BOARD MEETING MINUTES
August 7, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, August 7, 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; Carolyn Umbach, Office Administrator; and, Charlene Savary, Administrative Assistant. James Finegan, District Engineer was in attendance via conference call.

1. MINUTES OF JUNE 12, 2023, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the June 12, 2023, Board meeting minutes with edits.
2. TREASURER’S REPORT
The Treasurer reviewed the latest financials for June and July. In June, 43 checks were written for a total amount of $79,223.16, and in July, 10 checks were written for a total amount of $305,815.18. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations for the first 8% of the fiscal year.

**Financial Internal Controls Policy and Procedures Manual**

At the board meeting on June 12, 2023, the Board received a copy of the Procedures and Financial Internal Controls Manual. The Board discussed and agreed on numerous edits to be applied to the manual.

**Fiscal Year 2022 Financial Audit & Management Letter**

The Treasurer made edits to the financial audit conducted by Roselli, Clark & Associates for the year ending June 30, 2022. The Board agreed to discuss and summarize the results of the audit at its next regular meeting scheduled for September 11, 2023.

**Investment Policy Discussion**

The Treasurer informed the Board that a draft of the District Investment Policy has been completed. The draft will be submitted to a legal professional for review.

1. SUPERINTENDENT’S REPORT

The Superintendent was absent from Monday night’s meeting; thus Mr. Finegan reviewed the Superintendent’s Report with the Board via a conference call.

**Pump Station Leak**

Mr. Finegan informed the Board that a small leak was discovered in the discharge pipe at the pumping station. He noted the leak will be difficult to repair without excavation and taking the station out of service. Weston and Sampson partially encased the pipe with concrete to prevent the leak from increasing, so that the repairs may be delayed to October or November when water demands are lower. The MWRA has agreed to supply a portable pump to bypass the station and feed the system if necessary. Arthur Pyburn and Sons agreed to do the external excavation and pipe work while Weston and Sampson completes the interior work. The Board and Mr. Finegan discussed the potential for additional funding that may be required for this repair.

Mr. Finegan provided District updates throughout June and July. Water usage for June shows the District’s flow change from this time last year is down 13.4% and the year-to-date usage is down 10.3%. Water usage for July was unavailable. The system share for the year is at 0.26%.

Dr. Rondeau inquired about the status of recent water sample testing. Mr. Finegan informed him that two samples tested positive for coliform. The MWRA released a recent message that due to heavy rainfall this summer, there is more organic material present in the water, which may impact chlorine demand and bacteria growth. Flushing is underway and new samples will be retested with an agent from the MWRA.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that both tanks are back online, with only a few punch list items left to be 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. After lease revisions with T-Mobile were reviewed and approved, the lease was signed. The new contract and rate began June 2023. The Superintendent and Mr. Finegan continue to work with T-Mobile regarding details of the standby propane generator at the storage tank site. A revised lease agreement was sent to New Cingular Wireless (AT&T) in accordance with directions from the Board during an Executive Session held on June 28. Mr. Finegan is currently awaiting a response.

**King Rail Golf Course Clubhouse**

The Town is in the process of preparing plans for a new clubhouse at the King Rail Golf Course. Coordination is underway with the Town for the design and permitting of a new water service for this building. 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 has been in communication with the Developer regarding the paperwork required for the property to tie into the distribution system, as well as potential system development charges.

1. OTHER

**Water Rates**

Water usage breakdown reports were provided to the Board which may be used in evaluating potential changes in water rates for residential and commercial customers. The Board briefly reviewed the document and after discussion, agreed to postpone further discussion until the next regular meeting on September 11, 2023.

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Monday, September 11, 2023.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:29 p.m.

Respectfully submitted,

Charlene Savary