BOARD MEETING MINUTES  
August 8, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, August 8, 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; James F. Finegan, Engineer, and Matthew O’Connell, Superintendent

MINUTES OF JUNE 13, 2022, AND JULY 12, 2022, BOARD MEETINGS  
On motion duly made and seconded, it was unanimously voted to approve the June 13, 2022, and July 12, 2022, Board meeting minutes, with edits.

1. TREASURER’S REPORT

The Treasurer reviewed the latest financials and reported that in July, 19 checks were written for a total of $281,534.56. Mr. Harrigan stated that General Income & General Expenses are in line with budgeted expectations. He noted that invoices paid to Essex Regional Retirement System and MIIA Property and Casual Group are paid in full to benefit from prepayment discounts.

Mr. Harrigan summarized results of the annual financial audit conducted by, Roselli, Clark & Associates for the year ending June 30, 2021. Mr. Roselli found no significant weaknesses. He noted, however, that the District’s OPEB liability is underfunded at 3.9%, and recommended the District consider increasing its allocation. He also recommended the District develop a financial and accounting internal control policy and procedures manual. Ms. McMahon asked the Treasurer to obtain additional clarification on the manual’s content.

Mr. Harrigan also reported that Massachusetts Interlocal Insurance Association (MIIA) added a new unemployment benefit to its workers compensation program, at no additional cost to the District. The program provides MIIA members with unemployment claims management, streamlined payment processing, and fraud services. MIIA is implementing this program to support members who experienced increased fraud claims occurring during the Covid 19 pandemic. MIIA formed a partnership with Unemployment Tax Management Corporation (UATMC) and First Nonprofit Companies, Inc. (FNP), who combined have 90 years of experience managing unemployment claims. The Board advised Mr. Harrigan to enroll in the program.

1. SUPERINTENDENT’S REPORT   
   The Superintendent reported District activities for June and July 2022. Operators have been busy marking out water mains on Fletcher Road as National Grid begins installing a new gas line, as well as with the Department of Transportation (DOT) for work being completed on Route 1. The DOT also plans to increase the cut out at pump station as the sidewalks, making for a safer exit onto the highway. Water use is down 8% compared to June 2021, but year to year usage is up 0.6%. The District received multiple calls from residents concerning drought conditions.

**Credit Card**Mr. O’Connell requested an additional card be added to the District’s account in his name to minimize the risk of loss in passing current cards back and forth. The Board agreed.  
 **Flow Meter & SCADA Repair**Neponset Controls expedited the delivery of the new flow meter. Installation will be scheduled once both tanks are back in service to avoid installation complications. Neponset Controls was also onsite to troubleshoot erroneous readings coming from the large tank. They discovered the pressure sensor completely plugged and repaired the issue before the small tank was taken out of service for painting. Mr. O’Connell also recommended an upgrade to the pump station distribution system and recommended installing two (2) butterfly valves to the inlet and outlet pipes which would isolate water flow coming in and out the station in the event of a broken pipe inside the pump station and the Board agreed.

**New Equipment**Mr. O’Connell purchased a device that will eliminate the need to cut asphalt to dig out broken valve boxes and patch the pavement to replace them. The new handheld, electric tool has a circular blade on its end can be inserted into the valve box to cut off the top, turning a ½ day replacement project into 30 minutes without the need for additional contractors.

**Automatic Flushers**Automatic flushing devices have been installed to keep fresh water moving at the ends of the distribution system. Flushers are operating from 12am-4am, at Goodwin Circle, Kimball Lane, and Locksley Road to manage a slight drop in chlorine residuals.

**Storage Tank Rehabilitation Project**The contractor, Worldwide Industries, arrived at the tank site the week of July 11, 2022, and began to isolate and drain the small water storage tank. Draining took approximately 5 days using three (3), two and a half (2 ½ ) inch drains without difficulty.

1. ENGINEER’S REPORT  
   **Storage Tank Rehabilitation Project**Mr. Finegan reviewed photos taken of the tank site of the preliminary set up to date, including a photo of the filter system to be used for paint removal. Worldwide Industries is also working with both cell vendors to relocate their equipment to structural scaffolding. Both vendors verbally agreed to pay for cost to construct the scaffolding.

**Cell Tower Leases**The remainder of Sprint’s equipment was removed from the small tank at the end of July. The District is working with Sprint (now T-Mobile) to ensure we are fully reimbursed up to and including the final date of decommission.

Request for proposals (RFP) were opened August 2, 2022. The results of the bid opening are as follows:

* T-Mobile - $40,000 with a 3% increase every 5 years, and four additional renewal options of 5-year periods. This represents a decrease of $4,000 from what they are currently paying the District.
* New Cingular Wireless (AT&T) - $24,000 per year with a 2% annual increase, and four additional options of 5-year periods. Their RFP was extremely less comprehensive than T-Mobil’s.

Mr. Finegan intends to submit proposals to the District’s attorney, Dave Lucas, to discuss renegotiation strategies, and the Board agreed.

**Water Rate Study**A progress meeting is scheduled for August 23, 2022.

**Emergency Interconnection with Wakefield**In accordance with recommendations from the last MassDEP Sanitary Survey, the District is working to prepare Standard Operating Procedures (SOPs) for utilizing emergency interconnections with surrounding communities. An onsite meeting at Boston Sports Club (now Massachusetts Police Training Center) was held July 14, 2022, to discuss the interconnection with the Town of Wakefield. Wakefield agreed to work with the District to develop an SOP for this location, and the District will be working with Wakefield’s consulting engineer to discuss the potential hydraulics of the interconnection.

**Bali Hai**Progress continues with the construction of a 23-unit, two-story apartment building at 160 Moulton Drive. Mr. Finegan is working with the contractor, Palumbo Brothers, regarding the District’s costs to tie in four residential homes from a current 2” line to the new 8” line being built for the apartment building. Mr. Palumbo appears to be amendable to working with the District on this project.

**Water Rate Increase**  
The Board discussed adjusting water rates to keep in line with the ‘4% no more’ increase anticipated from the MWRA. Mr. Finegan prepared an analysis for discussion. The Board will review and discuss at their September meeting.

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

Respectfully submitted,  
Carolyn Umbach