

BOARD MEETING MINUTES
February 11, 2019

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, February 11, 2019 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. REPRESENTATIVE BRAD JONES

The Chairman informed the Board that Representative Jones would not be attending due to an unforeseen conflict and offered to attend a future meeting.

2. MINUTES OF JANUARY 14, 2019

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of January 14, 2019 and it was unanimously voted.

3. TREASURER'S REPORT

Mr. Harrigan reviewed reported in December, 28 checks were written for a total of \$128,044.79. At 58% into the fiscal year, General Expenses are in line with budgeted expectations; Salaries & Wages are slightly higher at 63.8% Income is higher than budgeted at 77%.

4. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for January. New stairs were installed at the SCADA system site, to improve safety. Kelly Jeep personnel have accidentally damaged the District's security gate to the storage tanks; Kelly will replace the gate, at its own expense. At the Superintendent's request, the gate will be relocated, and installed halfway up the hill, on LWD property. Mr. Finegan is working with Weston & Sampson to finalize pump recommendations, as part of the pump station energy evaluation project.

Mr. Finegan reviewed the final design and construction proposal received from Luna Design Group on the building expansion project. He inquired whether the Board would like to begin the design phase or wait for the Title V inspection of the cesspool. The Board advised Mr. Finegan to proceed with the design work. On motion, duly made and seconded, the Board voted unanimously to accept the Luna Design Group's Phase II – Expansion of Existing Facility Final Design & Construction proposal dated January 21, 2019, not to exceed \$20,300, and authorized the Chairman to sign the agreement.

Bids for the Sylvan Circle Water Main Replacement Project were opened on January 22, 2019. Mr. Finegan provided the Board with the Notice of Intent to Award to the low bidder, N. Granese & Sons, Inc. After review and discussion, a motion was made and seconded to authorize the Chairman to sign the Notice of Intent to Award letter dated February 11, 2019, to inform N. Granese & Sons, Inc. that the District intends to award the Sylvan Circle Water Main Improvements Project to N. Granese & Sons, Inc., in accordance with its bid in the amount of \$336,608.50, subject to the Agreement, Payment Bond, Performance Bond and Insurance Certificates. The Board unanimously voted said motion.

Mr. Finegan provided the Board with the \$496,800 Water Bond to be issued to the Massachusetts Water Resource Authority (MWRA) on February 25, 2019 and a distribution of funds to take place on February 28, 2019, which requires a vote of the Commissioners. After review, a motion was made

and seconded, and it was then unanimously voted, that the sale of the \$496,800 Water Bond of the District dated February 25, 2019, to the Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the District Treasurer or other appropriate District official is authorized to execute on behalf of the District a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The Bond shall be payable without interest on February 15 of the years and in the principal amounts as follows:

Year	Installment	Year	Installment
2020	\$49,680	2025	\$49,680
2021	\$49,680	2026	\$49,680
2022	\$49,680	2027	\$49,680
2023	\$49,680	2028	\$49,680
2024	\$49,680	2029	\$49,680

Further Voted: and that each member of the Board of Water Commissioners, the District Clerk and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

Mr. Finegan suggested the Board consider raising water rates to cover the MWRA projected increase (approximately 4%) in rates and to cover projects needed within the distribution system. After review, a motion was made and seconded, and subsequently unanimously voted, to raise the water rates effective April 1, 2019 as follows:

For residential customers billed semi-annually, the base rate would remain unchanged at the minimum rate of \$71.00 for 0 – 2,000 cu ft. of water used. Step Rate 1 would increase from \$3.27/100 cu ft. to \$3.40/100 cu ft. for 2,001 cu ft. – 10,000 cu ft. of water used. Step Rate 2 for volumes of 10,001 & over would increase from \$3.55/100 cu ft. to \$3.69/100 cu ft.

For commercial customers billed quarterly, the base rate would remain unchanged at the minimum rate of \$35.50 for 0 – 1,000 cu ft. of water used. Step Rate 1 would increase from \$3.27/100 cu ft. to \$3.40/100 cu ft. for water used between 1,001 cu ft. – 5,000 cu ft. Step Rate 2 for volumes of 5,001 & over would increase from \$3.55/100 cu ft. to \$3.69/100 cu ft.

Commercial customers would see the increase in the July 2019 bill, and residential customers would see the increase in the October 2019 bill.

5. FY ‘20 BUDGET

Mr. Harrigan reviewed the preliminary FY 2020 budget.

6. OTHER

A letter of intent to run for re-election was received from Ruth E. McMahon, as a candidate for the office of Water Commissioner for the District for a term of three years.

A motion was made and seconded, and it was unanimously voted to authorize the Chairman to sign an agreement between the Lynnfield Water District and its auditors, Giusti, Hingston & Company C.P.A. for auditing services for fiscal years 2018, 2019 and 2020.

The chairman apprised the Board of the need to recognize the changing responsibilities within the District and made request of the Superintendent and Office Administrator to outline the newly implemented projects, cost savings, regulatory requirements and work involved in the current environment.

The Board confirmed February 25, 2019 at 7pm for the Annual Joint Meeting of the Board with the Board of Selectmen. Ms. McMahon and Mr. Rondeau will be in attendance as Mr. Harrigan will not be available.

7. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 10.15 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, MARCH 11, 2019