BOARD MEETING MINUTES

SEPTEMBER 11, 2017

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, September 11, 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 AUGUST 14, 2017

After review, a motion was duly made and seconded to approve the minutes of August 14, 2017, and it was unanimously voted.

1. TREASURER’S REPORT

Mr. Harrigan reviewed the August financial reports. In August, 69 checks were written for a total of $194,817.28. At two months or 16% into fiscal year 2018, salary and wages and general expenses are in line with expectations.

Mr. Harrigan reviewed further financial matters for August. Free Cash for fiscal year 2018 has been approved by the Department of Revenue (DOR) in the amount of $633,747. He also received approval from the Lynnfield Board of Assessors to release overlay funds for fiscal years 2015 and 2016 in the amount of $34,000.

1. SUPERINTENDENT’S REPORT

Mr. Finegan reviewed District activities throughout August. MWRA continues to monitor low chlorine residuals in the system, which could be the result of water retention in the supply lines and tanks. To increase water flow through the system, the District implemented the following: changed the tank level set points; increased the pumping rate; and perform weekly monitoring at key points. In addition, the city of Peabody and the golf course began taking water. Mr. Finegan also reported that T-Mobile will be replacing three antennas at the tank site. MWRA also began the project to extend the 24 inch water main to Peabody along route 1 and other Lynnfield streets.

The contractor continues to work on remaining punch list items on the Locust Street Water Main Project. Mr. Finegan is sampling pipelines in the Douglas and Fairview Road neighborhood to determine which pipes are cement lined. Mr. Finegan then provided the Board with the request for Payment #2 from Tata & Howard for work completed by Agganis Construction.

On a motion duly made and seconded, the Board voted unanimously to approve Tata & Howard’s Application for Payment #2, dated August 16, 2017, for work completed through July 21, 2017, in the amount of $123,477.51, to Agganis Construction, Inc. for the Locust Street & Ingalls Terrace Water Main Project, and authorized the chairman to sign the payment authorization.

The SCADA (Supervisory Control and Data Acquisition) system continues to be constructed. Jasco Electric is troubleshooting remote telemetry signals between the tank, the pump station and the office. Mr. Finegan then provided the Board with request for Payment #4 for work completed by Jasco Electric.

On a motion duly made and seconded, the Board voted unanimously to approve Tata & Howard’s Application for Payment #4, dated September 6, 2017, for work completed through September 5, 2017, in the amount of $26,837.00 to Jasco Electric for SCADA system upgrades, and authorized the chairman to sign the payment authorization.

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 October Board meeting and advised the Superintendent to update Ms. Joyce.
2. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:49 p.m. and it was unanimously voted.

Respectfully submitted,

Carolyn Umbach

# NEXT BOARD MEETING – OCTOBER 10, 2017

# IMMEDIATELY FOLLOWING THE 7PM SPECIAL MEETING