

BOARD MEETING MINUTES

April 8, 2019

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 8, 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. MINUTES OF MARCH 11, 2019

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of March 11, 2019 and it was unanimously voted.

2. MINUTES, NOVEMBER 5, 2018

The Chair advised the Board that a vote and commentary regarding an increase in the District's Fire Service fees on non-metered lines was unintentionally omitted from the November 5, 2018 minutes, and advised the Board that it should take action to amend the meeting minutes to include the original vote and the associated commentary:

"On motion, duly made and seconded, it was unanimously voted to revise the fire service fees, to be effective January 1, 2019, and applicable to all buildings with sprinkler systems on non-metered connections, as follows:

Sprinkler lines 0 – 1½ "	\$40 per year
Sprinkler lines 2 – 2 ½"	\$100 per year
Sprinkler lines 3 – 4"	\$500 per year
Sprinkler lines 6" or larger	\$950 per year

Mr. Finegan further recommended that customers originally charged \$500 (for a 2.5-inch line) in 2018 be credited the difference between those charges, and the Board was in agreement."

A motion was made and seconded to amend the November 5, 2018 meeting minutes, and it was unanimously voted.

After further discussion, a motion was made and seconded to rescind the vote taken at the November 5, 2018 meeting, revising the fire service fees captured in the above vote. It was unanimously voted to rescind the fire fee schedule which had been voted at the November 5, 2018 meeting.

3. FIRE SERVICE FEE DISCUSSION

Based upon the recommendation from Attorney David Lucas, the District will address the fire service fees on non-metered lines at a Public Hearing to be scheduled for May 13, 2019.

4. TREASURER'S REPORT

Mr. Harrigan reported in March 32 checks were written for a total of \$139,949.52. At 75% into the fiscal year, Income is higher than budgeted at 81%. General Expenses are within budgeted expectations; Salaries & Wages are higher at 78%. Mr. Harrigan directed the Office Administrator to transfer \$15,000 from the Reserve Fund to Salaries & Wages.

Mr. Harrigan provided an overview of the District's July 2017 Other Post-Employment Benefits (OPEB) valuation liabilities received from KMS Actuaries, LLC. The liability obligations showed a reduction of \$700,000 compared with the last study, resulting from changes in the Cadillac tax, the District's Medex plan, and the number of active employees.

5. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities throughout March. The Massachusetts Water Resources Authority (MWRA) announced an increase in funding their Local Water System Assistance Program. Beginning July 1, 2019 through fiscal year 2030, \$1.8 million interest free borrowing is available to the District for future infrastructure improvements. Kelly Jeep's contractors continue working relocation of the 12" water main connecting new valves on Route 1. District staff are on site and continue to monitor the project.

Regarding the Pump Station Energy Evaluation Project, Mr. Finegan anticipates new pumps will be delivered and installed in June 2019. The MWRA will deliver a portable pumping unit to the site during installation, to serve as a backup while existing pipes are taken out of service and replaced. A dry run is scheduled prior to installation to ensure all connections and parts fit.

The Superintendent, Operator Matt O'Connell, and Matt Barry of Tata & Howard met with Lynnfield Center Water District's (LCWD) newly elected water commissioner, Robert Almy, and their engineering firm CDM Smith to review the status of the LWD/LCWD Interconnection Study. Mr. Finegan provided a Request for Information to LCWD representatives requesting further information on their water needs prior to any further work. Mr. Finegan also apprised the Board that the LCWD has begun its search for a Superintendent.

The Sylvan Circle Area Water Main Replacement Project began March 29, 2019. Homes are connected with temporary water enabling contractors work on pipe replacement. Upon evaluation, the District determined that the condition of the pipe on Fairview Road was in disrepair. With the Board's approval, a request was made to the MWRA to amend the project scope and was approved. After further discussion, a motion was duly made and seconded to expand the Sylvan Circle Area Water Main Replacement Project to include the replacement of the existing water main on Fairview Road from Salem Street to Rossmore, with funding to be finalized at a Special Meeting of the District scheduled for May 13, 2019. The Board unanimously voted said motion.

Mr. Finegan provided the Board with a proposal from LJR Engineering for engineering and surveying services relative to the design and permitting for a replacement septic system to service the existing building at 842 Salem Street. After discussion, a motion was duly made and seconded to approve the proposal from LJR Engineering dated April 2, 2019 for design of a new septic system in the amount of \$2,500, and to authorize the Chair to execute and date the proposal. The Board unanimously voted said motion.

6. ANNUAL MEETING PREPARATIONS

The Board reviewed the FY20 budget, warrant, and 2018 annual report. After a few edits, the Board was in agreement with all the documentation.

The Board reviewed the Annual Reports and the Annual Meeting Warrant and Budget for FY2020. After minor changes were discussed, the Board was in agreement with all the documentation.

7. CLOSING OF THE SPECIAL MEETING WARRANT

After review, a motion was made and seconded, and it was unanimously voted to close the May 13, 2019 Warrant for the Annual District Meeting at 8:41 pm.

8. OTHER

The Chair acknowledged her submission of a letter of resignation as Clerk effective at a Special Meeting May 13, 2019. She also reported receipt of a letter of intent for the Clerk position from Brian Buckley of Carpenter Road.

Mr. Finegan requested a change in title from Superintendent to Superintendent/Engineer and the Board was in agreement.

9. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:56 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

MEETING SCHEDULE FOR MONDAY, MAY 13, 2019