

Clerk's Report

The Annual Meeting of the Lynnfield Water District was held on April 14, 2021. At that meeting, the 2020 annual reports of the district officers were accepted as published. Also at the meeting, Brian Buckley was appointed as Moderator for the Annual Meeting for a one-year term and as District Clerk for a three-year term; and Stephan F. Rondeau, D.C. was elected to serve as a Water Commissioner for a term of three years.

It was voted at the Annual Meeting to raise, transfer, and appropriate the sum of \$2,457,018 for the fiscal year ending June 30, 2022, to cover the following projected expenses:

Maintenance & Operations	\$1,423,412
Salaries & Wages	\$ 478,926
Maple Street Area Water Main Project	\$ 210,000
Tank Rehabilitation Project	\$ 80,000
Water Rate Study	\$ 30,000
System Improvement & Repair	
Stabilization Fund	\$ 100,000
Retirement of Bonds and Notes	\$ 114,680
Reserve Fund	\$ 15,000
OPEB Trust Fund	\$ 5,000
Total Voted	<u>\$2,457,018</u>

The above amount was funded as follows: \$2,037,018 from anticipated receipts and the tax levy; \$210,000 from free cash; and \$210,000 from the System Improvement & Repair Stabilization fund. No additional business was conducted at the annual meeting.

Due to changes in personnel, transfers were required to match shortages in Salaries and Wages. At the District's meeting on August 16, 2021, it was voted on and approved that \$15,000 be transferred from the Reserve Fund into Salaries & Wages. Also, at the Special Meeting held on December 13, 2021, it was voted on and approved to transfer \$22,500 from the Risk and Resilience Project into Salaries and Wages, and to transfer \$33,251.72 from Free Cash into Salaries & Wages.

Brian D. Buckley
District Clerk

Superintendent's Report

Due to the ongoing COVID-19 pandemic, District office and field operations remained modified to protect staff and customers. The office was reopened to the public in 2021, but similar to other offices, clear plastic barriers were installed in the office to protect both staff and the public. The District continued to follow local and state health and safety guidelines and protocols throughout the second year of the COVID-19 pandemic.

Distribution System

The Massachusetts Water Resources Authority supplied the District with 196,500,000 gallons of water in 2021. 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. Water is delivered via the district's 29-mile distribution system, through pipes ranging in diameter from 2" to 12". As of December 31, 2021, the District had 121 commercial and 1,356 residential service connections.

Maintenance & Projects

During 2021, the district replaced 4 hydrants and installed 2 new service taps. There were no main breaks.

Work was completed on the following projects:

- The District conducted internal Cyber Security training, and underwent a state grant funded Cyber Security audit. Recommendations resulting from the audit have started to be implemented.
- Update to the Emergency Response Plan.
- Maple Street 6" unlined cast iron was replaced with 8" ductile iron pipe in a joint project with the Town of Lynnfield, which had drainage updates done on the street.
- 100' of 8" cast iron pipe were replaced on Fletcher Road, where the pipe crossed under a brook culvert which was also being replaced by the Town. New gate valves were installed on either side of the crossing for more control of the flow.
- A new hydrant was added on the dead end of Locksley Road for fire protection and enhanced flushing capacity.

Work continued on the following projects:

- Implementation of valve exercising and hydrant maintenance programs, including new software for tracking the programs.
- New main break software that integrates with the valve and hydrant software, was installed. This addition will help the District track of problem areas and as unmetered water loss during a break.
- Expanding the unidirectional hydrant and water main flushing program.
- Cataloging and digitizing District plans, reports, and data.
- Automatic flushers were installed at various ends of the system to support overall water quality.

Work started on the following projects:

- Water Rate Study information has begun to be processed with an external company, Raftellis.
- The repainting of the storage tanks project has begun; the project will go out to bid in early 2022.

Matthew D. O'Connell
Superintendent

Lynnfield Water District 2021 Annual Report



Board of Water Commissioners

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

Commissioners' Report

Board of Water Commissioners Report

The Board of Water Commissioners is pleased to report on Lynnfield Water District activities for the year ended December 31, 2021, the 97th year since the District's creation by the Massachusetts Legislature in the Acts of 1924.

