BOARD MEETING MINUTES
May 8, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, May 8, 2023, at the District office. The meeting was called to order at 7:01 P.M. The following individuals were in attendance: Stephen F. Rondeau, D.C., Chair; John K. Harrigan, Commissioner & Treasurer; Brian D. Buckley, Moderator & District Clerk; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Carolyn Umbach, Office Administrator; and, Charlene Savary, Administrative Assistant. Ruth E. McMahon, Commissioner, attended the meeting remotely via conference call.

MINUTES OF APRIL 12, 2023, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the April 12, 2023, Board meeting minutes.

1. TREASURER’S REPORT
The Treasurer reviewed the latest financials and reported that in April, 22 checks were written for a total amount of $435,594.02. He commented that two large payments were made to Worldwide Industries for the Water Storage Tank Project, and to the MWRA for water costs. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations, with 83% of the fiscal year complete.

Mr. Harrigan reviewed April’s ending balance for each of the District’s bank accounts. He authorized a transfer of $500,000 from the Eastern Bank checking account to the District’s MMDT investment account. He followed up with the Board on the consideration of a cash sweep account after speaking with a representative from Eastern Bank, stating that this option was still under review.

He also reviewed the proposal provided by Dick Hingston Government Accounting to develop a Financial Internal Control Policy and Procedures Guide. The document was amended to at the request of Mr. Harrigan, to include a date of completion, and that the fee for the engagement not exceed $5,000. Mr. Hingston will complete the work in fiscal year 2023. The Guide will be used to adhere to important internal financial controls and as a tool for new employees. After discussion, a motion was made and seconded to accept and sign the Proposal dated April 13, 2023, for the development of a Financial Internal Control Policy & Procedures Guide.

The Treasurer will be working to draft a District investment policy with the goal to prioritize the safety, liquidity, and yield of District funds. He provided the Board with a draft Policy Statement.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout April, stating all water samples were negative for bacteria, and chlorine levels were within normal limits. Water usage reports were unavailable for April 2023, from the MWRA. March 2023 water usage decreased 17.4% from March 2022, and year-to-date usage is down 19.2%. The District’s system share decreased by 16.5%.

**New England Water Works Conference**

New England Water Works held its annual spring conference in Worcester. The conference serves as a networking event and a showcase for all aspects of waterworks. The District has previously found useful vendors at this event. Multiple District employees attended the conference to further knowledge of new technology and products. The office administrators attended a class on effective customer service.

**Willow Cemetery Water Service**

The Superintendent presented the Board with a tie card of Willow Cemetery showing an unmetered service line with a water spigot and potential cross connection hazard and recommended installing a meter. The Board agreed.

**Spring Cross-Connection Testing**

Cross-Connection testing began at the end of April. Spring tests include all devices, including backflow and fire services. No failures were reported thus far. Mr. O’Connell informed the Board that testing should be completed within 3-5 weeks.

**Fuel Cost Options**

Mr. O’Connell is researching Massachusetts COMMBUYS, the official procurement system of the state, to participate in their gas card program. The card would save the District an estimated $.02 per gallon. Mr. O’Connell stated that having a card specifically for gas would save the District money, as well as enable improved tracking of spending. The Board was in agreement.

At 7:30 PM, a motion was made and approved to postpone the 7:30 PM Executive Session to 8:00 PM.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that Worldwide Industries has finished painting the exterior of the large tank. Cellular companies have begun moving their equipment from the scaffolding to the tank. Worldwide Industries is still in the process of removing scaffolding. Mr. Finegan provided the Board with a draft preliminary punch list from Weston and Sampson outlining the remaining work on the project. It is anticipated that the tank will be refilled and ready for water quality testing in mid-May 2023.

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

The new Bali Hai apartment complex development remains in progress. Arthur Pyburn & Sons was selected as the low bidder to connect Oak Street residential water customers to the new 8-inch water main. This work has been completed.

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

RFPs were opened in December of 2022. Proposals were submitted by T-Mobile and New Cingular Wireless (AT&T.) Lease revisions with T-Mobile were reviewed and approved, and the lease executed. Lease negotiations with New Cingular are ongoing and to be discussed in Executive Session.

**922 Lynnfield Street**

Plans were submitted to the Town of Lynnfield for the construction of a new restaurant and retail store at 922 Lynnfield Street (formerly the location of Good Luck Farms). Mr. Finegan submitted a letter to the Zoning Board of Appeals indicating that an application to the District is required for water service connection. A copy of this letter was provided to the Board.

**Fire Station**

Plans for the new Lynnfield Fire Department Headquarters building are in the process of being prepared. Mr. Finegan informed the Board that the building will have new water service connections from Summer Street. Coordination with the Town of Lynnfield for the design and permitting of new water services is in progress.

**King Rail Golf Course**

The Town of Lynnfield has plans to construct a new clubhouse at the King Rail Golf Course. The District would provide water service for the new building. Coordination with the Town of Lynnfield for the design and permitting for new water services is in progress.

1. EXECUTIVE SESSION

On motion duly made and seconded, it was unanimously voted to open the meeting into executive session at 7:45 P.M. At 8:05 P.M., the Board voted to end the executive session and resume open meeting.

1. OTHER

**Lynnfield Water District (LWD) Rules and Regulations Water System Development Charge Program**Mr. Finegan presented the Board with a copy of the Rules and Regulations for the LWD Water System Development Charge Program. He proposed two revisions to the program: 1.) in Section 4.0 – Activities Exempt from Water System Development Charge Program Requirements, to add “Town of Lynnfield municipal facilities;” and 2.) in Section 7.0 – Application for a Permit, to add, “Town of Lynnfield municipal facilities are exempt from the Cost to Apply.”

On a motion duly made and seconded, it was unanimously voted to revise the LWD Rules and Regulations Water System Development Charge Program, under section 4.02,”; as well as section 7.03, respectively to add the following language: “Town of Lynnfield municipal facilities, and Town of municipal facilities are exempt from the Cost to Apply” to the document.

**Blue Cross 20/20**

Discussion ensued regarding the District’s vision benefit enrollment.

The next regular meeting of the Board is scheduled for Monday, June 12, 2023.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:09 p.m.

Respectfully submitted,
Charlene Savary