

BOARD MEETING MINUTES  
June 4, 2018

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, June 4, 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; James F. Finegan, Superintendent, and, Matthew O'Connell, water operator candidate

1. MR. O'CONNELL

Mr. Finegan introduced Mr. O'Connell as the proposed candidate to fill the anticipated vacant water operator position. After discussion and Mr. O'Connell's departure from the meeting, a motion was made, and a vote was taken to authorize the Superintendent to prepare and send an offer letter to Mr. Matthew O'Connell for the position of Water Operator with an annual starting salary of \$75,000, four (4) weeks vacation annually, and the District's benefits package.

2. MINUTES OF FEBRUARY 26, 2018

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

MINUTES OF MAY 14, 2018

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of May 14, 2018 and it was unanimously voted.

2. TREASURER'S REPORT

Mr. Harrigan reported that 53 checks were written in May for a total of \$154,357.53. We are 92% into the fiscal year and Salaries & Wages and General Expenses are under budget. Income is slightly higher than budgeted.

Mr. Finegan highlighted the additional revenues collected because of the increase in fire sprinkler fees this fiscal year.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for May. The Locust Street Water Main replacement project is complete. Spring flushing has commenced with few complaints from residents. Utility Service Company identified structural and sanitary improvement recommendations in their tank-top inspection report. Recommendations requiring attention will be included in Tata and Howard's tank repair contract. A proposed 2 lot subdivision is being put out to bid by the Town of Lynnfield at the Perley Burrill property. Mr. Finegan attended MWRA's emergency planning training concerning the new OSHA safety regulations applicable to public sector employees. Mr. Finegan also began discussions with Lynn Water and Sewer Commission to reactivate the interconnection at Goodwin Circle, and to possibly identify a location for MWRA's emergency trailer-mounted pump. Mr. Finegan attended a meeting of LIFE to provide information on cross connection and fire sprinkler costs. Draft plans with comments have been returned to Kelly Jeep for the relocation of the 12" water main through the property.

JK Muir, the company that worked with the District's on its energy savings project, requested permission to use the District's project as a case study for a technical paper, and for their company marketing and the Board agreed.

Mr. Finegan reported that Weston & Sampson has started the design of the pipeline replacement on Laurel Road and Sylvan Circle.

Lucas Law Group is preparing the application for the permit for the building expansion project for the Zoning Board of Appeals.

4. OTHER

LWD Handbook: A motion was made, and a vote taken to accept the revised Lynnfield Water District Employee Handbook effective July 1, 2018 and will be updated as needed.

ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:40 p.m. and it was unanimously voted.

Respectfully submitted,  
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, AUGUST 13, 2018