

BOARD MEETING MINUTES

March 11, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, March 11, 2024, at the District office. A scheduled public hearing was called to order at 7:01 P.M., prior to the regular board meeting. 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; Charlene Savary, Administrative Assistant; and James Finegan, District Engineer. Carolyn Umbach, Office Administrator, attended via telephone.

1. PUBLIC HEARING – RATE SETTING

The Board of Water Commissioners reviewed current and proposed changes to the District's fees, charges, and water rates. Minutes of the public hearing were recorded separately.

2. MINUTES OF FEBRUARY 12, 2024, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the February 12, 2024, Board meeting minutes.

3. TREASURER'S REPORT

The Treasurer reviewed the latest financials. In February, 25 checks were written for a total amount of \$179,441.46. Mr. Harrigan reported that General Expenses and Salary & Wages were within budgeted expectations at 67% into the fiscal year. Additionally, he reviewed February's balance sheet.

4. SUPERINTENDENT'S REPORT

The Superintendent provided District updates throughout February, which included 3 final meter readings and 27 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 January showed a 4.9% increase in usage compared to last January. The current District share of the MWRA system is .21%.

Lead Service Inventory Update

Weston and Sampson reviewed District inventory records to narrow down which services require more information. A letter was drafted to send to 392 property owners that includes a QR code directly linked to the DEP portal where service information can be uploaded. District staff will follow up with homeowners which fail to provide service information. The final inventory is due October 16, 2024.

Hydraulic Model Update

Tata and Howard collected the District's monthly water usage for the past three years to begin the hydraulic model update. This update will show water aging in the system. It allows the Superintendent to determine how much flow is necessary on a weekly basis to prevent water aging and ensure that water from the pumping station moves directly to the storage tanks. Any operational changes necessary after the hydraulic model is completed will be implemented in July.

735 Salem Street Fire Service

The fire service at 735 Salem Street was installed at the end of February. The contractor pre-dug and cleaned the main to install the tapping sleeve and gate. The gas main at this property was located next to the District water main which required the addition of a second gate valve. The second gate valve allows operators to turn off the fire service in the future in case of water leaks. Chris Hanlon remained on site during excavation and installation, and the project was completed in accordance with District specifications and AWWA disinfection.

Power Line Digsafes

Power line structures that run through the District, from the Lynn line to the Wakefield border, are being inspected and replaced as needed by Geologic Earth Exploration, Inc. The District has received numerous Digsafe requests to mark water mains for this project since September 2023. Operators have traveled on foot into cross-country easements to ensure there are no water mains within the operating zone. Power line bases have proven to be a far distance from any District mains but will continue to be marked out as requested.

OperationWorks Update

Randy Nichols of OperationWorks met with District personnel to review updates to the software. OperationWorks is a software program used for cross connections, hydrant and valve maintenance, recording main breaks, and uni-directional flushing. Notable updates include: mapping upgrades, “open” and “closed” labels for gates to streamline the uni-directional flushing process, and a flow calculator that automatically calculates all water used in a flow event.

5. ENGINEER’S REPORT

Water Storage Tank Rehabilitation Project

The painting work on the water storage tanks was completed and both tanks are in service. Mr. Finegan reported that only one punch list item remained: the One Year Inspection, which is due to be completed in June 2024.

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

Site work progressed on Sonny Noto’s property at Goodwin Circle. A water connection application has yet to be submitted to the District.

King Rail Golf Course Clubhouse

The installation of the water main for the new clubhouse was completed at the end of January. The new work passed the pressure and bacteria testing requirements. Minor punch-list items remain to be completed, and as-built plans are currently being developed.

Harvey Park

A developer submitted plans to replace the six existing dwelling units at Harvey Park with six new units. The proposed development plan includes a new six-inch water main coming off Grove Street, and a new hydrant. The developer was requested to formally submit the proposed water main upgrades to the District for review and approval. The District is waiting to receive newly revised plans from the developer.

MassDOT Route 1 Bridge Deck Replacement Project

The District received notice that MassDOT plans to replace the concrete deck on the Route 1 bridge over Route 95/128. When the bridge was built in 1959, an 8-inch water main was installed in the utility bay. The 8-inch main was replaced in 1984 with a 12-inch water main. Mr. Finegan provided the Board with the plans from 1984 that show the utility bay. This water main is one of the key water transmission mains that crosses this highway. MassDOT did not share an overall schedule for the project. A meeting is being planned to discuss further details. The Board reviewed email correspondence between Ray Stinson of MassDOT and Mr. Finegan. A photo was provided showing the District’s insulated 12-inch water main in the utility of the bridge and Mr. Finegan used the distribution map to show the Board the project location.

6. PRELIMINARY FISCAL YEAR 2025 BUDGET REVIEW

Mr. Harrigan provided an overview of fiscal year 2025 warrant articles, along with the corresponding budget. After review and discussion, on a motion duly made and seconded, it was unanimously voted to close the fiscal year 2025 warrant with one minor edit at 8:10 P.M.

7. OTHER

Upcoming Meeting Dates

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

The Annual Meeting of the District is scheduled for Wednesday April 10, 2024, at 7:00 P.M.

8. 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