BOARD MEETING MINUTES  
October 10, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Tuesday, October 10, 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. SPECIAL DISTRICT MEETING

The Moderator opened a Special Meeting of the District at 7:00 pm. On a motion duly made and seconded, it was voted to approve Article 1 to approve the June 30, 2023, transfer of $29,116.85 from the MMDT Stabilization Fund to the System Improvement and Repair Stabilization Fund. Full minutes of the Special Meeting are available under separate cover.

1. MINUTES OF SEPTEMBER 11, 2023, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the September 11, 2023, Board meeting minutes.
2. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials for September. In September, 17 checks were written for a total amount of $123,186.16. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations for the first 25% of the fiscal year, while noting the overtime account is at 35% of the annual budgeted amount. The Superintendent explained that the increase was due to residents reporting leaks in the area of 909 Salem Street; after further investigation, the pooling waters were the result of seasonal pools being drained, as well as a broken irrigation system at 909 Salem Street.

A discussion developed concerning an anticipated reimbursement of $76,000 from New Cingular Wireless (AT&T), for which the District paid to install a cable tray on the water tank during the tank painting project. After discussion, it was agreed that due to lack of communication from AT&T, the District may not receive this reimbursement. As a result, the Board asked the Office Administrator to update the budget report. Mr. Finegan also agreed to contact the Massachusetts Water Resources Authority (MWRA) for its position on handling reimbursement, should AT&T eventually sign a lease contract with the District.

**Annual MIIA Meeting**Mr. Harrigan informed the Board of a meeting held with Sharon Allain, representative for the Massachusetts Interlocal Insurance Association (MIIA), the District’s medical insurance provider. He reported that costs for health insurance and prescription drugs are trending significantly higher and she recommended the District budget a 10% increase from the prior year for the active plan. She also introduced a new retiree plan available for retirees as a competitive alternative to the Medex 2 plan; the Advantage Freedom PPO, offered through Blue Cross Blue Shield (BCBS). There were no pricing details on the plan. Mr. Harrigan recommended staying with Medex 2 until MIIA could provide additional details on the proposed alternative plan.

Dr. Rondeau shared information on another MIIA partner Pillar RX - a savings/coupon plan for members on certain prescriptions. Members can save up to 30% on specifically selected prescription drugs when they sign up. Pillar RX notifies members who are taking eligible prescriptions.

**Annual Potential Liens**The Treasurer reviewed a list of customers whose accounts are in arrears and meet the District’s criteria for a property lien. The Board reviewed the list and instructed office staff to proceed with the lien notification process. Ms. McMahon expressed concern that some customers haven’t been paid in full for more than 6 years and proposed the District update its lien parameters, as well as the possibility of processing liens biannually.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout September which included 5 final reads, 43 routine mark outs, and 2 emergency mark outs. Water usage for September is not currently available. August water usage was not provided due to a malfunction in MWRA equipment, resulting in inaccurate data for that month.

**Monthly Water Sampling**

Monthly Bacteria sampling produced 2 coliform positive samples, which resulted in a Mass Department of Environmental Protection (MADEP) Level 2 Assessment. The Superintendent confirmed several explanations for the positive samples; 1.) there was a run time issue where the automatic flushers were only running for 20 minutes, instead of 2 hours, 2.) the Countryside Deli is an unsuitable test site as it is fed off an 8” dead end main that feeds a hydrant, 3.) there are other fully served MWRA communities that are experiencing an increase in coliform positive samples due to high levels of organics in the reservoir after so much rainfall.

**Water Usage – MWRA Faulty Data**

MWRA reported a large spike in usage compared to last month and the prior year in August. The data did not agree with District pump station data. After review and discussion with the MWRA, it was determined that the MWRA”s Venturi Meter had tuberculation in the high and low flow differentials, causing inaccurate water usage readings. After cleaning and flushing their meter, MWRA produced accurate readings. They will be utilizing the District’s pump station data to correct the August report.

**Unidirectional Flushing**

Mr. O’Connell reported that they have been focused on unidirectional flushing from the tanks through Brook Drive, Salem and Summer Street to bring fresher water where coliform issues have been identified. All valves are in good working order. Flushing then moved to Route 1 North and South, where a large blockage of rock was released in the 12” southbound transmission line. Persistent low flow issues at this specific hydrant should be greatly improved as a result.

**Bridge to Learning Fire Service**

The Superintendent informed the Board that the fire service at Bridge to Learning Too has been repaired to its normal flow rate. Agganis Construction reamed the corporation with fiberglass rods and a 5/8” bit that pushed the blockage at the corporation in to the main and flushed out of the system. The flow more than doubled after being put back into service.

**Boston Mutual**

The Superintendent met with representatives from Boston Mutual to learn about their accident, cancer, and life insurance offerings compared to Aflac Insurance. A comparison between the benefits offered by the two companies is under review.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that there are still a few remaining punch list items that need to be completed.

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

The subcontracted site acquisition consultant working on behalf of AT&T provided Mr. Finegan with an update to the revised lease agreement sent in July 2023. He reported that the agreement was still under review, and he was unaware of when AT&T would be moving forward.

**King Rail Golf Course Clubhouse**

Mr. Finegan updated the Board that the Town put the clubhouse project out for bid and did not receive any bids from a general contractor. Thus, the Town is negotiating with the contractor that is currently working on the Town Hall and Fire Station design/renovations to add this project to their scope of work. In addition, original plans for the clubhouse did not address the shared irrigation system between Market Street and the golf course. Mr. Finegan has brought this to the attention of the Town with the expectation that it will be addressed before any digging begins.

**922 Lynnfield Street**

There have been no changes regarding Sonny Noto’s property at Goodwin Circle. An application has yet to be submitted to the District.

1. OTHER

**Water Rates**

Based on a request from the Board at the September meeting, Mr. Finegan obtained guidance from legal counsel concerning regulatory procedures with regards to budget questions and the ability to raise revenue for future capital projects. The Board asked the District Engineer to provide the Treasurer with counsel’s input for his review, before continuing discussion at the next regular meeting.

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Tuesday, November 13, 2023, and the Board’s annual business meeting will be held Friday, December 1, 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,

Carolyn Umbach