BOARD MEETING MINUTES  
April 8, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 8, 2024, at the District office. The meeting was called to order at 7:02 P.M. The following individuals were in attendance: Stephen F. Rondeau, D.C., Chair; John K. Harrigan, Commissioner & Treasurer; Ruth E. McMahon, Commissioner; Matthew O’Connell, Superintendent; James Finegan, District Engineer; Charlene Savary, Administrative Assistant; and Carolyn Umbach, Office Administrator.

1. MINUTES OF MARCH 11, 2024, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the March 11, 2024, Board meeting minutes.
2. MINUTES OF MARCH 11, 2024, PUBLIC HEARING

On motion duly made and seconded, it was unanimously voted to approve the March 11, 2024, public hearing minutes with minor edits.

1. TREASURER’S REPORT  
   The Treasurer reviewed the latest financials. In March, 16 checks were written for a total amount of $212,504.33. Mr. Harrigan reported that General Expenses and Salary & Wages were within budgeted expectations at 75% into the fiscal year. Additionally, he reviewed March’s balance sheet.

**Actuarial Study of June 30, 2023**

Mr. Harrigan also provided a summary of KMS Actuaries financial and reporting disclosures as of June 30, 2023, of the District’s Other Postemployment Benefits (OPEB) Program, as required by Governmental Accounting Standards Board Statements 74 and 75. The report is an estimate of the District’s benefit liability to retirees. He shared that the total OPEB liability was $1,061,920. It was noted that the District’s liability increased by roughly $7,000, from the prior reporting period, based on a discount rate of 3.62%.

**Roselli & Clark Audit Proposal**

The Board reviewed a proposal by Roselli, Clark & Associates to continue auditing services. On a motion duly made and seconded, it was voted to authorize the Chair to accept and sign the Roselli, Clark & Associates contract dated April 1, 2024, to provide financial services and audit for fiscal years 2024, 2025, and 2026, for the amount of $15,000 per year.

1. SUPERINTENDENT’S REPORT

The Superintendent provided District updates for the month of March, which included: 5 final meter readings; 39 routine mark outs; and 2 emergency 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. The MWRA meter malfunctioned to show a 10% increase compared to last February, therefore it was recalibrated. The MWRA was able to use the District’s flow meter for accurate billing, and usage was down by 1%. A leak detection survey was performed, and no leaks were found in the system.

**SCADA Upgrade**

Supervisory Control and Data Acquisition (SCADA) system upgrades were completed at the office and pump station, adding features such as auto-closing Bray valves. Weston and Sampson installed a new flood float sensor in the drain pit and connected it directly to the SCADA panel. Wilson Controls programmed the system to allow the flood sensor to trigger the SCADA system and slowly turn the pumps off over a span of thirty seconds. When the speed of the pumps falls below sixty five percent, the auto-closing valves close within twenty seconds. The SCADA call-out feature was also programmed to avoid remote alarm clearances. This prevents operators from accidentally restarting the pumps remotely.

**Fire Response**

A house fire occurred on March 7th at 5 Stafford Road. After the incident, the Superintendent implemented a new Standard Operating Procedure with the Lynnfield Fire Department. The new procedure ensures the LFD will notify the on-call water operator in the event of a fire which occurs out of normal business hours. The operator can then increase the pump speed and tank levels to allow the system to run at maximum capacity. Additionally, the operator will go to the site of the fire and collaborate with the incident commander on hydrant locations and operations.

**735 Salem Street Fire Service**

The fire service at 735 Salem Street began installation at the end of February and was completed by March 6th. The pressure test and bacteria test passed, and the service was activated to the gate valve in the sidewalk.

**Meter Reading**

All water meters were read for April billing at the end of March. Each billing cycle reveals that meter batteries are slowly expiring. The operators typically retrieve all meter readings by driving through the entire District with the full collection hardware installed in the truck. Any meters that do not register a reading during the drive-by process are read manually with separate hardware that targets each unreadable meter’s ERT number. If both methods fail to collect a reading, the homeowner is contacted and an appointment is scheduled for meter replacement. During the April billing cycle, sixteen meters were discovered to have inactive batteries and are pending replacement.

1. 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. The proposed development plan includes a new six-inch water main coming off Grove Street, and a new hydrant. The District has requested the developer 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. MassDOT has not shared an overall schedule for the project. A meeting is being planned to discuss further details.

**New Fire Department Headquarters Building**

Plans for water services to the new Fire Department HQ were obtained and reviewed. The Board reviewed a letter that Mr. Finegan sent to Lynnfield DPW Director, John Tomasz, which outlines District requirements and regulations for the project.

1. ANNUAL MEETING REVIEW

The Board reviewed the fiscal year 2025 budget, warrant, and motions in preparation for the annual meeting on April 10, 2024. A copy of the 2023 Annual Report was also reviewed and the Board gave feedback for minor edits.

1. OTHER

**Upcoming Meeting Dates**

The next regular meeting of the Board is scheduled for Monday May 13, 2024.

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