BOARD MEETING MINUTES

AUGUST 14, 2017

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, August 14, 2017 at the District office. The meeting was called to order at 7:00 p.m. 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 JUNE 12, 2017

After review, a motion was duly made and seconded to approve the minutes of June 12, 2017, and it was unanimously voted.

1. TREASURER’S REPORT

Mr. Harrigan reviewed fiscal year end June 2017 and July 2017 financial reports. In June, 110 checks were written for a total of $127,946.72. The fiscal year ended with expenses under budget and income over budget. In July, 46 checks were written for a total of $228,942.29. We are one month or 8% into fiscal year 2018. Income and expenses are in line with expectations; Mr. Harrigan noted that as usual, payments for the District’s retirement plan and health insurance are made in July to take advantage of early payment discounts.

1. SUPERINTENDENT’S REPORT

Mr. Finegan reviewed District activities throughout June and July. Water use is down 30% from this time last year as a result of the wet summer. The tank access road was damaged by Sprint contractor equipment. It was repaired and reimbursed by the contractor. Results of MWRA’s chlorine residual testing at the request of an Arborpoint resident were typical. MWRA’s final fiscal year water assessment was confirmed at $748,610, up 16% from fiscal year 2017. Mr. Finegan provided the Board with an outline of MWRA’s phase three Local Water System Assistance Program.

As part of the Locust Street/Ingalls Terrace project, seven lead goosenecks were replaced on Lynnbrook and the new main went into service in July. The contractor continues to work on remaining punch list items.

Implementation of the new SCADA (Supervisory Control and Data Acquisition) system is on target at the pump station. Equipment is on site and installation on the control panel is in progress. Mr. Finegan then provided the Board with requests for payment numbers two and three from Tata & Howard for work completed by Jasco Electric for authorization.

On a motion duly made and seconded, the Board voted to approve Tata & Howard’s Application for Payment #2, dated July 6, 2017 in the amount of $14,250 to Jasco Electric for SCADA system upgrades, and authorized the chairman to sign the payment authorization.

On a motion duly made and seconded, the Board voted to approve Tata & Howard’s Application for Payment #3, dated August 2, 2017, in the amount of $15,200 to Jasco Electric for SCADA system upgrades, and authorized the chairman to sign the payment authorization.

In August, Mr. Finegan reported that bacteria testing identified low chlorine residuals in the District’s system. System flushing is being implemented to raise levels and he is working with the MWRA to review the situation.

Mr. Finegan provided the Board with modification details related a request from Verizon to upgrade equipment at the tanks. On a motion duly made and seconded, the Board voted to consent to Modifications to the Existing Wireless Facility at Bow Ridge, dated August 14, 2017, and authorized the chairman to sign the agreement.

1. OTHER
	1. Employee Handbook
	The Board reviewed the draft employee handbook provided by Pillar Search. The Board agreed to complete the review at the September Board meeting and advised the Superintendent to update Ms. Joyce.
	2. October Meeting Date
	The Board agreed to schedule its regular Board meeting to Tuesday, October 10, 2017 in light of the Monday, Columbus Day holiday. In addition, the Board will hold a Special meeting prior to the Board meeting at 7:00 pm.
2. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:51 p.m. and it was unanimously voted.

Respectfully submitted,

Carolyn Umbach

# NEXT BOARD MEETING – SEPTEMBER 11, 2017