BOARD MEETING MINUTES  
December 11, 2023

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, December 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; Brian D. Buckley, Moderator & District Clerk; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Charlene Savary, Administrative Assistant; and David Lucas, Esq., Lucas Law Group LLC.

1. DAVID LUCAS, ESQ. - LUCAS LAW GROUP LLC

Prior to the meeting, the Board had submitted questions to Atty. Lucas for his review and preparation. Atty. Lucas offered legal guidance, identifying which MA General Laws which apply to water districts. Atty. Lucas answered each submitted question and provided clarity on: methods for generating revenue for upcoming projects; timelines and guidelines that permit or restrict water rate adjustments; and the existing protocols for public meetings. Atty. Lucas also discussed regulations surrounding stabilization and reserve funds and provided the Administrative Assistant with an “Informational Guideline Release” from the Division of Local Services that outlines stabilization funds, and multiple sections of Annotated Laws of Massachusetts pertaining to executive sessions and municipal stabilization funds.

1. MINUTES OF NOVEMBER 13, 2023, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the November 13, 2023, Board meeting minutes with edits.

MINUTES OF NOVEMBER 28, 2023, PUBLIC HEARING

The minutes for the public hearing held on November 28, 2023, were reviewed by the board. After discussion, the vote to approve was postponed pending the completion of further edits.

1. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials for November. In November, 31 checks were written for a total amount of $177,795.22. Mr. Harrigan reported that General Expenses and Salary & Wages were within budgeted expectations at 42% into the fiscal year, noting the amount of interest accumulated on the MMDT Investment account.

The Board was provided with a copy of the Tax Rate Recapitulation for fiscal year 2024. The Treasurer shared the District’s residential tax rate of .67, commercial tax rate of 1.37, and total levy of $1,547,933.50.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout November which included 4 final reads, 41 routine mark outs, and 2 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. Monthly inspection of the water tanks was completed in accordance with MassDEP requirements. Water use for October showed year-to-date flow is down 11.7% vs prior year, while the system share year-to-date is down 6.8%.

**Hydrant Flushing**

The Superintendent noted that hydrant flushing was completed, aside from Market Street. Flushing results include a decrease in discolored water complaints, shorter transition times from discolored to clear water, and improved chlorine residuals. Three hydrants require attention—two need repairs, and one needs replacement. EJ Prescott, who supplies American Darling parts, proposed that they provide training for LWD operators on cost-effective repairs for the American Darling B50B hydrants used in the District. The District intends to purchase a hydrant seat wrench for future maintenance and repairs.

**Lead Service Inventory**

The Superintendent informed the Board that the Massachusetts Department of Environmental Protection (MassDEP) has granted the District funding as a smaller utility towards the completion of the lead service inventory mandated by the EPA for October 2024. Thus far, all current tie cards have been reviewed, and a service list has been created. He noted that LWD’s original 1924 bylaws state the prohibition of lead service lines in the District. This bylaw serves as an advantage, minimizing lead in the system, which is limited to the few remaining goose necks in the system and constructions completed between 1980 and 1983, the last years lead solder was permitted. The Superintendent states that copper is the District standard.

**Pump Station Repair**

During the pump station leak repair in October, the Superintendent was made aware of a stray electrical issue outside of the pump station. There is concern that this current may have been the reasoning for severe corrosion of the leaking discharge pipe. The Superintendent has been in contact with two electrical contractors, CorrTech and JM Electrical, that could identify the source of the stray electrical current.

**Cross Connection Testing**

Cross Connection testing began in November and is almost completed. All but two devices have passed. The two outstanding failed devices require a retest after appropriate repairs are made.

**Emergency Response Training**

Tata & Howard is scheduled to provide the District with mandatory ERP Training in December.

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, including wiring and tank inspections.

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

Mr. Finegan stated that there has been no action from T-Mobile regarding the standby generator. He also reported that the revised AT&T lease agreement was still under review and 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. A water connection application has yet to be submitted to the District.

**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. The Town is still discussing how to address the issue.

**Harvey Park**

A developer has submitted plans to replace the six existing dwelling units at Harvey Park with six new units. 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**

The District personnel will continue training on operation of the water rate model after revisions are made by Raftelis. An additional training session is intended to be scheduled once the updated rate model is complete.

1. OTHER

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Monday, January 8, 2024.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Charlene Savary