

BOARD MEETING MINUTES
January 14, 2019

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, January 14, 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; James F. Finegan, Superintendent, Theodore C. Regnante of Regnante Sterio, LLP and David Mayerson, Executive Director of the Lynnfield Initiative for Elders (LIFE)

1. LIFE

The Board welcomed Mr. Regnante and Mr. Mayerson to the meeting on behalf of the LIFE program. Mr. Regnante asked if the District would review its Cross Connection program, specifically with respect to backflow test and fire sprinkler fees. Mr. Finegan summarized the state regulations to which the District adheres to prevent harmful water from entering its distribution system. Mr. Regnante questioned whether the LIFE organization fell under the required regulations. Mr. Finegan reviewed the underlying principles as it pertained to the LIFE organization. After discussion, Mr. Mayerson agreed with the fees and critical importance of the backflow testing. Mr. Finegan also explained the process of setting fees, including Fire Protection fees, which are based on the volume of water the District is required to have available in the system in the event of a fire. After discussion, Mr. Regnante and Mr. Mayerson thanked the Board. Mr. Mayerson requested the District provide an updated all-in-one invoice. The Board thanked Mr. Regnante and Mr. Mayerson for their inquiries and to reach out to the District should they have additional questions or concerns.

2. MINUTES OF DECEMBER 10, 2018

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of December 10, 2018 and it was unanimously voted with amendments.

3. TREASURER'S REPORT

Mr. Harrigan reviewed reported in December, 48 checks were written for a total of \$43,147.27. At 50% into the fiscal year, Salaries & Wages and General Expenses are in line with budgeted expectations.

Mr. Harrigan reported that the assessors abated \$5,040 to Market Street. He also recommended increasing the bond amount for the Treasurer, District Clerk and the Office Administrator based on the DLS Bond Amount Schedule. After discussion, the Board agreed to raise the bond coverage to \$100,000.

4. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities for December. The service road to the tank site has been repaired. The water main leak on Vokes Terrace was repaired. Outstanding items on the new SCADA system include as-built drawings and the O&M manual. Work on the water main at the Kelly Jeep site began January 7, 2019, and a representative from Tata & Howard is on site on behalf of the District's interests. Tata & Howard has begun the preliminary work on the Lynnfield Center Water District feasibility study.

Paperwork is being processed by 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, which was

voted and approved at an earlier Special Meeting. The project will go to bid December with a bid opening date of January 22, 2019.

Mr. Finegan received the approved permit from the Zoning Board of Appeals for the proposed building expansion. The Board advised Mr. Finegan to proceed to obtain a Title V inspection for the cesspool.

5. OTHER

The Board discussed potential locations within the District for posting notices. After discussion, it was determined that the best exposure for posting notices would be the local newspapers. The Board agreed it would continue to post notices at the District office and the bulletin board outside the South Lynnfield Fire Station, and also in both the Lynnfield Villager and the Lynnfield Weekly News. The Board also chose to continue posting notices in the Lynn Item.

The Board discussed the water issues surrounding the Lynnfield Center Water District (LCWD), as well as the Selectmen's recent proposal to amend the governance of the LCWD. The Board decided to document its position on the Selectmen's proposed legislative changes and arrange a meeting with state representatives.

The Board requested the Office Administrator to confirm February 4, 2019 for the joint meeting with the Selectmen.

6. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9.11 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT BOARD MEETING – MONDAY, FEBRUARY 11, 2019