

BOARD MEETING MINUTES  
November 12, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Tuesday, November 12, 2024, at the District office. The meeting was called to order at 7:02 P.M. The following individuals were in attendance: Stephan F. Rondeau, D.C., Chair; Ruth E. McMahon, Water Commissioner and Interim Treasurer; 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 OCTOBER 15, 2024, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the October 15, 2024, Board meeting minutes, with minor edits.

2. FINANCIAL REPORT

Ms. McMahon and the Board reviewed latest financials. In October, 24 checks were written for a total amount of \$140,674.83. General Expenses and Salary and Wages were in line with budgeted expectations for this fiscal year to date.

Free Cash was submitted to the Massachusetts Department of Revenue, in the amount of \$777,947.30 at the end of October, and is currently pending approval.

3. SUPERINTENDENTS REPORT

The Superintendent summarized District operational updates for October. Results of water samples, which were collected and delivered to the lab for monthly analysis, returned negative for coliform. Monthly inspections of the water storage tanks were completed in accordance with MassDEP requirements. Water use for September 2024 increased by 10.8% compared to the prior year. The Superintendent mentioned that a drier season led to higher water consumption, driven by irrigation usage. Year to date water usage increased by 1.9% although the system share decreased 1.8%. It was also noted that the water used to fight the fire at Post Office Square was included in the year-to-date usage increase.

**Pump Station Fencing Project**

The pump station fencing project was completed at the beginning of October. M&R Paving paved the front area of the building. The new fence was installed by Patriot Fencing and allows for safer parking on the lot. The Superintendent mentioned that plowing will also be much safer as the project allows more space for snow removal. The Board reviewed a photo of the finished project.

**Flushing Update**

Flushing began at the end of October on Salem Street towards Lynn. The Superintendent said that discoloration is clearing much quicker than previous years due to the annual unidirectional flushing program. Chlorine levels rose appropriately after aging water was "pushed" out. Flushing signs have been placed on Salem Street, Summer Street, and Locksley Road in advance of the second phase of flushing.

**Job Description**

The Superintendent informed the Board of Water Operator John Correggio's retirement. An updated job description for the open Water Operator role will be advertised and posted shortly.

**Fernway Hydrant**

The damaged, out-of-service hydrant on Fernway was excavated and replaced by Pyburn & Sons at the beginning of October. On receipt of the invoice, the claim can be completed with the driver's insurance company for reimbursement of all associated costs.

**Cross Connection Testing**

Cross connection testing began in October. All outside devices at Market Street mall have been tested. The MassDEP clarified that the interval between testing devices isn't as strict, as long as testing is completed semi-annually.

4. ENGINEER'S REPORT

**Water Storage Tank Rehabilitation Project**

The final tank inspection report was completed by Corrtch and reviewed by Weston and Sampson and included the discovery of small corrosion cells on the interior of the small and large tanks. In October, the large storage tank was put back into service after repairs were completed. Repairs on the small tank will follow.

**Septic System Replacement**

LJR Engineering updated the plans for the new septic system and added additional items requested by the District. Documents were drafted to solicit bids and included the plans being prepared by LJR Engineering. The Board was given a copy of the draft and plans for their review. Mr. Finegan mentioned that bids for the project may be solicited this winter.

**Municipal Water Rate**

At the regular board meeting in June, the Board reviewed and discussed a letter received from the Town of Lynnfield regarding consideration for special municipal rates. A meeting attended by Rob Dolan and John Scenna from the Town, and Jim Finegan and Matt O'Connell from the District, was held on October 29<sup>th</sup>. The meeting concluded that municipal rates would remain the same. A memo summarizing the meeting was provided for the Board.

**New Building Developments within the District**

Two new building developments within the District were started and will be discussed at the Zoning Board of Appeals (ZBA) meeting on November 12, 2024. The new developments include: 1 Knights of Columbus Way and 433-451 Broadway. Letters were sent to the ZBA indicating that developers must submit water service applications to the District for these two projects.

5. OTHER

**Special Meeting Warrant – December 9, 2024**

The Special Meeting Warrant was reviewed and signed by the Board of Water Commissioners.

**Human Resource Proposal – HR Key Solutions**

Ms. Umbach provided the Board with an HR Proposal and a biography of Mary Beth Bernard at HR Key Solutions. The proposal outlined prices for revising the LWD handbook as well as on-call HR consulting rates. On a motion duly made and seconded, it was voted to accept the proposal dated November 7, 2024 from Mary Beth Bernard at HR Key Solutions, to update the employee handbook,

for a cost of \$6300, and Ms. Bernard's availability for HR consulting at a rate of \$150 per hour, not to exceed \$9000 for the period of November 2024 through January 2026.

**2024 Liens**

Ms. Savary noted the District will be submitting three water liens to the Town Assessor, in the total amount of \$4,199.00.

**Upcoming Meetings**

The next regular meetings of the Board are scheduled for 7:00 PM on the following dates:

- Monday, December 9, 2024
- Monday, January 13, 2025
- Monday, February 10, 2025

6. **ADJOURNMENT**

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

Respectfully submitted,  
Charlene Savary