

Clerk's Report

The Annual Meeting of the Lynnfield Water District was held on April 11, 2018. At that meeting, the 2017 annual reports of the District officers were accepted as published. Carolyn Umbach acted as Moderator for the Annual Meeting, and Stephan F. Rondeau, D.C., was elected to serve as a Water Commissioner for a term of three years. The undersigned, Ruth McMahon, was elected as District Clerk, for a three-year term.

It was voted at the Annual Meeting to raise, transfer and appropriate the sum of \$2,299,103 for the fiscal year ending June 30, 2019, to cover the following projected expenses:

Maintenance & Operations	\$1,298,329
Salaries & Wages	\$ 415,774
MWRA/Peabody Pipeline Project	\$ 400,000
System Improvement and Repairs Stabilization	\$ 100,000
Notes and Interest	\$ 65,000
Reserve Fund	\$ 15,000
OPEB Trust Fund	\$ 5,000
Total Voted	<u>\$2,299,103</u>

The above amount was funded as follows: \$1,741,103 from anticipated receipts and the tax levy; \$158,000 from free cash; and \$400,000 from other available funds.

Also at the Annual Meeting, the District voted to change its Bylaws so as to classify the position of Moderator as an appointed rather than elected position. No further business was transacted at the Annual Meeting, and there were no Special Meetings of the District in 2018.

Ruth E. McMahon
District Clerk

Superintendent's Report

The Massachusetts Water Resources Authority supplied the District with 199,250,000 gallons of water in 2018.

Distribution System

Water is distributed through pipes sized at 2" through 12" consisting of 29 miles. The storage and delivery of water is from two above ground standpipes containing over two million gallons of water. Radio telemetry controls the pumping and storage to the system. The District has 118 commercial and 1,325 residential service connections.

A Sanitary Survey was completed by the MassDEP on the District's water supply system. No violations were noted.

Maintenance & Projects

During 2018, the District repaired three water main breaks, repaired a clogged water service, replaced a leaking hydrant, and cut and capped one water service to a building to be demolished. A leak detection survey was completed for the entire distribution system.

Work was completed on the following projects:

- Update to the Personnel Policy Manual.
- Installation of the new Supervisory Control and Data Acquisition (SCADA) system, new security screens for the windows at the pumping station, and new hatches on the valve vaults at the storage tanks.
- Implementation of new software for the cross connection testing program.
- Design of replacement water mains for Sylvan Circle and Laurel Road.
- Receipt of a grant of \$79,000 from the Commonwealth for energy efficient pumps.
- Finalization of the update to the water supply system Master Plan.
- Completion of the update to the Emergency Response Plan, including staff training.

Work continued on the following projects:

- Permitting from the Zoning Board of Appeals for the expansion of the existing office building.
- Implementation of valve exercising and hydrant maintenance programs, including new software for tracking the programs.
- Expanding the unidirectional hydrant and water main flushing program.
- Cataloging and digitizing District plans, reports and data.

Work started on the installation of the distribution pipe within the Zepaj Lane subdivision off Green Street.

James F. Finegan
Superintendent



Lynnfield Water District 2018 Annual Report

Board of Water Commissioners

Ruth E. McMahon, Chair
John K. Harrigan, Treasurer
Stephan F. Rondeau



Commissioners' Report

The Board of Water Commissioners of the Lynnfield Water District (District) is pleased to report on the year ended December 31, 2018, which was the 94th year of District operations.

The District strives for continual improvement and maintenance of its water distribution system and the delivery of high-quality water to all its customers. Many specifics about the District's operations, projects, and improvement efforts in 2018 are provided in the Superintendent's Report, contained in this Annual Report.

The District continues to participate in the MWRA Advisory Board and works closely with the MWRA on projects affecting or involving our system. The MWRA completed the design work for a new connection to the City of Peabody, which would have passed through the District. The project included the replacement of select older water mains at a reduced cost to the District. Unfortunately, that project has been cancelled by decision of the City of Peabody.

In response to the water quality and supply issues experienced in the Lynnfield Center Water District (LCWD), this District is collaborating to explore the possibility of supplying water to the LCWD. All work on the project is being funded by the LCWD, and this Board is committed to ensuring that no costs of the study or any potential future inter-connection will be borne by the District's customers.

In accordance with its Bylaws, meetings of the Board of Water Commissioners are normally scheduled for the 2nd Monday of each month, subject to changes as necessary. The Annual Meeting of the District occurs on the second Wednesday in April each year, at which time officers and Commissioners are elected. In addition, the District annually holds a public hearing to discuss tax classification and meets jointly with the Board of Selectmen to set the salaries of town employees who provide specific services to the District.

Notices of all meetings are posted and published in accordance with the Massachusetts Open Meeting statutes.

Additional information about the District can be found on our website, www.lwdma.us.

Ruth E. McMahon, Chair
John K. Harrigan
Stephan F. Rondeau, D.C.

Consolidated Balance Sheet		As of 06/30/2018
ASSETS		
Current Assets		
Total Checking/Savings		2,176,238
Other Current Assets		
Accounts Receivable		
Water Accounts Receivable		30,440
Water Liens Added to Taxes		1,116
Misc Accounts Receivable		5,775
Kelly Jeep Reimbursements		1,321
Tax Lien Receivable		904
Tax Forclosure		9,636
2018 Real Estate		8,730
2018 Personal Property		45
2017 Real Estate		567
2014 Personal Property		1
Total Accounts Receivable		58,535
Total Other Current Assets		58,535
Total Current Assets		2,234,774
Total Fixed Assets		5,891,430
TOTAL ASSETS		8,126,204
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Levy Overlay		178,111
Security Deposit Payable		500
Total Other Current Liabilities		178,611
Total Current Liabilities		178,611
Long Term Liabilities		
Bond Payable		495,000
Total Long Term Liabilities		495,000
Total Liabilities		673,611
Equity		
Invested Capita Assets Net Debt		5,396,430
OPEB Trust Fund Balance		35,077
Reserved System Development Acc		89,177
Reserved for Continued Approps		331,394
Sys Imp & Rep Stabilization Fund		250,733
Retained Earnings (Surplus)		1,069,568
Stabilization Fund		26,829
Reserved for Subsequ Yr Expense		558,000
Net Income		-304,615
Total Equity		7,452,593
TOTAL LIABILITIES & EQUITY		8,126,204

Consolidated Profit & Loss		As of 06/30/2018
Ordinary Income/Expense		
Income		
General Income		
Cross Connection Revenues		23,600
Fire Sprinkler Revenues		37,000
Interest on Bank Accounts		23,563
Miscellaneous		7,231
Payment in Lieu of Taxes (LIFE)		6,893
Rental		164,895
Water Revenue		693,413
Total General Income		956,594
Tax Levy		777,237
Total Income		1,733,832
Gross Profit		1,733,832
Expense		
Total All Salaries and Wages		333,678
Total General Expenses		1,215,664
Total Expense		1,549,342
Net Ordinary Income		184,490
Other Income/Expense		
Other Expense		
Locust St, ET AL. Project		65,192
Locust St, ET AL Project Borrow		160,368
MWRA Bond Principal Locust St		40,000
MWRA Bond Principal Summer St		25,000
OPEB Trust Fund		5,000
SCADA System Upgrade		138,906
Sys Improvement & Repair Stabil		50,000
Tank Repairs		4,640
Total Other Expense		489,105
Net Other Income		-489,105
Net Income		-304,616