BOARD MEETING MINUTES
APRIL 4, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 4, 2022, at the District office. The meeting was called to order at 7:00 p.m. The following individuals were in attendance: Ruth E. McMahon, Chair; John K. Harrigan, Commissioner & Treasurer; Stephen F. Rondeau, D.C., Commissioner; Brian D. Buckley, Moderator & District Clerk; Matthew O’Connell, Superintendent. District Engineer, James F. Finegan, participated virtually .

1. MINUTES OF MARCH 14, 2022, BOARD MEETING
After discussion, on motion duly made and seconded, it was unanimously voted to approve the March 14, 2022, board meeting minutes.
2. TREASURER’S REPORT

The Treasurer reviewed the latest financial reports and reported that in March, 51 checks were written for a total of $179,973.67. According to Mr. Harrigan, there is no significant variance from budgeted expectations fiscal year to date through March.

Mr. Harrigan also provided follow up information on Health Savings Accounts (HSA), previously discussed at the February meeting. HSA’s are programs often offered to employees in a high deductible health plan (HDHP) and work together for employees to set aside pre-tax earnings to fund medical expenses. The district does not offer a HDHP health plan at this time. The Chair noted that offering alternative health insurance options could lower premiums for some employees.

1. SUPERINTENDENT’S REPORT
The Superintendent reported District activities for March 2022. A system wide leak detection survey was completed to address high water usage. A leak was found and repaired opposite 24 Bishops Lane, resulting in a reduction of water usage increase from 20% to 6% versus prior year. A 6% increase is attributed to Market Street restaurants being back open after much of the closures during the pandemic. No additional water leaks were identified within the system. The Superintendent is investigating the potential for District personnel to assume t ice treatment responsibilities, using equipment that can mount in the bed of District vehicles. The intent is to reduce expenses related to ice treatment, currently outsourced. The flow meter at the pump station has been malfunctioning since September 2021 and has been sent out for repair.
2. DISTRICT ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that four bids were received and reviewed on March 22., 2022, for the Water Storage Tank Rehabilitation Project. All bidders submitted three estimates: estimates A.) painting the large tank only, B.) painting the large tank & spot painting the small tank, and C.) painting both tanks. After review, the Board agreed Estimate C, the bid for painting both tanks, is economical and a wise investment in the District’s infrastructure.

The low bidder was Worldwide Industries with a construction bid for repainting both the small and large tanks of $1,580,891. Mr. Finegan also reviewed other estimated project costs, including engineering services during construction and construction contingencies. The District Engineer summarized the estimated total project costs including engineering and contingencies at $1,905,000.Mr. Harrigan thought the engineering costs were higher than he anticipated, and asked Mr. Finegan to obtain back up information and a possible reduction in costs from Weston & Sampson. Mr. Buckley asked Mr. Finegan to explore details of Weston & Sampson’s vetting process of Worldwide Industries.

A portion of construction costs included with the bids were costs of $281,000, to relocate the two cell vendors on the large tank onto structurally upgraded scaffolding. Mr. Finegan, Mr. O’Connell, Attorney Dave Lucas, and Weston & Sampson have met with cell vendors who have verbally agreed to split costs. Written agreement is pending.

The board then discussed funding options and it was agreed to borrow $1,780,000 from the MWRA’s Local Water System Assistance Program (LWSAP), and $120,000 from Free Cash. The first bond payment of $178,000 would be due May 2023. If the two cell vendors reimburse the District for the $281,000 for the additional costs associated with the structural scaffolding, the funds will be used to pay off a portion of the MWRA loan for the project.

**Water Rate Study**

Office staff have begun providing financial information to Raftelis in preparation of the Water Rate Study. Mr. Finegan suggested Mr. Dave Fox, Principal of Raftelis attend the May 2022 meeting to provide an overview to the Commissioners.

**Potential New Cell Vendor for Tanks**

AT&T is considering placing equipment on the District’s water storage tanks. Mr. Finegan is preparing a Request for Proposal in accordance with MGL Chapter 30B.

1. ANNUAL MEETING REVIEW
	1. The Board reviewed and discussed the warrant articles for the April 13, 2022, Annual Meeting, and the District’s 2021 Annual Reports.
2. OTHER

Ms. McMahon discussed the two current major projects taking place within the District and invited commissioners to act as liaison to each project; attending and participating in progress meetings and providing their experience to the projects. She proposed Mr. Rondeau to liaise on the Water Storage Tank Rehabilitation Project and Mr. Harrigan to liaise on the Water Rate Study.

1. ADJOURNMENT

A motion was made and seconded, and it was unanimously voted to adjourn at 8:30 pm.

Respectfully submitted,
Carolyn Umbach