BOARD MEETING MINUTES
April 10, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 10, 2023, at the District office. The meeting was called to order at 7:14 P.M., following a Special Meeting. 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; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Carolyn Umbach, Office Administrator; and, Charlene Savary, Administrative Assistant.

1. MINUTES OF MARCH 13, 2023, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the March 13, 2023, Board meeting minutes.
2. TREASURER’S REPORT
The Treasurer reviewed the latest financials and reported that in March, 23 checks were written for a total amount of $432,662.34. He commented that a large payment was made to Worldwide Industries for the Water Storage Tank Project. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations, with 75% of the fiscal year complete.

Mr. Harrigan met with representatives from Eastern Bank, UniBank and the Massachusetts Municipal Depository Trust (MMDT) to review each institution’s fiscal position. He also provided the Board with a summary of the District’s current account balances. He reported that deposits at Eastern are insured up to the Federal Deposit Insurance Corporation’s (FDIC) standard amount of $250,000, with UniBank insuring all deposits in full as a member of both FDIC and the Deposit Insurance Fund (DIF). The MMDT is not a bank, but a State sponsored investment fund established to provide public entities professional investment management at a competitive cost. It is managed by Federated Hermes, with oversight by the State Treasurer. Deposits are not insured, but its primary purpose is preserving capital investments and maintaining sufficient liquidity.

The District typically maintains balances in excess of $250,000 in its accounts with Eastern Bank to cover monthly expenses. Mr. Harrigan informed the Board that Eastern Bank recommended taking advantage of a sweep account. With a sweep account, the bank would automatically transfer funds when the balance is above or below a preset minimum into accounts at multiple banks where it would then be fully insured. After discussion, the Board was in agreement for the Treasurer to sign up for Eastern Bank’s sweep account.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout March, stating all water samples were negative for bacteria, and chlorine levels were within normal limits. Water usage reports for March 2023 were unavailable from the MWRA. February 2023 water usage decreased 18.2% from February 2022, and year-to-date usage is down 20%, which is believed to be attributable to the leak found in winter 2022 in the Bishops Lane area. The District’s system share decreased by 17.6%. Mr. O’Connell also received new meter reading equipment to replace the current technology that will no longer be serviced by the vendor.

**Mass Rural Water Association Seminar**

Mr. O’Connell reported that District staff attended a seminar on current meter technology. The seminar was extremely informative, covering meter types and their operating ranges, and stressed the importance of right-sizing meters to avoid low flow water losses. Mr. O’Connell informed the Board that the District will review commercial accounts within the distribution system for any meters that are not properly sized, utilizing inexpensive data logging equipment.

**MassDEP Annual Statistical Report**Mr. O’Connell submitted the Annual Statistical report to the Department of Environmental Protection. The report includes a summary of District assets, population, billed water, unaccounted for water, and its cross-connection program. He reported unaccounted for water at 9.3% is within the DEP guideline of 10%.

**Fairview Avenue Irrigation**

A water service that had been installed on a grass island on Fairview Avenue to water trees was shut-off years ago when residents were utilizing the connection for personal use. The connection, which was unmetered and had no backflow protection, was terminated to prevent any future issues. The Superintendent hired Pyburn and Sons to excavate the main, shut off the corporation, and cut and remove the copper service line and standpipe.

**April 2023 Billing**
Drive-by meter readings were completed in about a half day at the end of March. Mr. O’Connell reported that the District is beginning to see some meter issues utilizing the drive-by equipment; however, the walk-up handheld device was able to capture readings by increasing the wattage. He began purchasing meters from a new vendor due to a lack of response from our current vendor. The meters have a nutating disc with a noise damper.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that Worldwide Industries has finished repairing the corrosion loss and painting the interior of the large tank and will begin painting the exterior. The cell companies will be starting to move their equipment off the scaffolding and on to the tank.

Mr. Finegan provided the Board with a request for Payment #8 for the Tank Rehabilitation of Water Storage Facilities Project, and on a motion duly made and seconded, it was unanimously voted to approve Payment #8, dated 4/6/2023, to Worldwide Industries in the amount of $274,175.23 for the Rehabilitation of Water Storage Facilities Project, and the Chair was authorized to execute the pay request.

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

Mr. Finegan reported that Arthur Pyburn and Sons was the lowest bidder on the Oak Street Water Services Connections Project and requested the Board make a motion to accept their proposal of March 7, 2023. After discussion, on a motion duly made and seconded, it was unanimously voted to accept the March 7, 2023, proposal from Arthur Pyburn and Sons for the Water Service Connections Project on Oak Street in the amount of $23,500, and the Chair was authorized to sign an acceptance letter, which also serves as a Notice to Proceed with a start date of April 15, 2023.

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

Mr. Finegan reported that the lease agreement with T-Mobile has been finalized and signed by T-Mobile representatives. He requested the Board approve the agreement, and on a motion duly made and seconded, it was unanimously voted to authorize the Chair to sign the lease agreement with an execution date of June 1, 2023, with T-Mobile. The District continues to work with New Cingular (AT&T) on revisions to the lease agreement language.

1. FY2024 ANNUAL MEETING REVIEW

The Board reviewed the warrant, budget, and annual report for the April 12, 2023, Annual Meeting.

1. OTHER

The Board will next meet on Wednesday, April 12, 2023, for its Annual Meeting. The next regular meeting of the Board is scheduled for Monday, May 8, 2023.

1. ADJOURNMENT
On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:20 p.m.

Respectfully submitted,
Carolyn Umbach