BOARD MEETING MINUTES  
June 10, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, June 10, 2024, at the District office. The meeting was called to order at 7:05 P.M. The following individuals were in attendance: Stephen F. Rondeau, D.C., Chair; 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. John K. Harrigan, Commissioner and Treasurer, was not present due to illness.

1. MINUTES OF MAY 13, 2024, BOARD MEETING  
   On motion duly made and seconded, it was unanimously voted to approve the May 13, 2024, Board meeting minutes.
2. TREASURER’S REPORT  
   In the Treasurer’s absence, Mr. Finegan reviewed the latest financials. In May, 23 checks were written for a total amount of $137,435.72. Mr. Finegan remarked that the final monthly water payment for fiscal year 2024 to the MWRA has been paid. At 92% of the fiscal year, General Expenses and Salary & Wages were within budgeted expectations.
3. SUPERINTENDENT’S REPORT

The Superintendent provided District updates for the month of May, which included: 3 final meter readings, 79 routine mark outs, and 2 emergency mark outs. Water samples were collected and delivered to the lab for monthly analysis. Five samples were negative for coliform and one sample returned positive at 600 Salem Street. Repeat sampling showed no signs of coliform. Monthly inspection of the water tanks was completed in accordance with MassDEP requirements. Water use for April compared to March 2023 is down 5.7%, and calendar year to date usage is down by 0.5%.

**Hydraulic Model**

Results from the hydraulic model revealed that water aging showed normal flow to all ends of the distribution system with no specific signs of water aging. After further consideration from the Superintendent and District Engineer, steps should be taken to prevent the possibility of nitrification. The Superintendent requested that Tata and Howard run new scenarios, but the model showed that fire flow would significantly reduce at the far end of the system. A new plan was comprised to operate the pumps on a different schedule with the automated help of SCADA, that will maintain high chlorine levels and low temperature in the storage tanks. Operators began weekly testing for nitrification.

**9 Grove Street**

A resident from 9 Grove Street called to report low pressure in the house. An operator was sent to inspect and noted the water service was iron. The Superintendent advised the homeowner to replace the service from the shut off box to the house and recommended multiple contractors. Once contractors began working, it was discovered that additional replacements would be necessary. The low pressure was due to a corroded corporation, that has since been replaced and normal water volume was restored at the property.

**Small Tank Repair**

A-1 Foundation Repair, Inc. repaired the leak in the small tank vault. They installed rope caulking in the pipe penetration, followed by an expanding compound for water sealing. Excess compound was trimmed, and hydraulic cement mortar was applied around the pipe and vault wall, sealing the entire penetration.

**62 Grove Street**

The homeowner at 62 Grove Street reported recurring water discoloration. This was due to the location of the property, and the design of the system only makes flushing possible from inside the home. The Superintendent arranged an agreement with the homeowner for frequent flushing at this address until a permanent solution is determined and implemented.

**King Rail Clubhouse**

Meters and backflow devices at King Rail Golf Course Clubhouse were installed and activated for daily use. Backflow tests were conducted for the newly installed devices, and all passed.

**SCADA System Repairs**

SCADA repairs were initiated, which included ordering a new computer to run the software and create all daily data reports. New equipment and software were determined to be more cost effective than repairs. New hardware and a pressure sensor for the small tank are to be delivered later in June.

**Peabody Municipal Light Plant Grant**

The Superintendent informed the Board of a grant available from Peabody Municipal Light Plant for upgrading lighting systems in municipal buildings. After inspection of the District’s lighting at the office and pump station, JM Electrical provided a quote for the office in the amount of $7,470. The grant, if approved, would cover $1,840 for the project. The amount for grant coverage at the pumping station is still pending.

1. ENGINEER’S REPORT

**Water Storage Tank Rehabilitation Project**

Mr. Finegan reported that only one punch list item remains on the water storage tank project, the one-year inspection, due to be completed in June 2024. As built plans have been received.

**922 Lynnfield Street**

Site work is progressing 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**

With the installation of a new water main for the new clubhouse, as-built plans are being finalized.

**Harvey Park Redevelopment**

Mr. Finegan reported no change regarding the redevelopment of Harvey Park. The District is waiting to receive newly revised plans from the developer. Mr. Finegan spoke with the owner of Harvey Park regarding the status of the project.

**New Fire Department Headquarters Building**

Revised plans for water services to the new Fire Department headquarters were obtained and reviewed. Shop drawings were also reviewed, and a construction meeting was held with the contractor.

**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.

**Septic System Replacement**

At the annual meeting in April, funds were appropriated to replace the cesspool, install a septic system, and repave the parking lot at 842 Salem Street. Mr. Finegan provided a proposal from LJR Engineering to update previous plans and provide inspectional services during the installation of the septic system. On a motion duly made and seconded, it was voted to approve the proposal from LJR Engineering, Inc. dated 5/21/2024 for professional engineering and surveying services associated with the new septic system in the amount of $1,200, and the Chair was authorized to sign the proposal. The signed proposal will be effective July 1, 2024.

**MWRA Advisory Board Meeting**

At the May MWRA Advisory Board meeting, the MWRA’s FY25 budget was reviewed. It was noted that the average rate increase for fiscal year 2025 for communities with both water and sewer systems would be estimated 3%. For fiscal year 2025, the average water assessment would increase by almost 4%. He noted that the District’s system assessment would be based on the share of the total water used in the MWRA system, and that the District’s use is impacted by irrigation in the summer months.

Mr. Finegan shared that starting in July of 2025, the MWRA will again make $100,000,000 available in no-interest loans to assist in replacing existing lead service lines. In addition, 25% of the replacement cost will be grant eligible. The removal of lead goosenecks would be included in the program. Updated guidelines for the program are currently being prepared by the MWRA. When the final regulations are developed, this program will be re-evaluated to see if would be appropriate for the District to utilize.

Mr. Finegan told the Board that the Town of Lynnfield Select Board appointed him to serve as the Town’s liaison to the MWRA Advisory Board.

**Municipal Water Rate**

Mr. Finegan and the Board reviewed and discussed a letter received from the Town of Lynnfield regarding consideration for special municipal rates. This will be discussed at a future meeting.

1. OTHER

**Upcoming Meetings**

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

1. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:37 p.m.

Respectfully submitted,

Charlene Savary