BOARD MEETING MINUTES  
June 13, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, June 13, 2022, at the District office. The meeting was called to order at 7:00 p.m. The following individuals were in attendance: Stephen F. Rondeau, D.C., Chair; John K. Harrigan, Commissioner & Treasurer; Ruth E. McMahon, Commissioner; Brian D. Buckley, Moderator & District Clerk; District Engineer, James F. Finegan. Superintendent, Matthew O’Connell participated virtually.

MINUTES OF MAY 16, 2022, BOARD MEETING   
After discussion, on motion duly made and seconded, it was unanimously voted to approve the May 16, 2022, Board meeting minutes, with edits.

1. TREASURER’S REPORT

The Treasurer reviewed the latest financial reports and reported that in May, 37 checks were written for a total of $137,777.89. Mr. Harrigan stated that Salary & Wages and General Income & Expenses are in line with budgeted expectations. Ms. McMahon noted the overage in the truck/gas line item on the P&L. The Board then discussed the increase in the cost of gas. Mr. Harrigan noted that an increase the price of oil is anticipated this winter.

Mr. Harrigan conveyed to the Board that Operator, Chris Hanlon completed cross connection training and passed the examination in April. He recommended a prorated salary increase for FY 2022 and requested the Board vote to. A motion duly made and seconded, it was unanimously voted to transfer $614.42 from the Reserve Fund. The Treasurer also authorized to transfer $4000 to salary & wages at a prior separate discussion with the Superintendent and Office Administrator.

Mr. Harrigan also reported that an adjustment to the Salary & Wages for FY 2023 would be needed for both Mr. Hanlon’s increase, as well as to fund Extra Help. The Board agreed to hold a virtual meeting Tuesday, July 12, 2022, to satisfy adjustments to the FY 2023 budget.

1. SUPERINTENDENT’S REPORT   
   The Superintendent reported District activities for May 2022. Chlorine residuals are within normal operating levels. Water use is down 12.5% compared to this time last year, but up 6.2% up for the year. Valve maintenance is ongoing. Market Street has requested to permanently tie into the District’s water main for irrigation at the King Rail Drive Golf Course. A new insertion valve and 2” drain on the small storage was installed by Agganis Construction, which will enable to District to isolate the tank for repainting. Mr. O’Connell informed the Board that the delivery of a new flow meter will be delayed.   
     
   Mr. O’Connell reported that over 400 cross-connection tests were completed, with three (3) failed tests that have since been repaired and retested. Cross-connection surveys are also underway as Market Street has experienced high turnover.
2. DISTRICT ENGINEER’S REPORT  
   **Storage Tank Rehabilitation Project**Mr. Finegan provided Weston & Sampson’s Notice to Proceed, dated July 1, 2022, for the Chair’s signature, which will coincide with the MWRA bond date. Receipt of loan funds is anticipated June 16, 2022. A pre-construction meeting will be held soon after.

**Cell Tower Leases**Negotiations continue with all cell vendors at the tank site. The District Engineer is working on obtaining written agreements to split the cost of relocating their equipment to scaffolding as part of the storage tank rehabilitation project.

In addition, a request for proposal (RFP) has been advertised in preparation for both T-Mobile’s lease expiration in September 2022, and for AT&T’s request to install equipment on the large storage tank. Mr. Finegan is working with counsel on T-Mobile’s new lease agreement. The RFP response date is July 12, 2022.

**Water Rate Study**Raftelis is continuing work on this project.

1. OTHER  
   Water Rates  
   The Board discussed adjusting water rates to keep in line with the ‘4% no more’ increase anticipated from the MWRA. Mr. Finegan will prepare an analysis for discussion at the Board’s August meeting.
2. ADJOURNMENT  
   A motion was made and seconded, and it was unanimously voted to adjourn at 7:45 pm.

Respectfully submitted,  
Carolyn Umbach