Board meeting minutes of February 12, 2018 and it was unanimously voted.

MINUTES OF FEBRUARY 26, 2018

Minutes of the Annual Joint Meeting with the Board of Selectmen were not available for review.

2. TREASURER'S REPORT

Mr. Harrigan reported that 52 checks were written in February for a total of \$108,513.03. Salary and Wages and General Expenses are in line with expectations.

3. SUPERINTENDENT'S REPORT

MassDEP has scheduled its Sanitary Survey, which occurs every 3 years, for April 10, 2018. Punch list items remain for the SCADA project. In response to customer concerns, additional water samples were taken at 300 King Rail Drive, Apt. 401. Preliminary review documents from Tata and Howard for a new subdivision at the end of Green Street, were included in the Board's packet for review.

Mr. Finegan provided the Board with a balancing change order, along with a request for payment for the Locust Street and Ingalls Terrace Water Main project, and requested the Board's approval. After discussion, a motion was made and a vote was taken to approve final Pay Estimate No. 4, dated 03/xx/2018 in the amount of \$20,325.84 for Agannis Construction, and to accept balancing Change Order No. 3, dated March 5, 2018, which decreases the amount of the original contract by \$112,852.09. The Chairman was authorized to sign both documents.

Mr. Finegan distributed a letter from the City of Peabody requesting extending the agreement to supply water until November 30, 2018. After discussion, a motion was made and a vote was taken to approve the City of Peabody's letter dated February 28, 2018, concerning the transfer of water, and authorized the Chairman to sign the document.

The Superintendent provided the Board with an agreement from CDM Smith for engineering services associated with the design and construction of District water mains in conjunction with the MWRA Peabody pipeline extension project. After discussion, a motion was made and a vote was taken to approve the agreement from CDM Smith, dated March 12, 2018, for engineering services associated with the design and construction of District water mains in the amount of \$30,300, and authorized the Chairman to sign the agreement.

The Lynnfield Zoning Board of Appeals requested a full site plan of the proposed addition to the District's office building. As such, the Superintendent distributed a proposal from Hancock

Associates for the preparation of a full site plan, and requested the Board to approve the proposal. After discussion, a motion was made and a vote was taken to approve the proposal from Hancock Associates, dated March 5, 2018 for engineering and surveying services for an amount not to exceed \$6,000, and authorized the Chairman to sign the proposal.

Mr. Finegan recommended an increase to the annual fee assessed for commercial buildings with an internal sprinkler system, based upon a comparison and a survey of local municipal charges.. After review and discussion, a motion was made and seconded to approve an increase to the Fire Sprinkler Charges effective March 12, 2018, as follows: fire sprinkler lines 4-inch and less, \$500 per year; lines 6-inch and greater, \$950 per year.

The Board also reviewed the District's residential and commercial water rates. After discussion, a motion was made and seconded to increase the District's residential and commercial base and step rates by approximately 7%, resulting in increases of the semi-annual residential base rate from \$66 to \$71, the quarterly commercial base rate from \$33 to \$35.50, tier one of the step rate from \$3.06 to \$3.27/100 cubic feet, and tier two of the step rate from \$3.32 to \$3.55/100 cubic feet.

Mr. Finegan apprised the board of the need to replace the hatches on the storage tank vaults. The pumps and Variable Frequency Drive should also be replaced with newer, more efficient units. Mr. Finegan reviewed the agreement for engineering services for both projects with the Board. After review, a motion was made and a vote was taken to approve the agreement dated February 27, 2018, between Weston & Sampson and the Lynnfield Water District for the design of new storage hatches and the selection of appropriate replacement pumps and drives at the pump station, for a fee not to exceed \$6,800, and authorized the chairman to sign the agreement.

#### 4. OTHER

Ms. McMahon distributed the Commissioner and Clerk reports and asked the Board to email feedback.

LWD Handbook: Ms. McMahon asked the Board to review Attorney Regina Ryan's comments and recommended additions to the District's Employee Handbook for discussion at the May 2018 regular Board meeting.

Moderator Position: Ms. McMahon also discussed the vacant Moderator position. After discussion, the Board agreed to make the Moderator an appointed position, rather than an elected position, at the next District meeting.

Annual Meeting Warrant: The Annual Meeting Warrant closed at 8:25 p.m. On a motion made and seconded, it was unanimously voted to close the Warrant for the Annual District Meeting to be held Wednesday, April 11, 2018.

#### 5. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:49 p.m. and it was unanimously voted.

Respectfully submitted,  
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, APRIL 9, 2018