BOARD MEETING MINUTES  
February 13, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, February 13, 2023, at the District office. The meeting was called to order at 6:52 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; Carolyn Umbach, Office Administrator, and Charlene Savary, Administrative Assistant. James F. Finegan, Engineer and Matthew O’Connell, Superintendent attended virtually via GoToMeeting.

1. JOINT MEETING WITH TOWN OF LYNNFIELD SELECT BOARD  
   MERRITT CENTER, 600 MARKET STREET

Mr. Rondeau and Mr. Harrigan attended the Lynnfield Select Board Meeting starting at 6:00 PM to set the fiscal year 2024 salaries for the Town of Lynnfield’s assessors and tax collector.

1. MINUTES OF JANUARY 9, 2023, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the January 9, 2023, Board meeting minutes, with minor edits.
2. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials and reported that in January, 32 checks were written for a total amount of $320,060.76. With 57% of the fiscal year complete, he reported that General Expenses and Salary & Wages were within budgeted expectations.

Mr. Harrigan also reviewed two MIIA proposals for the Board to consider offering a vision benefit and a quote to switch to their dental provider, Blue Cross Blue Shield (BCBS). He noted that most employees expressed interest in the vision plan, and the Board discussed subsidizing a portion of the costs. It was determined that details will be worked out with administrative staff on an individual participant basis. With respect to switching from Delta Dental to BCBS, the dental plan did not meet expectations with most employees’ dentists being out of network. The Board agreed to remain with Delta Dental.

Mr. Harrigan also reviewed a preliminary budget for Fiscal Year 2024 by line item for discussion, and minor adjustments were made.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout January, stating all monthly bacteria samples tested negative while chlorine levels are healthy and improved compared to January of prior years. While January 2023 water usage was unavailable, December 2022 water usage decreased by 18%, validating that the system is operating normally, with no leaks. Mr. O’Connell also reported that Chris Hanlon will continue updating tie cards to comply with DEP requirements for lead and copper.

**SCADA Update**

The Superintendent informed the Board members of a SCADA system critical failure in January. Power was lost at a large portion of the tank site resulting in the pumps being run on system pressure rather than tank levels. The incident was quickly resolved with the help of the District’s SCADA contractor, Wilson Controls. The pumps are now running normally.

**Hydrant Inventory**  
Hydrant inventory was reported to be half-way completed. During inventory, it was discovered that some hydrants do not have breakaway flanges. The Superintendent plans to replace these hydrants over time, to create a more uniform and functional inventory across the system.

**Cross Connection Survey Training**

Chris Hanlon has been enrolled in a 3-day Cross Connection Survey Training course to investigate properties for cross connection hazards. After completion and passing the written and field tests, he will be licensed to conduct surveys on commercial and industrial sites.

**Pump Maintenance**

New self-lubricating pumps were installed in 2020, which only require grease fittings to be lubricated once a year. The Superintendent has reached out to Hayes Pumps regarding a class that provides additional information on greasing and pump maintenance.

**New Conflict of Interest Training**

The State Ethics Committee has redesigned the required conflict of interest training to be more accessible through an online portal. Mr. O’Connell reported that account creation and registration for District employee training is in progress.

**Mutual Aid 662 Salem Street**

Mr. O’Connell apprised the Board of a water leak incident on 662 Salem Street. A pedestrian noted water flowing from a window of the residential property. On arrival, a large sink hole was forming. Water was shut off at the curb stop but continued to flow up to three feet high. A high-water table caused damage to a clay pipe fixture on the sump pump, allowing water to saturate the foundation of the home. The Superintendent and District Operators worked with the Lynnfield Fire Department and Board of Health to stop the source of the water flow, eliminate any hazard, and promptly notify the absent homeowner.

1. ENGINEER’S REPORT

**Storage Tank Rehabilitation Project**

Mr. Finegan reported that Worldwide Industries is continuing to work on the large tank. The compression ring and central support beam were replaced and supports for cellular vendor equipment have been installed. Shrouding has also been installed in preparation for sandblasting and painting, however, it is in the process of being repaired after damage caused by inclement weather.

Mr. Finegan noted that several structural issues have been identified within the wall plates of the large tank. Critical areas of metal loss were immediately treated by welding on steel plates, while minor metal loss damage requires the use of pit filler, which was similarly used for repairs on the small tank. Mr. Finegan provided an email that was previously sent to the Board discussing these discoveries, as well as a Change Order for consideration to pay for the additional quantities of pit filler.

On a motion was duly made and seconded, it was voted to approve Change Order #6, dated January 31, 2023, to the contract with Worldwide Industries for the Rehabilitation of Water Storage Facilities project for the repair of corroded areas on the interior walls of the large tank with pit filler in the amount of $28,500, and Chair was authorized to execute the change order.

Mr. Finegan also requested the Board vote to approve Pay Estimate #6, dated January 25, 2023, and on a motion made and seconded it was voted to approve Pay Estimate #6 to the contract with Worldwide Industries in the amount of $106,200.41, and the Chair was authorized to execute the pay request.

Work will continue on the interior and exterior of the large tank. Heating the shrouded area should allow the exterior to be sandblasted and primed. The project is progressing on schedule.

**Water Rate Study**The Board discussed a reschedule date for Mr. Fox of Raftelis Financial Consulting to present the water rate study and agreed to add Mr. Fox to the agenda at its March 13, 2023, meeting.

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

RFP’s were opened December 23, 2022. T-Mobile is working with their lawyer to finalize wording on the lease agreement. The District has been working with T-Mobile engineers to add a standby generator to the tank site in a tentative location that will not impact operations. Plans will be sent for review of the location of a new generator. New Cingular Wireless has also been in communication with the District to determine a preliminary location for their ground equipment, including a standby generator, which will minimize impacting access to the small water storage tank.

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

Installation of the new water main on Oak Street was completed, tested, and put into service. Mr. Finegan anticipates moving forward to connect the houses along Oak Street to the new 6” water main in 2023 and to remove the existing 2” main. This project will be advertised in the Central Registrar and proposals solicited in accordance with MGL Chapter 30B guidelines. Proposals are scheduled to be opened on March 10, 2023.

1. CLERK’S REPORT  
   Mr. Buckley apprised the Board that he is in receipt of two letters of intent for John K. Harrigan for Water Commissioner and Treasurer. He also submitted a draft of the Clerk’s Report for the District’s annual report.
2. OTHER

The Board then commenced its discussion for fiscal year 2024 annual salaries.

1. ADJOURNMENT  
   On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 9:20 p.m.

Respectfully submitted,  
Charlene Savary