

BOARD MEETING MINUTES
December 10, 2018

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, December 10, 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 NOVEMBER 5, 2018

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of November 5, 2018 and it was unanimously voted

MINUTES OF NOVEMBER 29, 2018 PUBLIC HEARING

After discussion, a motion was duly made and seconded to approve the minutes of the 2018 Tax Classification Hearing of November 29, 2018 and it was unanimously voted.

2. TREASURER'S REPORT

Mr. Harrigan reviewed reported in November, 37 checks were written for a total of \$137,907.05. At 42% into the fiscal year, Salaries & Wages and General Expenses are in line with budgeted expectations.

As a result of a meeting with MIIA representative, Todd Ohanesian, Mr. Harrigan asked whether the Board would be interested in increasing its earthquake coverage. He also recommended establishing a surety bond for both the Clerk and Office Administrator. After discussion, the Board decided against increasing its earthquake coverage and agreed to proceed with obtaining bonds for both the Clerk and Office Administrator.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for November. The MWRA has been releasing water from the Quabbin reservoir due to high water level. Water usage for the year, compared to last year, is up slightly. Kelly Jeep has pushed back starting the work to relocate the 12" water main.

An application will be submitted to the MWRA for a 10 year interest free loan in the amount of \$496,800 including engineering for the Sylvan Circle Water main replacement project. The project will go to bid in December with a bid opening date of January 16, 2019.

Mr. Finegan updated the Board on the progress of the energy savings project. Weston and Sampson is under agreement to provide recommendations for the appropriate replacement pumps. The \$79,000 grant received from Mass Department of Energy Resources (DOER) must be expended by June 30, 2018. The Board advised Mr. Finegan to proceed.

As the Lynnfield Center Water District meeting was being held simultaneously, the Board discussed how to most efficiently move forward if the engineering study was approved and funded. After discussion, the Board voted to authorize the Chairman, Ruth E. McMahon, to sign the Tata and Howard Feasibility Study Agreement, with a cost not to exceed \$100,000, contingent upon the receipt of confirmation from the LCWD with instructions for the LWD to proceed with the study, including the payment terms.

Mr. Finegan provided the Board with a long term plan to address the District's low chlorine residuals in the distribution system. In addition to the District's current short term efforts, he recommended the installation of active mixers in both water tanks. The Board reviewed various mixer options and costs. After discussion, the Board agreed and identified potential funding sources. Mr. Finegan will provide the Board with an agreement to be executed at its January 2019 meeting.

Mr. Finegan provided the Board with a notice to proceed for the Storage Tank Improvement project. A motion was duly made and seconded to authorize Ruth E. McMahon to sign the Notice of Award to Utility Services dated December 10, 2018, for construction of miscellaneous water storage tank repairs in the amount of \$31,200, and it was unanimously voted.

Mr. Finegan apprised the Board of its recent Emergency Response Planning (ERP) Training, and requested the Board consent to utilizing District truck and snow plow for getting essential personnel into the District at the discretion of the Superintendent. The Board was in agreement.

4. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9.00 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, JANUARY 14, 2019