BOARD MEETING MINUTES
December 12, 2022

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on December 12, 2022, at the District office. The meeting was called to order at 7:03 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, Matthew O’Connell, Superintendent, Carolyn Umbach, Office Administrator, and Charlene Savary, Administrative Assistant.

1. MINUTES OF NOVEMBER 21, 2022, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the November 21, 2022, Board meeting minutes, with edits.
2. TREASURER’S REPORT
The Treasurer reviewed the latest financials and reported that in November, 40 checks were written for a total amount of $541,949.75. Mr. Harrigan confirmed with the Superintendent that the excess income in the Hydrant Replacement line item was an insurance reimbursement for a struck hydrant. He also noted that despite an increase in gas prices, overall November expenses were consistent with budgeted expectations.

Mr. Harrigan reported the Board voted to shift the tax levy to 1.5, a Minimum Residential Factor of .803800 at its Tax Classification Hearing on December 8, 2022, and Free Cash certification is still pending.

1. SUPERINTENDENT’S REPORT
The Superintendent reported District updates throughout November. All monthly bacteria samples tested negative with chlorine levels steadily increasing. The Board reviewed a figure from the MWRA displaying the District’s water usage for November. It was noted that the District’s usage has decreased compared to last year and the current usage is in line with numbers reported in 2020.

 **Water Leaks**

Mr. O’Connell apprised the Board of multiple fixed service leaks this November. A service leak was reported on Ward Terrace, and Arthur Pyburn & Sons were able to excavate the following day and installed a new piece of 1’ copper and a shut off valve. A service leak was also reported on Canterbury Road, and Arthur Pyburn & Sons were onsite within hours to make the repair. The water main was shut off briefly for repairs to be completed.

**Environmental Protection Agency (EPA) Lead & Copper Rule Improvements**

The EPA issued a plan to eliminate all lead in water systems throughout the country. The District will be compiling records of service line materials to submit to the EPA by October of 2024. For any missing records, in-person home inspections will be required to compile updated service types and measurements to the service box and water main. The Superintendent is working with office administrators to create employee identification badges for District employees, providing credentials to perform home inspections while updating service line records.

1. ENGINEER’S REPORT
**Storage Tank Rehabilitation Project**Mr. Finegan reported that the small tank was refilled, disinfected, tested, and is currently back in use. Work on the large tank is progressing, including antenna and cable supports for cell vendors. He informed the Board that the contract completion date for the project is June 30, 2023.
	1. Worldwide Industries has requested a change order to the current contract for additional epoxy pit filler needed for the interior of the small tank. Mr. Finegan provided the Board with a copy of the change order, and on a motion duly made and seconded it was unanimously voted to approve Change Order No. 4 dated 11/29/2022, with Worldwide Industries as part of the Rehabilitation of Water Storage Facilities project for the additional pit filler for the interior of the small tank in the amount of $68,200, and the Chair was authorized to execute the change order.
	2. Mr. Finegan also provided the Board with payment application number four (4) in the amount of $64, 790 from Worldwide Industries for work already completed on the small tank. The Board was informed that Weston & Sampson recommended the District pay $64,790. On a motion duly made and seconded it was unanimously voted to approve Payment #4 dated 12/5/2022, with Worldwide Industries as part of the Rehabilitation of Water Storage Facilities project in the amount of $64,790, and the Chair was authorized to execute the pay request.
	3. After discussion, a motion was duly made and seconded to approve Change Order No. 4 dated 12/6/2022, to the contract with Worldwide Industries for the Rehabilitation of Water Storage Facilities for the revision of internal paint coating in the amount of $11,296.78 or less, and the Chair was authorized to execute the Change Order. The motion was unanimously voted.

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

Installation of the water main on Oak Street has begun. It will be tested and installed before the end of the year to service the new apartment complex as well as Oak Street houses in 2023.

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

A revised RFP was sent to the Central Register on November 17, 2022. The District is expected to receive newly revised RFPs by December 23, 2022.

1. OTHER
	1. The Board was updated on the status of customer Lien notices.
	2. The Board was updated on a social movement in America that involves photographing or filming from a public space. It is being categorized by its practitioners, referred to as First Amendment auditors, as activism and citizen journalism that tests constitutional rights; in particular, the right to photograph and video record in public spaces. KP Law Attorney, Lauren Goldberg conducted First Amendment Audit training at a recent Mass Municipal Association seminar attended by District staff.
2. ADJOURNMENT
A motion was made and seconded, and it was unanimously voted to adjourn at 8:17 P.M.

Respectfully submitted,
Charlene Savary