

BOARD MEETING MINUTES
May 13, 2019

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, May 13, 2019 at 7:09 p.m. at the District office, after the adjournment of the special meeting. The following were in attendance: Ruth E. McMahon, Chairman; John K. Harrigan, Commissioner and Treasurer; Stephan F. Rondeau, D.C., Commissioner; James F. Finegan, Superintendent; Brian D. Buckley, Moderator and newly elected District Clerk, and Attorney Jim McKenna of Newburyport.

1. ATTORNEY JIM MCKENNA

Attorney McKenna requested to address the Board concerning the property at Zero Pennsylvania Avenue in Saugus (at the end of Kimball Lane). Although Attorney McKenna was not on the agenda, and the Board could take no action, the Board allowed Attorney McKenna to address the Board. Attorney McKenna spoke on behalf of his client, Thibeault Development Company, which owns 72 acres in Saugus, bordering Lynnfield, and plans to redevelop a 30-acre parcel for use as a contractor equipment and storage yard. He went on to explain the need for a water connection and the possibility of obtaining water from the LWD. The Board listened to Attorney McKenna, noting that the LWD does not routinely provide water to customers outside of its District, and recommended that he formally contact the District in the future if the developer wishes to pursue.

Attorney McKenna then left the meeting.

2. MINUTES OF APRIL 8, 2019

After discussion, a motion was duly made and seconded to approve the Board meeting minutes of April 8, 2019 and it was unanimously voted.

3. PUBLIC HEARING – FIRE SERVICE FEES

In accordance with the notice, a public hearing concerning fire service fees was held at 7:20 PM. Ms. McMahon stated the hearing's purpose was to determine fire service fee annual charges and asked Mr. Finegan to present the current fee structure and proposed changes.

Mr. Finegan summarized that currently only commercial buildings are charged an annual fire sprinkler charge, as the District routinely tests the backflow devices on these lines. With an increase in development of multiple dwelling units, all requiring automatic sprinkler systems, only those deemed commercial have been currently subject to the annual charge. The distinction between commercial and residential buildings has been based upon individual unit ownership. These residential complexes include: Heritage Woods; Pyburn Mews; Windsor Estates; and Grandview Estates. As a result of recent discussions and analysis, the Superintendent recommended that all buildings with or requiring automatic sprinkler systems for fire protection should be assessed the charge.

He then proposed the following rates based on a survey of area water systems:

Fire Sprinkler Lines	Annual Fee
1 ½" and less	\$40.00 per year
2 – 2 ½ "	\$100.00 per year
3 – 4"	\$500.00 per year
6"and larger	\$950.00 per year

After discussion, on motion was duly made and seconded, it was unanimously voted that all buildings with nonmetered fire sprinkler systems be assessed the annual fire sprinkler charge according to the following rate schedule, effective July 1, 2019:

Fire Sprinkler Lines	Annual Fee
1 ½" and less	\$40.00 per year
2 – 2 ½ "	\$100.00 per year
3 – 4"	\$500.00 per year
6"and larger	\$950.00 per year

On motion made and seconded, it was unanimously voted to close the public hearing at 7:32 pm.

4. TREASURER'S REPORT

Mr. Harrigan reported 41 checks were written in April for a total of \$172,573.74. At 83% into the fiscal year, General Expenses and Salaries and Wages are within budgeted expectations.

He informed the Board that MIIA's general liability insurance renewal will increase by \$3,000 in FY20; slightly more than originally budgeted. The Board acknowledged the increase and Mr. Harrigan signed the agreement.

Mr. Harrigan recently met with Aflac representatives, who presented available options for supplemental insurance benefits. Noting the restrictions of their offerings, the Board agreed to retain the information for future consideration.

5. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities in April:

- Access to water was shut off at 16 Tedford Lane after the homeowner did not respond to multiple registered letters requesting that the District water supply be separated from his well water system in accordance with MassDEP requirements.
- The relocation of the 12" water main at Kelly Jeep is complete. Kelly Jeep is deciding whether they will install either underground conduits or traditional overhead poles for electrical and telephone service to the tank site.
- The District continues to hold off on the Interconnection Study for the Lynnfield Center Water District (LCWD) until requested information is received.
- Office Septic Replacement: a perc test confirmed the soil to be suitable for the installation of a new septic system.

- Pump Station Energy Evaluation Project: the District received a one-year extension and requested that the Chair sign the extension contract.

Most of the pipe has been installed for the Sylvan Circle Area Water Main Replacement Project. The existing 6" pipe in Fairview Road between Rossmore Road and Lynnbrook Road was found to be cement lined; however, the existing 6" pipe in Rossmore Road at the intersection of Fairview Road was found to be unlined and severely tuberculated. The Board advised Mr. Finegan to obtain estimates for replacing the pipes on Rossmore and Douglass based on the age of the pipes.

Mr. Finegan worked with Mr. Brian Paglia, Director of Operations at WS Development, the Market Street Management Company, to allow the District to operate valves and hydrants as part of a flushing and leak detection program, with minimal disturbance to retailers. Mr. Paglia also agreed to repair any parts of the Market Street water system that need maintenance. The Chair recommended a document be drafted and signed to formalize the agreement.

Mr. Finegan distributed Application for Payment No. 9 from Tata and Howard for the SCADA Upgrades project and recommended the Board vote to approve the application. On motion duly made and seconded, it was unanimously voted to approve Application for Payment No. 9 dated April 8, 2019, for SCADA Upgrades, to Jasco Electric in the amount of \$3,549.38, and to authorize the Chair to sign said application. This is the final pay estimate for the project.

Mr. Finegan obtained three quotes to replace the air conditioners at the office. Berry Mechanical was the lowest bidder at a cost of \$16,383.83. While upgrading the electrical system in advance of installing the new air conditioning system, the electrician found portions of the existing service to be corroded. The service is being replaced and upgraded prior to installation of the new air conditioning system.

6. EXECUTIVE SESSION 8:35 PM

The Board entered executive session at 8:35 pm on a motion made by Water Commissioner, John K. Harrigan. All present voted yea on a roll call vote which included the Chair, Ruth E. McMahon, Water Commissioners John K. Harrigan and Stephan F. Rondeau, and Brian D. Buckley. Also present were Superintendent, James F. Finegan and Office Administrator, Carolyn E. Umbach.

The following items were discussed:

- A.) Easement violations regarding Kelly Jeep and potential litigation strategy.
- B.) The development under construction at 2 Broadway, the potential of developer to connect to the Saugus water system, and potential litigation.

The Board returned to open session at 9:25 pm on a motion by John K. Harrigan, seconded by Stephan F. Rondeau. Each of the Commissioners voted yea on a roll call vote.

7. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:36 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

NEXT MEETING SCHEDULE FOR MONDAY, JUNE 3, 2019