BOARD MEETING MINUTES  
November 13, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, November 13, 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 OCTOBER 10, 2023, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the October 10, 2023, Board meeting minutes with edits.
2. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials for October. In October, 38 checks were written for a total amount of $165,289.31. Mr. Harrigan reported that General Expenses and Salary & Wages are within budgeted expectations for the first 33% of the fiscal year.

The Board was provided with a copy of the District’s Free Cash Certification from the Division of Local Services. The Treasurer informed the Board Free Cash was approved and certified in the amount of $855,356 for fiscal year 2024.

The Board selected a provisional date for the tax classification public hearing on November 28, 2023, subject to confirmation from the town's assessing manager, Mr. Santaniello.

1. EXECUTIVE SESSION

At 8:00 P.M., the Board voted unanimously by roll call vote motion to enter executive session.

At 8:05 P.M., the Board voted to end the executive session and resume open meeting.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout September which included 5 final reads, 58 routine mark outs, and 6 emergency mark outs. Water samples were collected and delivered to the lab for monthly bacteria analysis. One sample from the batch was positive for coliform. After completing low velocity flushing, another sample was taken and retested with negative results. Water use for October is currently unavailable. Mr. O’Connell received corrected usage data for September, showing year-to-date usage has decreased by 13%, while the system share year-to-date is down 6.3%. Ms. McMahon inquired about the drop in usage. The Superintendent informed her that last November, we may have been refilling the water storage tanks after the rehabilitation. He also mentioned this season’s high rainfall as an alternative factor for the drop in usage.

**Pump Station Leak Repair**

The Superintendent updated the Board on the recent completion of the pump station leak repair, including photos from each phase of the project. The work spanned over a three-week period, and noteworthy coordination efforts were made by Weston and Sampson, Arthur Pyburn and Sons, and the MWRA to complete the repair.

The first phase involved setting up the MWRA emergency pump connection. It was installed and sanitized on October 4th. Then, the initial excavation took place to uncover the discharge side outside of the building. There was difficulty removing the discharge pipe due to oversized bells found in the sleeved pipe. The pipe was chiseled out manually, delaying water service from going back online. The MWRA emergency connection was used overnight to effectively maintain service. The following day, the foundation was successfully removed, and the connection was completed.

On October 15th, drilling began on the suction side to free the pipe. During the separation of the pipe outside the station, the Superintendent informed the Board that a stray electric current was discovered, causing an arc. The source of the current could not be identified. Pyburn utilized lineman gloves to safely replace the pipe. The Superintendent mentioned that the corrosion from this stray electrical current may have been the cause of the leak. It is currently being investigated as the Superintendent has reached out to CorrTech, an engineering consultant that specializes in stray current mitigation investigation. The Board expressed appreciation for the thorough update and commended the collaborative efforts to resolve the challenges encountered during the repair.

**Flushing**

Mr. O’Connell reported that flushing is 80% complete, noting significant progress in removing tuberculation along Salem Street towards Lynn. He mentioned concern regarding hydraulics along Salem Street, specifically with areas of heavy tuberculation. Without the pumps running, elevated areas in the District experienced a loss of pressure during flushing. The Superintendent said he would like to implement additional flushing in the spring to prevent water age that may be contributing to recent positive coliform samples. The Board agreed. He also mentioned findings related to chlorine residuals, revealing a correlation between low chlorine levels and their distance from Market Street.

**Aerial Drones**

The Superintendent informed the Board that aerial drones are now being utilized for tank inspections, and MassDEP is recommending the use of drones for monthly tank inspections. Previously, the MWRA used their drone to assist LWD with tank inspections. Since then, drone technology has been made more accessible and cost friendly. The Superintendent is researching models that could be used for system maintenance.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that there are still a few remaining punch list items to be completed. Worldwide Industries submitted Payment Application No. 9 for work completed on both tanks. On a motion duly made and seconded, it was unanimously voted to approve Payment No. 9 on the contract with Worldwide Industries for the Rehabilitation of Water Storage Facilities project in the amount of $36,580.22, and to authorize the Chair to execute the pay request.

**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 July 2023. He reported that the agreement was still under review, and he was unaware of when AT&T would be moving forward.

**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. Mr. Finegan stated that more information on the facility is required to determine whether the facility will be subject to system development charges.

**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.

**Harvey Park**

A developer has submitted plans to replace the six existing dwelling units at Harvey Park with six new units. The plans, after approval from the Zoning Board, include the demolition of two disconnected dwelling units that are currently served by a two-inch iron water main. The proposed development outlines a new six-inch water main coming off Grove Street, and a new hydrant. The developer has been requested to formally submit the proposed water main upgrades to the District for review and approval.

**Water Rate Study**

Mr. Finegan informed that Board that District personnel received virtual training from Dave Fox of Raftelis on how to operate the water rate model. This model is a tool used to evaluate various options for potential revisions to sources of District revenue, and how those revisions may impact water rates, water taxes, and different customers. Additional revisions to the model will be made by Raftelis prior to the next training session.

1. OTHER

**Water Rates**

Following the review of input from legal counsel pertaining to regulatory procedures and generating revenue, the Treasurer provided the Board with a supplemental document referencing relevant sections of MA General Law as it pertains to maintaining a balanced budget. Ms. McMahon suggested the presence of legal counsel at the next regular monthly meeting to offer additional clarity on the established protocols, including guidelines and prohibitions, and to address any related questions. The Board agreed, and plans were made to continue discussion with legal counsel at the next regular meeting.

**Upcoming Meeting Dates**

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

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:47 p.m.

Respectfully submitted,

Charlene Savary