

BOARD MEETING MINUTES
DECEMBER 11, 2017

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, December 11, 2017 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; James F. Finegan, Superintendent, and Cindy Joyce of Pillar Search.

1. EMPLOYEE HANDBOOK

The Board continued its review of the employee handbook with Cindy Joyce of Pillar Search and discussed next steps for implementation and updates.

2. MINUTES OF NOVEMBER 8 & 20, 2017

Minutes will be reviewed and voted at the District's next meeting - January 8, 2017 meeting.

2. TREASURER'S REPORT

Mr. Harrigan reported that 77 checks were written in November for a total of \$191,773.54. At 42% into fiscal year 2018, Salary and Wages and General Expenses are in line with expectations.

3. SUPERINTENDENT'S REPORT

Mr. Finegan apprised the Board of additional miscellaneous work that was required as part of the Locust Street project and requested the Board to authorize Change Order No. 2. After discussion, a motion was duly made and seconded to accept Change Order No. 2 dated December 5, 2017, between Agganis Construction and the Lynnfield Water District for additional miscellaneous work required as part of the Locust Street and Ingalls Terrace Water Main Project in the amount of \$43,500.00, and to authorize the Chairman, Ruth E. McMahon, to sign the document, and it was unanimously voted.

In addition, the Superintendent informed the Board that the Town of Lynnfield will be repaving Lynnbrook Road and asked that the District transfer the moneys to cover the estimated cost of paving the road. As the paving had been part of the District's project plan and budget, the Superintendent requested that the Board approve the transfer. After discussion, a motion was duly made and seconded to approve the payment of \$11,604.00 to the Town of Lynnfield, in lieu of the Lynnfield Water District paving this road, and to authorize the Chairman, Ruth E. McMahon, to approve the payment, and it was unanimously voted.

Mr. Finegan submitted a grant application to Mass Department of Energy Resources (DOER) for the replacement of the two existing pumps with new, more efficient pumps and anticipates a response in January 2018.

Mr. Finegan provided a distribution map outlining the route of the Massachusetts Water Resource Authority's (MWRA) project to extend the 24-inch water main to Peabody and identified several older unlined cast iron mains along the route. Mr. Finegan advised the Board that working to replace the unlined cast iron pipes in conjunction with MWRA's project would result in significant cost savings, as the MWRA would absorb engineering, as-builts, bidding and paving costs. In addition, The District will benefit from a new emergency interconnection. Work is expected to commence in 2018, and to be completed in 2019. The Board agreed and asked the

Superintendent to prepare a cost estimate for replacing the identified cast iron mains, for the FY19 budget.

Mr. Finegan met with Attorney David Lucas of Melrose to discuss the proposed office expansion and presented the Board with an Agreement to provide legal services on the project. After discussion, a motion was duly made and seconded to approve the Agreement between Lucas Law Group and the Lynnfield Water District for legal advice and representation for the expansion of 842 Salem Street, and to authorize the Chairman, Ruth E. McMahon, to sign the Agreement, and it was unanimously voted.

Installation work continues on the Supervisory Control and Data Acquisition (SCADA) system. Mr. Finegan presented the Board with Change Order #1 detailing additional work required on the project. After review, a motion was duly made and seconded to approve Change Order No. 1 between Jasco Electric and the Lynnfield Water District, dated December 5, 2017 in the amount of \$9,375.00 for additional miscellaneous work required for the SCADA Upgrades Project, and to authorize Ruth E. McMahon, Chairman of the Board, to execute the document, and it was unanimously voted.

Mr. Harrigan departed the meeting at 8:20 pm due to a prior obligation.

3. OTHER

No other business.

4. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:33 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, JANUARY 8, 2018