

BOARD MEETING MINUTES  
August 12, 2019

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, August 12, 2019 at 7:01 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. SYLVAN CIRCLE AREA WATER MAIN PROJECT

Chairman McMahon called the meeting to order and asked the Superintendent to update the Board on the Sylvan Circle Area Water Main Project. Mr. Finegan explained the Department of Public Works (DPW) has requested additional funds, above the budgeted amount, to repave the streets. He provided the Board with a summary of DPW's paving request.

He suggested a site visit to review road conditions prior to discussion. The office remained open while the group toured the Sylvan Circle project area, in case of late arrivals to the meeting. Upon returning, Mr. Finegan reviewed the DPW's paving request. The Board acknowledged it is not the District's responsibility to repair roads beyond restoring the condition of the pavement above the construction trench; however, in this case, they agreed with the Superintendent's recommendations for a compromise solution adjusting the paving plans and investing approximately \$20,000 to do so. The Superintendent will discuss the Board's decision with DPW.

2. MINUTES OF JUNE 3, 2019

A motion was duly made and seconded to approve the Board meeting minutes of June 3, 2019. With minor revisions, the minutes were approved by unanimous vote of the Commissioners.

3. TREASURER'S REPORT

Mr. Harrigan reviewed fiscal year end June 2019 and July 2019 financial reports. The fiscal year ended with Water Revenue \$63,753 over the anticipated budgeted amount. Total general expenses were under budget, as a projected shortfall was addressed at a Special District Meeting held in May. Sixty-three (63) checks were written in June for a total of \$542,511.35.

In July 2018, 21 checks were written for a total of \$235,845.51. Income and expenses were in line with budgeted expectations; Mr. Harrigan noted that payments for the District's retirement plan and health insurance are made in July to take advantage of early payment discounts.

Mr. Harrigan also provided a summary of the District's June 30, 2018 audit results, as reported by the District's accountants, Giusti, Hingston and Company. No internal control deficiencies were identified; however, the report contained several recommendations, including mitigating cyber risk and implementing a long-term strategy for investing OPEB funds.

#### 4. SUPERINTENDENT'S REPORT

Mr. Finegan reviewed District activities in June & July 2019.

- Water main breaks occurred at 2 Fletcher on June 26, 2019, and at 50 Locksley Road on July 9, 2019.
- The MWRA final FY20 water assessment is slightly lower than budgeted for a savings of approximately \$26k.
- Zepaj Lane is almost complete and allowed the District to connect to the 12-inch water main on Route 1, creating improved water quality, and pipeline redundancy.
- Temporary water service has been provided for the new development being constructed at 2 Broadway. Plans continue to show Saugus as the permanent water source. Mr. Finegan distributed a draft letter to the Board for review to notify the Zoning Board of Appeals. The Board recommended the letter be reviewed by the District's attorney, Dave Lucas.
- MWRA water use is down 22% from last year; the District's share is also down 18%, which may result in a lower fee for water next year.
- Utility Services completed the storage tank improvements.

##### Land Swap-Conservation Commission and Kelly Jeep

Mr. Finegan reported \$250k worth of new water mains and new valves replaced the 60's vintage pipes on the Kelly Jeep property. A new replacement gate on the access road to the tanks has also been installed at a relatively level location on the hill.

##### Pump Station Energy Evaluation Project (Doer Grant)

Problems with the impellor on the new pumps has moved the completion of this project from June 2019 to September 2019. As part of this project, a new gas furnace is being installed to reduce energy costs in the building.

##### Lynnfield Center Water District (LCWD)

The Superintendent distributed preliminary information from Tata and Howard on the evaluation of supplying water to the LCWD. The Board will review and take up discussion at its next scheduled meeting. The Board also named Brian D. Buckley, District Clerk and Moderator as liaison to future meetings related to this project.

##### Building Expansion

The Board received and reviewed final architectural drawings for the office expansion from Luna Design, and provided additional feedback for consideration. New mini-split air conditioning units were installed at the office. In addition, the design for the new septic system has been submitted to the town for approval.

##### Tank Mixing Project

MassDEP approved a Water System Modification application for incorporating mixing systems in the tanks. Weston & Sampson is preparing the final tank mixing plans for bid.

5. EXECUTIVE SESSION

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

6. OTHER

On motion, duly made and seconded, the Board unanimously voted to authorize the chair to approve Weston & Sampson's June 10, 2019, Pay Estimate #2 for N. Granese & Sons in the amount of \$315,727.47.

7. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 9:51 p.m. and it was unanimously voted.

Respectfully submitted,  
Carolyn Umbach

THE NEXT SCHEDULED MEETING OF THE BOARD

MONDAY, SEPTEMBER 9, 2019