BOARD MEETING MINUTES

September 12, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, September 12, 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; Carolyn Umbach, Office Administrator; and Matthew O’Connell, Superintendent.

MINUTES OF AUGUST 8, 2022, BOARD MEETING

On a motion duly made and seconded, it was unanimously voted to approve the August 8, 2022, Board meeting minutes, with edits.

1. TREASURER’S REPORT

The Treasurer reviewed the latest financials and reported that in August, 27 checks were written for a total of $118,281.47, and that August expenses were in line with budgeted expectations.

1. SUPERINTENDENT’S REPORT

The Superintendent reported District updates throughout August. It was reported that water usage has increased 67.4% compared to August last year, due to drought conditions and the Tank Rehabilitation Project. Water use has increased across the MWRA specifically with towns partially connected as they needed more water during this summer’s drought.

**DigSafe**

The District recently enrolled in DigSafe and is seeing an influx of water main mark-outs as a result.

**Flushing**

Due to the recent drought, MassDEP and MWRA suggested water suppliers delay routine pipe flushing. With fall flushing approaching, the Superintendent has proposed to perform low velocity flushing targeting select areas of the distribution system to maintain water quality. The Board agreed.

**SCADA System**

The Superintendent also reported updates and improvements with the SCADA system after switching contractors. The service agreement signed covers for two (2) days of service work and routine maintenance. The contractor, Wilson Controls, has already implemented same day improvements to the system. There are pending long-term recommendations to be reviewed that would benefit the District’s SCADA system going forward.

**Lead/Copper Water Samples**

The District has begun Lead and Copper testing. Sample bottles and instruction notices were delivered to customers who provide samples annually. Many of the samples have since been collected.

**Paving**

MassDOT began expanding the curb cut and paving at the District pump station which will create more parking space and safer vehicle entrance/exit from the property. The Board reviewed photos of the progress on the project.

1. ENGINEER’S REPORT **Storage Tank Rehabilitation Project**The rehabilitation of the small storage tank is over 50% complete. The Board reviewed Weston and Sampson’s estimate to replace spider rods and vent screens. On motion duly made and seconded, it was unanimously voted to approve Change Order No. 1, dated September 1, 2022, to the contract with Worldwide Industries for the Rehabilitation of Water Storage Facilities project for the replacement of the spider rods, dollar plate, and vent screens in the small tank in the amount of $56,400.

Mr. Finegan provided the Board with Worldwide Industries Application #1 for work completed to date. Weston and Sampson approved the payment of $179,981.49. On motion duly made and seconded, it was unanimously voted to approve Payment #1 dated September 1, 2022, to Worldwide Industries for the Rehabilitation of Water Storage Facilities project in the amount of $179,981.49 and authorized the Chair to sign. The contractor and engineers continue to work with cell vendors on the relocation of the cell reception antennas while the project is ongoing.

**Water Rate Study**A draft of Raftelis’ water rate study model has been prepared and scheduled to be discussed at a progress meeting September 13th, along with fire sprinkler fee analysis.

**Nextel Shelter**T-Mobile has prepared a Bill of Sale to purchase Nextel’s shelter at the tank site, and has been reviewed by District counsel, Dave Lucas. On motion duly made and seconded, it was unanimously voted to approve the Bill of Sale and authorize the Chair for to sign.

1. EXECUTIVE SESSION

On motion duly made and seconded, it was unanimously voted that the Board enter executive session at 7:45 P.M., minutes of which are under separate cover. At 8:10 P.M., the Board voted to end executive session and resume open meeting.

1. OTHER

**Water Rates:**  
Mr. Finegan provided several scenarios for a water rate increase to additional MWRA water costs. After discussion, the Board agreed to hold a public hearing to discuss a potential increase in water rates on September 15, 2022, at 7:00 PM.

1. ADJOURNMENT

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

Respectfully submitted,

Charlene Savary