

BOARD MEETING MINUTES
JANUARY 8, 2018

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; and James F. Finegan, Superintendent.

1. MINUTES OF NOVEMBER 8, NOVEMBER 20, AND DECEMBER 11, 2017

After review, a motion was duly made and seconded to approve the Board the following meeting minutes; November 8, November 20, and December 11, 2017, and it was unanimously voted.

2. TREASURER'S REPORT

Mr. Harrigan reported that 90 checks were written in January for a total of \$87,080.71. At 50% into fiscal year 2018, Salary and Wages and General Expenses are in line with expectations.

A preliminary FY19 budget was distributed, with a full budget discussion planned for the regular monthly meeting in February.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities throughout December. Three water main breaks occurred in January. An accident report was filed with the District's liability insurance provider, MIIA, as a result of a fall during one of the water main breaks. Kevin Gill experienced a fractured rib and is out of work receiving worker's compensation.

Mr. Finegan reported that final paving has been completed on Locust Street and Ingalls Terrace as part of the Locust Street Water Main project. He distributed Tata & Howard's Application for Payment No. 3 and requested the Board authorize the application. After discussion, a motion was duly made and seconded to approve the Contractor's Application for Payment No. 3 dated January 8, 2018, between Agganis Construction, Inc. and the Lynnfield Water District for work completed through December 31, 2017, as part of the Locust Street and Ingalls Terrace Water Main Project in the amount of \$41,809.98, and to authorize the Chairman, Ruth E. McMahon, to sign the document, and it was unanimously voted.

Mr. Finegan met with Hayes Engineering regarding relocation of the 12" water main through the Kelly Jeep property and requested the firm update its proposal to replace all equipment including a new 12" pipe, a new hydrant and new valves.

Mr. Finegan apprised the Board of a meeting with CDM Smith, Massachusetts Water Resource Authority's (MWRA) project manager, relating to the replacement of District water mains along the route of its project to extend the 24-inch water main to Peabody. The District will be responsible for installation costs and design only engineering costs. The project is anticipated to begin fall of 2018.

Mr. Finegan anticipates the Supervisory Control and Data Acquisition (SCADA) system to be operational by the end of January 2018.

3. OTHER

LWD Handbook: After final edits, the Board agreed to submit the handbook to Attorney Regina Ryan for legal review.

Joint meeting of the Board & Town of Lynnfield Selectmen: The Board agreed to meet with the Selectmen February 26, 2018 @ 7:00 pm.

4. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:25 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, FEBRUARY ??, 2018