BOARD MEETING MINUTES  
September 11, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, September 11, 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; Ruth E. McMahon, Commissioner; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Carolyn Umbach, Office Administrator; and, Charlene Savary, Administrative Assistant.

1. MINUTES OF AUGUST 7, 2023, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the August 7, 2023, Board meeting minutes.
2. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials for August. In August, 27 checks were written for a total amount of $121,697.54. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations for the first 16% of the fiscal year.

Mr. Harrigan informed the Board of a recurring matter in the District office regarding inactive account credits. This is primarily due to many final bills being paid by closing attorneys, who disregard the discount amount, leaving a credit balance. He proposed that going forward, the District prevent the accrual of inactive account credits by eliminating discounts from final water bills and suggested a statement to be included in the District’s invoices. The Board agreed and approved the inclusion of the statement.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout August. July usage shows the District’s flow change from this time last year is down 12.3%, and year-to-date usage is down 10.8%. Water usage for August was unavailable. The system share of MWRA overall usage for the year is at 0.29%, which is down 5.5% from last year.

**Discharge Pipe Leak at Pump Station**

The Superintendent updated the Board on the status of the small leak discovered in the discharge pipe at the pumping station. The leak was sealed with cement casing adding stability and preventing it from expanding further. Materials for the exterior repair on the inlet and outlet piping have been ordered. Weston and Sampson ordered automatic closing valves for the repair. The MWRA agreed to loan and install a portable pump from a 6” manhole and pipe above-ground to a hydrant outside the pumping station. Pyburn and Sons agreed to do the exterior work, which includes couplings to tie the pumping station back into the distribution system. The work to repair the pipe is planned for October 2023.

**Lead and Copper Sampling**

Annual lead and copper sampling will begin in September. There is a newly issued requirement for District to sample 13 sites that have lead goosenecks on their iron services. Once the water samples are tested, customers receive a report that includes all data collected and can then make a more informed decision whether to replace their water line.

**MIIA Safety Grant**

The District’s insurance agency, MIIA, released their annual safety grant this year which supports preventative maintenance for facilities. The Superintendent submitted an application and received a quote to replace the 1924 iron water service at the District office. The grant application is pending approval.

**Unidirectional Flushing**

Annual unidirectional flushing will start the week of September 11th, beginning on Route 1 and working towards Brook Drive. Flushing is estimated to be completed in 4-5 weeks. Hydrant repairs will begin after flushing is completed.

**Bridge to Learning Fire Service**

The Superintendent informed the Board that the yard hydrant and other supplies have been delivered. The installation of a new hydrant will help consistently flush debris. The Superintendent has been in contact with the owners of 553 Salem Street to coordinate the excavation, reaming of the line, and hydrant installation.

**Aflac**

The District had an information session with Aflac Insurance, who provides municipalities with additional employee insurance such as: accident, cancer, life, etc. Deductions were added to the weekly payroll for enrolled employees beginning September 1st. The Board discussed options for further expansion of the program.

**Hydrant Pressure Sensors**

The Superintendent purchased hydrant pressure sensors, so as to collect data on how low the pressure levels can reach in the water storage tanks. Monitoring pressure levels will help the District maintain the tanks’ operating cycles and further understand low-level alarms.

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. A second progress report for the project has been sent to the MWRA.

**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. 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 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. Mr. Finegan and the Superintendent are awaiting an updated set of documents for final review.

**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. No application has been submitted as of this date.

1. OTHER

**Sign June 30, 2023, Warrant and Minutes**

The Board reviewed and signed the June 30, 2023, Warrant and Minutes.

**Employee Handbook**Mr. Harrigan asked the Office Administrator to obtain a revised quote for updating the employee handbook. His request is for an estimate to include total cost, as well as an estimate of the number of hours to complete.

**Water Rates**

The Board discussed numerous potential changes to water rates and agreed to contact the District’s legal counsel, Dave Lucas, for regulatory information, before continuing discussion at the next regular meeting.

**LWD 100th Anniversary Planning Discussion**

The Board discussed methods to commemorate the Lynnfield Water District’s 100-year anniversary of operation.

**Rescind Vote of June 12, 2023**

On a motion duly made and seconded, it was unanimously voted to rescind the Board vote taken at the June 12, 2023, Board meeting. Said vote was superseded by a vote taken at a Special District Meeting on June 30, 2023.

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Tuesday, October 10, 2023, and will be preceded by a special meeting. The meeting is delayed from Monday, due to the Columbus Day holiday.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:39 p.m.

Respectfully submitted,

Charlene Savary