BOARD MEETING MINUTES
January 8, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday January 8, 2024, at the District office. The meeting was called to order at 7:03 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 Carolyn Umbach, Office Administrator.

1. MINUTES OF DECEMBER 11, 2023, BOARD MEETING
On motion duly made and seconded, it was unanimously voted to approve the December 11, 2023, Board meeting minutes.

MINUTES OF NOVEMBER 28, 2023, PUBLIC HEARING

On motion duly made and seconded, it was unanimously voted to approve the November 28, 2023, public hearing minutes.

1. TREASURER’S REPORT
The Treasurer reviewed the latest financials for December. In December, 51 checks were written for a total amount of $94,217.53. Mr. Harrigan reported that General Expenses and Salary & Wages were within budgeted expectations at 50% into the fiscal year.

Mr. Harrigan also provided a summary of a meeting with MIIA’s general liability executive, Todd Ohanesian. He confirmed the District has adequate coverage, including cybersecurity. It was noted that the District should expect anywhere from a 5-10% increase in liability costs in fiscal year 2025.

Mr. Harrigan provided the Board with a draft of the Fiscal Year 2025 Preliminary Operating Budget, requesting further input from the Superintendent and Office Administrator.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates throughout December which included 3 final reads and 32 routine mark outs. Water samples were collected and delivered to the lab for monthly bacteria analysis. All samples tested negative for any bacterial growth. Monthly inspection of the water tanks was completed in accordance with MassDEP requirements. Water use for November showed a 4.3% increase in usage and a decrease of 12.1% for year-to-date flow.

**842 Salem Street – Service Replacement**

 The water service at the District office was successfully replaced from the main to the building, funded through a MIIA safety grant. The original wrought iron service, including a lead gooseneck, was aging, and a potential failure point was discovered at the connection inside the building. It was replaced with 1” K copper and pack joint restrained fittings. The lead gooseneck at the main was also removed and replaced with a lead flange adapter. Pyburn and Sons completed the excavation with minimal downtime or disruptions to traffic and nearby water services. Replacement of the service has since improved water flow in the office.

**Fletcher Road – Hydrant Repair**

Pyburn and Sons replaced a hydrant on Fletcher Road that was damaged during the paving process. The decision was made to replace the hydrant after discovering the internal damage was irreparable. The previous American Darling B50B hydrant from 1957 was replaced with a new Waterous Pacer which includes a restrained alpha fitting and the installation of an appropriate thrust block. The alpha fitting is a restrained joint that holds the boot of the hydrant on to the pipe. The use of the trust block ensures the safest operation of the hydrants and the distribution system.

**Commercial Billing**

Commercial water meters were read in December, and bills were sent out for January 1st. The Superintendent reported that 6-8 meters could not be read due to radio inactivity and were instead read manually.

**Cross Connection Testing**

Cross Connection testing was completed at the beginning of December with two failures. Customers with failed devices have a thirty-day window for repair or replacement, to allow for retesting.

**Hydraulic Model**

The Superintendent was in communication with Tata and Howard, who developed the District’s hydraulic model. It was noted during this year’s Emergency Response Training (ERP) training that the model can display water aging in the distribution system. During flushing, findings revealed similar chlorine residuals between a dead-end road near Market Street and the pump station where water enters the system with the highest chlorine levels. Chlorine residuals at the tank site revealed over a 50% decrease compared to a dead end at one of the farthest points in the system. The Superintendent will remain in contact with Tata and Howard to run scenarios with the hydraulic model to investigate the order in which water flows from the pump station.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

The wiring for the new cathodic protection system was completed. Mr. Finegan reported that only one punch list item remains: the One Year Inspection. He estimated that it will be completed by the end of the fiscal year.

**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 installation of a new 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 of Lynnfield divided the clubhouse project into two separate contracts: site work and building work. MJ Cataldo, Inc., was selected for site work, and submitted shop drawings that were reviewed and returned. The Town has scheduled weekly construction meetings starting on January 3, 2024. The District will monitor the installation of the water facilities and attend meetings involving water work at the site. 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 the operation of the water rate model after revisions are made by Raftelis. An additional training session will be scheduled once the updated rate model is complete.

1. OTHER

**Water Rates**

Following last month's conversation with Atty. Dave Lucas about District financials, the Board discussed revenue sources such as water rates, the tax levy, and expenses. There was discussion on the potential of a public hearing for a water rate increase prior to April 1, 2024, so that an increase would be in place for peak summer water usage period. A scheduled meeting with Dick Hingston Government Accounting will be arranged for further discussion on revenues.

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Monday, February 12, 2024.

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:36 p.m.

Respectfully submitted,

Charlene Savary