BOARD MEETING MINUTES

November 21,2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, November 21, 2022, at 525 Salem Street in Lynnfield. The meeting was called to order at 7:00 P.M. The following individuals were in attendance: Stephan F. Rondeau, D.C., Chair; Ruth E. McMahon, Commissioner; Brian D. Buckley, Moderator & District Clerk; James F. Finegan, Engineer; Matthew O’Connell, Superintendent; Carolyn Umbach, Office Administrator; and Dave Fox, a Senior Manager with Raftelis Financial Consulting. The following residents were also in attendance: Aaron Mayerson, Rebecca Gordon, and Mark Evangelista of Pyburn Road.

1. DAVE FOX, RAFTELIS FINANCIAL CONSULTING

The Board invited Mr. Fox to speak on behalf of the District regarding its fire line fees due to the concerns expressed by some of the residents of Pyburn Road. Mr. Fox reviewed the industry accepted methodology used to calculate recovery costs for private fire protection services and answered audience questions. The residents of Pyburn Road were appreciative of the details provided and Mr. Fox advised the audience he would be available for any questions that may arise in the future.

1. MINUTES OF OCTOBER 17, 2022, BOARD MEETING

After review, a motion was duly made and seconded to approve the October 17, 2022, minutes with minor edits, and it was unanimously voted.

1. TREASURER’S REPORT

The Treasurer, Mr. Harrigan was not in attendance, however, Mr. Finegan reviewed the financial reports. General Expenses and Income were aligned with budgeted expectations. He noted that the District was reimbursed by insurance for a fire hydrant struck last year. He also reported that the District’s Accounting Consultant, Dick Hingston, calculated free cash for fiscal year 2023 would be $818,000. This is pending approval from the Department of Revenue (DOR).

1. SUPERINTENDENT’S REPORT

The Superintendent reported District updates throughout October. Water samples tested negative for signs of coliform and other growth, and chlorine samples are improved. Water use for October increased by 1.5% and water use for the year also increased by 15.5% compared with the prior year. Flushing is in progress and nearing completion. The focus during flushing was shifted to dead ends rather than unidirectional flushing at the request of the MWRA. Each dead end has shown higher chlorine residuals than historically shown, indicating that the auto-flushers installed in July are working as expected. Cross connection testing is in progress and showing no violations thus far. The cross-connection surveying project is estimated to be completed by the end of 2023. Bronx Industries completed paving the lot in front of the pumping station. Widening this area will allow for safer vehicle entrance and exit as well as easier snow removal. The Superintendent also reported the valve maintenance program was completed throughout the District.

1. ENGINEER’S REPORT

**Storage Tank Rehabilitation Project**

Worldwide Industries has completed most of the work on the small water tank. Scaffolding was placed on the large tank and the cellular antennas were temporarily moved from the tank to the outside of the scaffolding. Both tanks are estimated to be back to full operation in early May 2023.

AT&T (New Cingular) expressed interest in adding cellular equipment to the District’s large tank. To avoid adding cable tray supports after the tank has been repainted, Mr. Finegan recommended the Board consider paying to have the supports added prior to repainting and recouping the cost as part of the new agreement with AT&T, which has been built into the RFP. The District would also have the benefit of utilizing the same contractor installing new supports for T-Mobile and Verizon. He provided the Board with a copy of the proposal, and on a motion duly made and seconded it was unanimously voted to approve Change Order No. 2 dated 11/16/2022, with Worldwide Industries as part of the Rehabilitation of Water Storage Facilities project for the installation of cell equipment supports on the large tank in the amount of $76,000, and the Chair was authorized to execute the Change Order.

Mr. Finegan also provided the Board with a Request for Payment #2 on the Tank Rehabilitation of Water Storage Facilities Project, and on a motion duly made and seconded, it was unanimously voted to approve Payment #2, dated 9/19/2022, to Worldwide Industries in the amount of $269,556.61 for the Rehabilitation of Water Storage Facilities Project, and the Chair was authorized to execute the pay request.

Mr. Finegan also provided the Board with a Request for Payment #3 on the Tank Rehabilitation of Water Storage Facilities Project, and on a motion duly made and seconded, it was unanimously voted to approve Payment #3, dated 10/14/2022, to Worldwide Industries in the amount of $132,336.90, for the Rehabilitation of Water Storage Facilities Project, and the Chair was authorized to execute the pay request.

Upcoming issues or potential changes to the tank rehabilitation project:

* There was an allowance of $281,000 in the contract for the structural scaffolding to temporarily hold the cell antennas. This will be reimbursed directly to the Worldwide by the cell vendors. Therefore there will be a CREDIT of $281,000 in the contract in a future change order.
* After sandblasting of the interior of the small tank, it was found that there was more metal loss than anticipated. A two-part epoxy is used to fill the areas with the 25 – 50% metal loss. The volume of epoxy pit filler included in the bid documents was significantly exceeded. The contractor requested a change order in the amount of $87,000. This was negotiated down to $68,200 and will be included in Change Order No. 3. It is anticipated that a change order for the pit filler will also have to be processed for the large tank after the interior of the tank is fully sandblasted to expose any metal loss in the steel surface.
* It was anticipated that both tanks would be painted this calendar year. However, the interior of the large tank will not be painted until next year. New regulations for interior coatings from the National Sanitation Foundation (NSF) to lower volatile organic compounds (VOCs) will be in effect. This may increase costs by about $30,000. This is currently under negotiations.

**Water Rate Study**The Board was pleased with the results of the presentation regarding the District’s fire line fees and would like to review and discuss the current fee schedule at a future meeting. Mr. Finegan questioned when the Board would like Mr. Fox to return to review the rest of the rate study model. The Board asked Mr. Finegan to inquire if Mr. Fox would be available to attend the January 9, 2023, meeting.

**Bali Hai Apartments/Oak Street Water Main**

Negotiations are in progress with the developer of Bali Hai Apartments for the installation of a new water main on Oak Street, as well as the connection of Oak Street homes to the new water main. The developer will install the new water main in Oak Street, and the District will connect the 4 services on this street to the new main, and abandon the existing 2” main.

**Emergency Interconnections**

Work is in progress on developing a standard operating procedure for an emergency interconnection with Wakefield at the Municipal Police Training Committee at 425 Walnut Street.

**Request for Proposals (RFP) for the Lease of Storage Tank Site for Cell Vendor**

As discussed at a prior meeting, a revised Request For Proposals (RFP) was sent to the Central Registrar on November 17, 2022, with a submittal date of December 23, 2022. The revised RFP was attached. The proposal includes a minimum monthly lease amount of $48,000, as well as a minimum 3% escalation factor. It also includes a requirement for new cell vendors to reimburse the District $76,000 for the new cell equipment supports installed under the tank rehabilitation project.

1. OTHER

**Lien Notices**

The Office Administrator provided the Board with a list of residents who currently fall under the standards defined for applying a lien to their property; having been delinquent for more than 90 days with balances of more than $1,000. After discussion, the Board advised to proceed to issue a notification letter and lien residents who do not respond.

1. OTHER  
   The next meeting of the Board of Water Commissioners is scheduled for December 12, 2022. A date for the tax classification public hearing has yet to be finalized.

1. ADJOURNMENT

A motion was made and seconded, it was unanimously voted to adjourn at 8:49 P.M.

Respectfully submitted,

Charlene Savary