BOARD MEETING MINUTES

October 17, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, October 17, 2022, at the District office. The meeting was called to order at 7:01 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 SEPTEMBER 12, 2022, BOARD MEETING

On a motion duly made and seconded, it was unanimously voted to approve the September 12, 2022, Board meeting minutes, with minor edits.

1. TREASURER’S REPORT

The Treasurer reviewed the latest financials and reported that in September, 25 checks were written for a total of $311,665.86. He noted a sizeable payment made to Worldwide Industries Corporation for work completed on the Water Tank Painting Project. He also reported that September Salary & Wages and General Expenses were in line with budgeted expectations

Mr. Harrigan spoke with District’s new auditor, Tony Roselli, regarding fixed asset tracing. Mr. Roselli will track fixed assets separately from the Distict’s balance sheet and will provide the Board with an update annually after each audit. Mr. Harrigan also inquired about Mr. Roselli’s fiscal year 2021 audit recommendation for the District to develop a comprehensive internal control policies and procedures manual relating to the accounting and financial operations of the District. Mr. Harrigan will contact Dick Hingston Government Accounting for a proposal.

1. SUPERINTENDENT’S REPORT

The Superintendent reported District updates throughout September. Monthly water samples tested negative for coliform or other growth, and chlorine levels were within normal limits. The EPA is requiring all water public water systems to test for PFAS at their entrance points and will provide test kits as well as absorb all testing costs. The staff completed Code Red training; the emergency system used to send alerts to residents. Templates will be created in the event of a water emergency. Mr. O’Connell has applied for a grant through MIIA’s Risk Management Program to purchase a hydraulic lift gate for the new truck, which should lessen the likelihood of personal injuries. Water use reporting was unavailable from the MWRA.

1. ENGINEER’S REPORT **Storage Tank Rehabilitation Project**Worldwide Industries Corp has completed most of the work on the small storage tank. The cathodic protection equipment will be installed, and the tank will be refilled, disinfected, and tested. Structural scaffolding is currently being installed around the large storage tank, and most of the communications equipment has been relocated to the scaffolding. Mr. Finegan anticipates the contractor will begin sandblasting and painting this fall with the goal of removing the scaffolding prior to winter. T-Mobile has requested a temporary extension to their existing lease, which is set to expire this November, prior to relocating its equipment and negotiating a long-term lease. He requested the Board’s approval and authorization for the Chair to sign the lease extension submitted by T-Mobile and indicated it is being reviewed by District counsel. After review and discussion, the Board agreed to authorize the Chair to sign the lease agreement after changes advised by counsel.
2. **AT&T (New Cingular)**Mr. Finegan explained that the large storage tank will likely be painted by the time the District receives request for proposals from AT&T to lease space on the tank. As such, he recommended the District pay for cost of the additional equipment required for a potential third cellular service and install prior to the tank being painted to avoid future installation damages to the new paint. He anticipates the cost would average $50,000, and he would build this cost into any future lease agreement for reimbursement. The Board agreed.

**Water Rate Study**Mr. Finegan received a comprehensive water rate analysis from Mr. Fox of Raftelis, and Raftelis will make a presentation to the Board at a future meeting. As requested, Mr. Fox also provided a determination of the fire service line fees to address the concerns of the residents of Pyburn Mews. Mr. Finegan recommended Mr. Fox attend the next Board meeting to present his analysis and will invite the Pyburn Mews residents in attendance to the Board’s September 13, 2021, meeting of the upcoming presentation. The Board agreed. He will also coordinate scheduling the meeting at a venue large enough to accommodate potential attendees; possibly, the Senior Center.

**Bali Hai**

Negotiations are in process with the developer on the installation of the new water main on Oak Street, and the individual home connections to the new water main.

**Grandview Estates**The developer is revising the location of the proposed water main on the second street of the development. The District is currently reviewing plans.

**Request for Proposals (RFP) for Cell Vendor Lease of Storage Tank Site**RFPs are expected to be advertised in the next week.

1. OTHER

**Employee Meetings**The Employee Meeting has been confirmed for Friday, December 2, 2022.

1. ADJOURNMENT

A motion was made and seconded, it was unanimously voted to adjourn at 8:20 P.M.

Respectfully submitted,

Carolyn Umbach