BOARD MEETING MINUTES

January 13, 2020

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The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, January 13, 2020 at the District office. The meeting was called to order at 7:00 p.m., 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 & District Clerk.

1. MINUTES OF DECEMBER 2, 2019

A motion was duly made and seconded to approve the Board meeting minutes of December 2, 2019, and it was unanimously voted.

1. TREASURER’S REPORT

Mr. Harrigan reported in December, 50 checks were written for a total of $119,212.01. At 50% into the fiscal year, General Income and Expenses are in line with budgeted expectations. He then distributed the preliminary fiscal 2021 budget for review and discussion at the February meeting.

Mr. Harrigan reported on additional financial activity in December. The Town of Lynnfield Board of Assessors authorized release of the FY19 Tax Levy Overlay. The Division of Local Services approved the FY20 Tax Rate Recapitulation. Due to the anticipated Sprint/Nextel merger, FY21 cell antenna rental income is projected to decrease by approximately $30,000.

1. SUPERINTENDENT’S REPORT

Mr. Finegan reviewed District activities in December. Monthly water sample analysis results were within normal limits. Mr. Finegan met with representatives from the MWRA and the Lynn Water and Sewer Commission regarding a permanent emergency interconnection at Goodwin Circle. A new shed was installed at the pump station.

Sylvan Circle Area Water Main Replacement Project.

The District was recently notified by the homeowner at 3 Rossmore Road that a small drainpipe on his property was damaged during the water main installation project. The homeowner experienced a drainage backup and requested reimbursement for expenses incurred to determine the cause of the backup. The Board agreed to reimburse the resident for expenses in the amount of $400.

Mr. Finegan provided the Board with Weston & Sampson’s recommendation for approval of Granese’s Payment Estimate No. 4, which includes payment for the completion of punch list items and partial release of retainer. After discussion, the Board unanimously voted to approve Pay Estimate No. 4 dated December 16, 2019, to N. Granese & Sons, Inc. for work completed between September 1, 2019 – December 16, 2019 in the amount of $23,834.82 and authorized the Chair to sign.

Mr. Finegan met with the Lynnfield Department of Public Works (DPW) regarding final project paving. A proposal for the DPW to complete additional paving improvements is still pending. If approved, monies set aside for final paving would be transferred to the DPW.

Pump Station Energy Evaluation Project (DOER Grant)

New pumps at the pump station are both operational and only punch list work remains. Mr. Finegan is scheduled to have the site inspected by the Department of Energy Resources (DOER) for submission of final reports for reimbursement as part of the grant.

Lynnfield Center Water District (LCWD)

The Board reviewed a letter from Tata & Howard dated November 27, 2019, outlining initial analysis of the recommended improvements required for the transfer of water from the LCWD through the LWD distribution system. After review, the Board agreed with the recommendations and directed the Superintendent to distribute the initial analysis to the LCWD.

Tank Mixing Project

Mr. Finegan provided the Board with Weston & Sampson’s Payment Estimate No. 1 be made to Barbato Construction Company for the Storage Tank Mixer Project. After discussion, the Board unanimously voted to approve Pay Estimate No. 1, dated November 30, 2019, in the amount of $31,825, and authorized the Chair to sign.

1. EXECUTIVE SESSION

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

1. OTHER

* The Annual Joint Meeting with the Selectmen to set salary rates for the Town Tax Collector and Assessors is tentatively scheduled for Monday, February 10, 2020 @ 7:00 p.m.
* Annual Reports from the Chairman, Superintendent and District Clerk are due on or before March 9, 2020.
* The Chair asked the Office Administrator to contact HR Consultant Cindy Joyce of Pillar Search to review any potential updates to the LWD Employee Handbook.

1. ADJOURNMENT

A motion was made and seconded to adjourn the Board meeting at 8:09 p.m. and it was unanimously voted.

Respectfully submitted, Carolyn Umbach