

BOARD MEETING MINUTES  
FEBRUARY 12, 2018

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, February 12, 2018 at 6:45 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 JANUARY 8, 2018

After review, a motion was duly made and seconded to approve the Board meeting minutes of January 8, 2018 and it was unanimously voted.

2. TREASURER'S REPORT

Mr. Harrigan reported that 72 checks were written in February for a total of \$187,172.62. Salary and Wages and General Expenses are in line with expectations.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities throughout February. Punch list items remain on the Locust Street and Ingalls Terrace Water Main project and the new Supervisory Control and Data Acquisition (SCADA) system. The Department of Public Works and the Lynnfield Fire Department agreed to work together to ensure hydrants are clear of snow. Bids for window security screens at the pump station are being solicited. The Lynnfield Zoning Board of Appeals is requiring a full site plan of the proposed addition to the office building.

Mr. Finegan reviewed preliminary designs of Massachusetts Water Resource Authority's (MWRA's) project to extend the 24-inch water main from the current terminus on Route 1, to Peabody. As discussed previously, he recommends that the District undertake water main replacement work in conjunction with the MWRA project, so as to save on costs, where possible. The MWRA will include the engineering and construction costs for the replacement of the Maple Street water main from Route 1 to Salem Street (approximately 700 In ft), and a water main crossing on Moulton Drive between Oak and Lake Street (approximately 40 In ft) within the scope of their work.

Costs to replace other old, unlined cast iron, District mains along the route of the new MWRA pipeline will be the responsibility of the District. This includes replacement of the existing 10-inch water main on Salem Street between Maple Street and Summer Street (approximately 1,055 In ft), and the replacement of the 6-inch main on Route 1 between Ward Terrace and Lakeview Drive (approximately 545 In ft). Engineering services associated with the replacement of the Salem Street and Route 1 pipelines will be outside of the scope of MWRA's project and include Salem Street from Maple Street to Summer Street and Route 1 South from Lakeview Drive to Ward Terrace, and will be handled directly between the MWRA's consultant, CDM Smith and the District. Mr. Finegan distributed a copy of CDM Smith's engineering proposal for these water mains. After review, a motion was made, and a vote was taken, to accept the Engineering Proposal from CDM Smith dated February 9, 2018 in the amount of \$30,300 for design, bidding, and general services during construction for water main replacement, and to authorize the Chairman to sign the proposal.

Mr. Finegan reviewed Tata and Howard's Application for Payment to Jasco Electric, Inc. as part of the SCADA Upgrades project. After review, a motion was made and seconded, and a vote was taken, to approve Application for Payment No. 7 dated January 18, 2018 to Jasco Electric, Inc. for the SCADA Upgrades project, and to authorize the Chairman to sign the payment application.

The Board received a letter of resignation from Mr. Kevin Gill, dated February 7, 2018, stating his intention to leave his position on August 17, 2018. Consistent with existing policy, he plans to use a portion of his accrued sick and vacation time, to extend to retirement date in February 2019.

4. FY '19 BUDGET

Mr. Harrigan reviewed the preliminary FY 2019 budget. The Board discussed MWRA's water rate increase and agreed to review the District's residential and commercial water rates at the March meeting.

5. OTHER

Harpers Payroll Service: Ms. Umbach reviewed a proposal from Harpers Payroll Services based in Worcester, MA. The company was recommended by the District's Auditor, Dick Hingston as an alternative to QuickBooks to process payroll. After discussion, a motion was made and seconded, and a vote was taken to accept the proposal from Harpers Payroll Services dated February 12, 2018, with annual estimated charges of \$1,944, and to authorize the Treasurer to sign the proposal.

LWD Handbook: Ms. McMahon asked the Board to review Attorney Regina Ryan's comments and recommended additions to the District's Employee Handbook, and will continue to work with Attorney Ryan to finalize updates to the handbook.

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 Joint meeting with Selectmen: The Board will meet with the Town of Lynnfield, Board of Selectmen on February 26, 2018 @ 7:00 pm, to set the salaries for the Town Treasurer and Assessors.

6. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:15 p.m. and it was unanimously voted.

Respectfully submitted,  
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, MARCH 12, 2018