The District's ongoing mission is to consistently and reliably deliver high-quality water to all customers in a cost-effective manner. To achieve that goal, the District works continuously to invest in, maintain, and improve its 29-mile water distribution system and infrastructure, including two water storage tanks and the booster pump station. Significant projects, including storage tank maintenance and painting, and a Water Rate Study, are underway. Detailed information about 2021 activities and operations is provided in the Superintendent's Report.

In 2021, in the midst of the ongoing COVID-19 pandemic and in accordance with Open Meeting Laws, Board of Water Commissioners meetings, the Annual and Special Meetings of the District, and public hearings were held either in person or via virtual meeting platform software. Board meetings are usually held monthly on the 2nd Monday of the month, and meeting notices are posted as required by applicable law. In addition to other information, the Board meeting schedule is available at www.lwdma.us.

District personnel changes included James Finegan's retirement as Superintendent, and the promotion of District Operator Matthew O'Connell to the Superintendent position. Mr. Finegan has assumed the part-time role of District Engineer.

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

Ruth E. McMahon, Chair

John K. Harrigan

Stephan F. Rondeau, D.C.

Consolidated Balance Sheet	As of 06/30/2021
ASSETS	
Current Assets	
Total Checking/Savings	2,247,854
Other Current Assets	
Accounts Receivable	
Due from LCWD Interconnection	133
Water Accounts Receivable	34,903
Water Liens Added to Taxes	2,422
Misc Accounts Receivable	39,645
Tax Lien Receivable	2,196
Tax Foreclosure	9,636
2021 Real Estate	9,509
2019, 2020, 2021 Personal Property	379
Total Accounts Receivable	<u>98,824</u>
Total Other Current Assets	<u>98,824</u>
Total Current Assets	2,346,679
Total Fixed Assets	6,943,396
TOTAL ASSETS	<u>9,290,075</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts Payable Year-End Entry	1,593
2020 & 2021 Levy Overlays	9,624
Security Deposit Payable	1,000
Total Other Current Liabilities	<u>12,217</u>
Total Current Liabilities	12,217
Long-Term Liabilities	
Bond Payable	697,440
Total Long-Term Liabilities	<u>697,440</u>
Total Liabilities	<u>709,657</u>
Equity	
Retained Earnings Res Expense FC	210,000
Invested Capital Assets Net Debt	6,245,956
OPEB Trust Fund Balance	54,989
Reserved System Development Acc	441,125
Reserved for Continued Approps	429,927
Sys Imp & Rep Stabilization Fund	122,480
Retained Earnings Res Expense FC	687,745
Stabilization Fund	28,014
Reserved for Subsequent Yr Expense	210,000
Net Income	150,182
Total Equity	<u>8,580,418</u>
TOTAL LIABILITIES & EQUITY	<u>9,290,075</u>

Consolidated Profit & Loss	As of 06/30/2021
Ordinary Income/Expense	
Income	
General Income	
Cross Connection Revenues	37,575
Fire Sprinkler Revenues	47,160
Interest on Bank Accounts	3,641
Miscellaneous	4,044
Payment in Lieu of Taxes (LIFE)	7,423
Rental	125,926
Water Revenue	771,981
Total General Income	<u>997,750</u>
Tax Levy	<u>1,171,159</u>
Total Income	<u>2,168,909</u>
Gross Profit	2,168,909
Expense	
Total All Salaries and Wages	452,125
Total General Expenses	1,245,992
Water Tax Refunds	87
Total Expense	<u>1,698,204</u>
Net Ordinary Income	470,705
Other Income/Expense	
Other Expense	
MWRA Bond Principal Locust St	40,000
MWRA Bond Principal Summer St	25,000
MWRA Bond Principal Sylvan Circ	49,680
OPEB Trust Fund	5,000
Pump Station & MVRS Upgrades	12,620
SCADA System Upgrade	600
Sylvan Circle Area Project	13,019
Sys Improvement & Repair Stabil	100,000
Tank Mixers	74,604
Total Other Expense	<u>320,523</u>
Net Other Income	<u>-320,523</u>
Net Income	<u>150,182</u>