

BOARD MEETING MINUTES  
April 9, 2018

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 9, 2018 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 MARCH 12, 2018

After review, a motion was duly made and seconded to approve the Board meeting minutes of March 12, 2018 and it was unanimously voted.

MINUTES OF FEBRUARY 26, 2018

Minutes of the Annual Joint Meeting with the Board of Selectmen were not available for review.

2. TREASURER'S REPORT

Mr. Harrigan reported that 47 checks were written in March for a total of \$142,225.83. Salary and Wages and General Expenses and Income are in line with expectations.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for March. Verizon and T-Mobile have begun replacing antennas on the large water tank. The MassDEP Sanitary Survey is scheduled for April 10, 2018. The District received positive feedback in a letter to the editor on its handling of the Salem Street water main break. Plans for the relocation of the 12" water main on Kelly Jeep's property are under review.

Mr. Finegan informed the Board that Hancock Associates completed the site plan on the proposed building expansion at 842 Salem Street. Concurrently, the District was presented with a purchase opportunity to relocate the District. After consideration and a review of an estimate of the gross purchase costs, the Board agreed the expense of site purchase and construction was too great.

Mr. Finegan distributed a letter from the resident at 20 Sylvan Circle concerning dirty water at his home and the neighborhood. Last spring, the District took steps to improve water quality, by flushing lines, installing additional valves, and submitting a water sample for testing. Sample test results confirmed high levels of iron. The pipe system in this neighborhood is comprised of multiple dead end water mains, some of which are older unlined cast iron pipes and other cast iron pipes where the linings are unknown. Mr. Finegan would like to utilize a hydrant camera to facilitate identifying water main lining conditions, so as to determine the best course of action for improving water quality. The Board was in agreement.

The Superintendent provided the Board with Application for Payment No. 8 for Jasco Electric for the SCADA Upgrades Project. After discussion, a motion was made and a vote was taken to approve Application for Payment No. 8 for Jasco Electric, dated March 15, 2018, in the amount of \$13,226.62 for new SCADA Upgrades, and to authorize the Chairman to sign the application.

The Board discussed a note received from a customer, the resident at 880 Summer Street, concerning water rates for senior citizens. While the Board sympathizes with Mr. Radway, the District has taken steps to offset water costs for residents by incorporating a discount for timely payments, and by implementing a split commercial/residential rate.

The Board reviewed a job description for the anticipated open maintenance position. Mr. Finegan will begin advertising this month.

4. OTHER

The Board reviewed the warrant items for the upcoming annual meeting Wednesday, April 11, 2018.

LWD Handbook: After a brief discussion, Ms. McMahon reminded the Board to review Attorney Ryan's comments and recommended additions to the District's Employee Handbook for discussion at the May 2018 regular Board meeting.

Ms. Umbach provided details about an upcoming wellness event being hosted by the District's health insurance company, MIIA.

5. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:30 p.m. and it was unanimously voted.

Respectfully submitted,  
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, MAY 14, 2018