

BOARD MEETING MINUTES
June 3, 2019

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, June 3, 2019 at 7:00 p.m. at the District office. 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; and Brian D. Buckley, Moderator & District Clerk.

1. MINUTES OF MAY 13, 2019

A motion was duly made and seconded to approve the Board meeting minutes of May 13, 2019, which included minutes of a public hearing. With minor revisions, the minutes were approved by unanimous vote of the Commissioners. Mr. Buckley, District Clerk, executed the minutes of a Special District Meeting held on the same date.

2. TREASURER'S REPORT

Mr. Harrigan reported 48 checks were written in May for a total of \$160,344.08. At 91% into the fiscal year, General Expenses are slightly under budget. Salaries and Wages are also under budget, as a projected shortfall was addressed at the Special District Meeting held in May.

3. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities in May:

- A letter from the District's attorneys, Louison, Costello, Condon & Pfaff, LLP was sent to Kelly Jeep regarding potential easement violations. Mr. Finegan and the District's attorney are scheduled to discuss the matter with Kelly Jeep representatives.
- The Sylvan Circle Area Water Main Replacement Project as originally approved is complete, pending minor paving. The contractor, N. Granese & Sons, agreed to expand the scope of work at the same unit rate to address unforeseen unlined and tuberculated pipes on Rossmore and Douglass. Work is expected to begin mid-June 2019.

Mr. Finegan presented the Board with Weston & Sampson's Payment Estimate No. 1 letter for the Sylvan Circle Area Water Main Improvement Project and requested the Board's approval. After review, a motion was duly made and seconded to approve Payment No 1, dated May 14, 2019 to N. Granese & Sons in the amount of \$315,727.47 for work completed on the Sylvan Circle Area Water Main Project, and to authorize Ruth E. McMahon, Chairman of the Board of Water Commissioners, to execute the document, and it was unanimously voted.

- MWRA's portable pump was brought on site for initial testing as an emergency backup during the replacement of the two pumps at the pump station.

- Utility Services was on site to complete Storage Tank Improvements and identified needed security improvements to the tank ladders. The Board was in agreement with the \$4,500 expense.
- On May 15, Mr. Finegan participated in a Water Use seminar organized by the Lynnfield Conservation Commission and the Lynnfield Center Water District (LCWD); its objective was to promote proper water use in the community.
- Mr. Finegan received a response to the District's Request for Information for providing water to the LCWD; however, additional data is still pending.
- Electrical work associated with the Office Expansion and air conditioning replacement is underway.
- Mr. Finegan continues to work with Tata and Howard and NE Controls on improvements to the SCADA system, including intrusion alarm upgrades. This project will likely carry into FY2020.

4. EXECUTIVE SESSION

The Board determined no need to enter executive session; instead, continuing with the regular meeting.

5. OTHER

The Board reviewed a Warrant for a Special Meeting June 24, 2019 to transfer money to the Sylvan Circle Area Water Main Project from available funds.

All Board members submitted a signed certificate of receipt of Open Meeting Law material.

On motion, duly made and seconded, the Board unanimously voted to adopt Open Meeting Law provision, Remote Participation, allowing remote participation in meetings when necessary, in accordance with the requirements of 940 CMR 29.10.

6. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:02 p.m. and it was unanimously voted.

Respectfully submitted,
Carolyn Umbach

THE NEXT SCHEDULED MEETING OF THE BOARD
MONDAY, JUNE 24, 2019 – SPECIAL MEETING
MONDAY, AUGUST 12, 2019 – BOARD MEETING