BOARD MEETING MINUTES
January 9, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on January 9, 2023, 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, Matthew O’Connell, Superintendent, Carolyn Umbach, Office Administrator, and Charlene Savary, Administrative Assistant.

1. MINUTES OF DECEMBER 12, 2022, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the December 12, 2022, Board meeting minutes, with minor edits.
2. TREASURER’S REPORT
The Treasurer reviewed the latest financials and reported that in December, 40 checks were written for a total amount of $120,834.37. With 50% of the fiscal year complete, he also reported General Expenses and Salary & Wages are within budgeted expectations. Mr. Harrigan distributed a budget template for fiscal year 2024. He also shared information on a vision plan the District could potentially offer to employees through MIIA via Blue Cross Blue Shield. After discussion, the Board asked Mr. Harrigan to clarify the enrollment requirements for discussion at its February meeting.
3. SUPERINTENDENT’S REPORT
The Superintendent reported District updates throughout December. All monthly bacteria samples tested negative with chlorine levels steadily increasing throughout the distribution system. Monthly inspections of water storage tanks continue in accordance with DEP requirements as part of the Storage Tank Rehabilitation Project. Mr. O’Connell reported that all hydrants have been tested, inspected, and cleaned of any debris that could be blocking the drain ports; and any standing water was pumped down to avoid frozen hydrants this winter. District staff participated in annual Emergency Response Training provided by Tata and Howard. One recommendation currently being applied is to require logins when accessing the SCADA system. Mr. O’Connell noted that MWRA’s water usage report was unavailable for today’s meeting.

**Dig Safe**Since joining Dig Safe mark out requests have increased significantly. In December, water operators completed 27 routine mark outs and 1 emergency. Mr. O’Connell reported that the District received its first invoice in the amount of 35 dollars.

 **Cross Connection Testing**

Mr. O’Connell reported that the second round of cross connection testing is completed. Water Operator, Chris Hanlon completed 132 tests and 7 failures; two of which have been repaired and retested. Testing coincided with January 2023 commercial water billing, and the front office transitioned cross connection billing from Excel to Jayhawk. Dick Hingston, the District’s account consultant recommended moving cross connection billing from Excel to Jayhawk, as a more efficient way to bill and manage collections. Consolidating all customer billing in one system is the goal going forward.

**New Equipment**Mr. O’Connell recently purchased a new pipe freezing machine that can be utilized in situations when a property’s water cannot be shut down. This will give the operator the ability to freeze the outside wall of the pipe, consequently freezing the water inside, which will stop flow within 6- 10 minutes. A hydrant torch was also purchased to thaw frozen hydrants. This is an old, but effective way to melt ice inside hydrants.

1. ENGINEER’S REPORT
**Storage Tank Rehabilitation Project**Mr. Finegan reported that the Worldwide Industries has removed the old metal supports, and installed most of the new supports, antennas, and cables on the exterior of the large tank. Inside, sandblasting, and prime coating has been completed. Several structural issues have been identified including the deterioration of the compression rink and center support ring. He provided the Board with Change Order #5 to replace both the compression ring and center support beam at a cost of $47,500. Change Order #5 also includes a credit in the amount of $280,798 as T-Mobile and Verizon reimbursed Worldwide Industries for the additional cost to provide structural scaffolding to temporarily hold their antennas and other equipment during the tank rehabilitation project. The total amount of Change Order #5 is a credit of $233,298.

After discussion, a motion was made and seconded to approve Change Order #5, to the contract with Worldwide Industries, dated January 3, 2023, in the amount $47,500 to pay for the cost to replace the compression ring and center support beam, and to accept a credit in the amount of $280,798 for reimbursement of the additional cost to provide structural scaffolding to temporarily hold T-Mobile and Verizon’s antenna and other equipment during the tank rehabilitation project, making the total of the change order a credit of $233,298, and authorize the Chair to sign the change order. The motion was unanimously voted.

Mr. Finegan also requested the Board vote to approve Pay Estimate #5, and on a motion duly made and seconded it was voted to approve Pay Estimate #5 to the contract with Worldwide Industries, dated December 13, 2022, in the amount of $126,827.94, and authorize the Chair to sign the pay estimate.

Mr. Finegan reported that additional repairs will be required to pay for the costs of metal loss from corrosion in several areas of the wall plates and open spacing between the steel roof plates are still in the negotiation phase and will be provided on a separate change order.

**Water Rate Study**Mr. Fox of Raftelis Financial Consulting is scheduled to present the water rate study at the next Board meeting February 13, 2023.

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

Mr. Finegan reported that the new water main service to the new apartment complex has been completed, tested, and put into service. Pending items include cutting and capping the existing fire service and obtaining as built drawings from the contractor. To connect homes on Oak Street to the new water main, the District will go out to bid and advertise the project on the Central Register and solicit proposals in accordance with MGL Chapter 30B guidelines.

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

RFP’s were opened December 23, 2022. The District received two proposals; one from T-Mobile for an extension of their expiring lease, and one from New Cingular (AT&T). Both proposals met the District’s requirement for a minimum annual rent of $48,000 per year, with a minimum 3% annual escalation. T-Mobile requested changes to the agreement, which have been forwarded to Attorney Dave Lucas. They also requested a site for a stand-by generator. The District will choose its preferred location and fuel source. Since New Cingular will be a new vendor on the site, a site visit will be scheduled to determine where its ground equipment will be located. Reimbursement for the installation of new supports installed on the large tank for future cell vendor use in the amount of $76,000 was included in the RFP.

1. OTHER
	1. Ms. McMahon inquired as to whether we had a date for the annual joint meeting with the Lynnfield Select Board. Ms. Umbach will reach out to Town Administrator Assistant, Bob Curtin.
	2. Mr. Buckley discussed creating digital copies of the Board’s meeting packages.
2. ADJOURNMENT
A motion was made and seconded, and it was unanimously voted to adjourn at 8:27 P.M.

Respectfully submitted,
Carolyn Umbach