BOARD MEETING MINUTES
June 12, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, June 12, 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; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Carolyn Umbach, Office Administrator; and, Charlene Savary, Administrative Assistant.

1. MINUTES OF MAY 8, 2023, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the May 8, 2023, Board meeting minutes.
2. TREASURER’S REPORT
The Treasurer reviewed the latest financials and reported that in May, 53 checks were written for a total amount of $407,928.78. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations, with 91% of the fiscal year complete.

**Handout of the Procedures and Financial Internal Controls Manual Draft for Review**

The Board received a copy of the Procedures and Financial Internal Controls Manual. The Treasurer requested the Board review the manual and address any edits, comments, or questions at the next monthly meeting.

**FY2023 Transfers to Budget**On a motion duly made and seconded, it was voted to transfer $5,000 from the Reserve Fund to General Expenses to pay for expenses above the amount appropriated by vote of the District under Article 7 of the warrant for the Annual District Meeting held on April 13, 2023.

Another motion was made and seconded to transfer $9,573.25 from Reserved for Extraordinary and Unforeseen Expenditures to Salary and Wages to pay for expenses above the amount appropriated by vote of the District under Article 7 of the warrant for the Annual District Meeting held on April 13, 2023.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout May, stating all water samples were negative for bacteria, and chlorine levels were within normal limits. Water usage reports for May 2023 were unavailable from the MWRA. April 2023 water usage decreased 1.4% from April 2022,and year-to-date usage is down 14.7%. The District’s system share decreased by 12.5%.

**Road Repair**

Mr. O’Connell reported that the road to the storage tank site had rain washing out from the sides of the street, causing damage to the asphalt. Arthur Pyburn & Sons was called in to fill and regrade the runoff holes and create swales to redirect water runoff toward the woods rather than in the road. It was noted that this work may be necessary to upkeep multiple times a year, as plowing and frequent vehicle parking may continue to cause channels for rain on the asphalt.

**Automatic Flushers**The Superintendent informed the Board that the use of automatic flushers will be delayed this year until the large tank is filled and back in service. The flushers are utilized at the furthest dead ends in the system to move fresh water with a higher chlorine residual throughout the system. Last year, the flow time was increased on the automatic flushers raising chlorine residuals from historic low counts. The use of automatic flushers is preventative and protects from high coliform levels in the future. The Superintendent noted that it may be more cost effective to replace the Salem Street water main than to continue frequent periodic flushing for biofilm. The Board agreed and it was considered for future reference.

**Spring 2023 Cross-Connection Testing**

Mr. O’Connell reported that 214 cross-connection tests were completed, with seven (7) failed tests that are in the process of being repaired and retested. Bills were mailed in early June after all tests were completed.

**Lead Inventory**
Tie cards are being continuously updated to comply with the lead line inventory and replacement mandate by the EPA and Mass DEP. The Superintendent discovered that in 1924, the District developed bylaws to prevent lead service lines from being installed in the system. Although there are no lead service lines, in some areas lead goosenecks were used to couple iron services to the water main. The Superintendent mentioned it would be proactive to begin removing these lead goosenecks, although removal is not required to date. The Board agreed.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that both tanks will be back online in June. The contractor is working on the remaining punch list items to be completed in July.

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

The new Bali Hai apartment complex remains in progress. The old 6-inch fire service line that fed the Bali Hai restaurant from Moulton Drive will be capped off. Arthur Pyburn & Sons has finished connecting all houses from Oak Street to the new service.

**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. After lease revisions with T-Mobile were reviewed and approved, the lease was signed. The Superintendent and Mr. Finegan continue to work with T-Mobile regarding details of the standby propane generator at the storage tank site. The District sent a revised lease agreement to New Cingular Wireless (AT&T) in accordance with directions from the Board during the Executive Session held on May 8. Mr. Finegan is currently awaiting a response.

**King Rail Golf Course Clubhouse**

The Town of Lynnfield is in the process of preparing plans for a new clubhouse at the King Rail Golf Course located at Market Street. Coordination is underway with the Town for the design and permitting of a new water service for this building. Mr. Finegan provided the Board with a copy of the Town’s application to connect the new clubhouse to the water system. The District’s requirements for a new water connection were forwarded to the Town for incorporation into the clubhouse plans.

**922 Lynnfield Street**

Plans were submitted to the Town of Lynnfield for the construction of a new combination restaurant and retail store at 922 Lynnfield Street (formerly the location of Good Luck Farms.) The Superintendent spoke with Mr. Noto regarding the appropriate paperwork required for the property to tie into the water system.

1. OTHER

**Vision Plan**

An email was sent to all eligible employees offering additional vision benefits through MIIA.

**Upcoming Meeting Dates**

The Board agreed not to meet in July, and agreed to reschedule its August 14, 2023, meeting to August 7, 2023.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the open meeting at 8:00 p.m.

1. EXECUTIVE SESSION

On motion duly made and seconded, it was unanimously voted by roll call vote to enter executive session at 8:01 P.M. After discussion, the Board voted to adjourn the meeting in executive session at 8:04 P.M.

Respectfully submitted,

Charlene Savary