BOARD MEETING MINUTES

OCTOBER 10, 2017

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Tuesday, October 10, 2017 at 7:05 p.m. at the District office, after the adjournment of a special meeting. The following were in attendance: Ruth E. McMahon, Chairman and District Clerk; John K. Harrigan, Commissioner and Treasurer; Stephan F. Rondeau, D.C., Commissioner; James F. Finegan, Superintendent; and Auditor, Dick Hingston.

1. DICK HINGSTON

Mr. Hingston provided an overview of the District’s fiscal year 2016 Other Post-Employment Benefits (OPEB) valuation liabilities received from KMS Actuaries, LLC. He also reviewed additional disclosure requirements under the Governmental Accounting Standards Board, GASB 74, effective June 30, 2017 and GASB 75, effective June 30, 2018.

After the review, on a motion duly made and seconded, the Board voted unanimously to approve KMS Actuaries’ Actuarial Services Agreement dated September 11, 2017, and authorized the chairman to sign the agreement presented. The details of which include:

* July 1, 2016, 2018 & 2020 - Roll Forward Valuations @ $2,500 per year.
* July 1, 2017 & 2019 - Full Valuations @ $4,500 per year.

1. MINUTES OF SEPTEMBER 11, 2017

After review, a motion was duly made and seconded to approve the minutes of September 11, 2017, and it was unanimously voted.

1. TREASURER’S REPORT

Mr. Harrigan reported that 58 checks were written in September for a total of $273,666.42. At 25% into fiscal year 2018, Salary and Wages and General Expenses are in line with the budget.

1. SUPERINTENDENT’S REPORT

Mr. Finegan reviewed District activities throughout September. MWRA is recommending draining half the water from each tank to remove any stagnant water from the upper levels of each tank, and to normalize chlorine levels. The City of Peabody continues to take water. MWRA is completing an extensive soil boring program as part of its project to extend the 24 inch water main to Peabody along Route 1 and other Lynnfield streets. Mr. Finegan is recommending replacing older, unlined water mains along the route of the MWRA pipeline as a priority in need of upgrades, and to coordinate with the MWRA work so as to minimize disruption and costs.

The contractor continues to work on remaining punch list items on the Locust Street Water Main Project. Pipe coupon samples taken at Fairview, Laural and Douglas Roads, and Sylvan Circle revealed pipes as unlined cast iron, and their deteriorating condition.

The Supervisory Control and Data Acquisition (SCADA) system panels have been installed at the pump station, tank site and office. Jasco Electric discovered mercury in the old MDC/MWRA flow meter and will remove in an appropriate manner. Additional work will be required to install an antenna pole at the pump station site so as to enable signal transmission directly to the District office.

1. OTHER
   1. Employee Handbook  
      The Board continued its review of the draft employee handbook provided by Pillar Search. The Board agreed to complete the review at the November Board meeting and advised the Superintendent to update Ms. Joyce.
   2. Water Liens

The Board agreed to place water liens on properties where the account is in arrears 90 or more days, with a past due balance of at least $1,000.

1. 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 – WEDNESDAY, NOVEMBER 8, 2017