

BOARD MEETING MINUTES
May 14, 2018

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, May 14, 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. WATER OPERATOR CANDIDATE

2. MINUTES OF FEBRUARY 26, 2018

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

MINUTES OF APRIL 9, 2018

After review, a motion was duly made and seconded to approve the Board meeting minutes of April 9, 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 at 92% into the fiscal year and Salaries & Wages and General Expenses are under budget and Income is slightly higher than budgeted.

Mr. Finegan highlighted the additional revenue generated as a result of increasing the cross connection fees fiscal year.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for April. The MassDEP Sanitary Survey is complete and no violations were found. The Annual Statistical Report was submitted to MassDEP. Punch list items remain on the SCADA project. Advertisements for the anticipated open maintenance position began running on the District's website, as well as industry related sites. Hancock Associates completed the site plan for the proposed building expansion at 842 Salem Street and it has been forwarded to Lucas Law Group.

The Locust Street and Ingalls Terrace Water Main Replacement project has been completed. Mr. Finegan requested the Board review and authorize the final pay estimate. After review, a motion was made and a vote was taken to approve Application for Payment No. 4 for the Locust Street, Ingalls Terrace and Lynnbrook Road Water Main Replacement Project dated April 13, 2018 in the amount of \$20,325.84, and to authorize the Chair to sign the pay request.

The District was awarded a \$79,443 grant from MassDOER for the implementation of an energy savings project to replace the two pumps at the pump station. An article in the Advocate highlighted the District as one of 36 communities selected to receive a portion of the \$4 million allocation from the Baker-Polito Administration and the Gap Funding Grant Program.

Mr. Finegan shared with the Board that due to the style of hydrants in the Sylvan Circle Area, utilizing a hydrant camera is not a viable option for identifying water main lining conditions. As a result, he recommended beginning the engineering phase to replace approximately 1900 feet of

unlined 6" cast water main with a new 8" cement lined main. He provided the Board with a proposed agreement from Weston & Sampson for engineering services related to the project. After discussion, a motion was made and a vote was taken to approve the Weston & Sampson Agreement for engineering services associated with the Sylvan Circle Area Water Main Improvement Project dated May 4, 2018, not to exceed a total contract amount of \$78,500, and to authorize the Chair to sign the agreement on behalf of the District.

4. OTHER

LWD Handbook: The Board reviewed and edited the District's Employee Handbook along with additional policy recommendations by Attorney Ryan. A final version is anticipated to be approved and voted on at the June 2018 regular Board meeting.

The Board discussed the need to reschedule the June 11, 2018 meeting, and agreed that it would be useful to hold the meeting one week earlier, on June 4.

ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:13 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, JUNE 4, 2018