

BOARD MEETING MINUTES  
December 16, 2024

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, December 16, 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; James Finegan, District Engineer; Charlene Savary, Administrative Assistant; and Carolyn Umbach, Office Administrator. Matthew O'Connell, Superintendent, was absent due to illness.

1. **SWEARING IN – WATER COMMISSIONER BRIAN D. BUCKLEY**  
Brian D. Buckley was sworn in to serve an unlimited term as water commissioner after being elected at a special meeting held on December 9, 2024.
2. **7 LONGBOW ROAD**  
A homeowner at 7 Longbow Road submitted a detailed request to waive their remaining account balance after payment was received in office after the discounted water payment deadline. The Board reviewed and agreed to deny the request. Response will be sent via letter to the homeowner.
3. **MINUTES OF NOVEMBER 12, 2024, BOARD MEETING**  
On motion duly made and seconded, it was unanimously voted to approve the November 12, 2024, Board meeting minutes, with minor edits.
4. **MINUTES OF NOVEMBER 25, 2024, TAX CLASSIFICATION PUBLIC HEARING**  
The Board decided that the minutes of tax classification hearing require further research and edits before approval is made.
5. **FINANCIAL REPORT**  
Ms. McMahon and the Board reviewed latest financials. In November, 33 checks were written for a total amount of \$129,715.72. General Expenses and Salary and Wages were in line with budgeted expectations for this fiscal year to date. Ms. McMahon informed the Board that Free Cash is still pending approval.
6. **SUPERINTENDENTS REPORT**  
Mr. Finegan provided the Board with a copy of the Superintendent's report and summarized District operational updates for November in the Superintendent's absence. 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. Mr. Finegan provided the Board with a water use report for November 2024. Year to date usage decreased by 1.6% and the system share decreased 1.3%. It was noted that usage was on target for November compared to the prior year.

**Flushing**

Flushing was completed in early November. Unidirectional flushing removes sediment and tuberculation in the pipes which helps lower water usage. Switching to spring seasonal flushing rather than fall was considered as leaves interfered with draining hydrant water.

**Hydrant Draining**

After flushing, operators checked each hydrant to ensure there was no leftover water in the barrel. Hydrants with remaining water were drained to prevent freezing over the winter.

**Cross Connection Testing**

Cross Connection Testing is still ongoing with no failures reported.

7. ENGINEER'S REPORT

**Water Storage Tank Rehabilitation Project**

The final tank inspection report was completed by Corrttech and reviewed by Weston and Sampson and included the discovery of small corrosion cells on the interior of the small and large tanks. The large storage tank was repaired and put back into service. Repairs on the small tank will follow in the spring of 2025.

**Septic System Replacement**

The septic system permit with the town was updated and approved. Documents have been prepared to solicit bids for the work. Mr. Finegan mentioned he now anticipates that bids for the project will be solicited in February 2025 with the intention that the project may be completed during the following warmer months.

**Water Meter Study**

A meeting was held with Weston & Sampson to review goals for the water meter replacement project. Meter and billing information was provided, and a draft will be available for review by the end of December. Mr. Finegan informed the Board that Weston & Sampson will be available to attend the January regular board meeting to present the findings and give recommendations.

**MWRA Dorchester Tunnel Break**

On October 9th, a geothermal well contractor drilled into the top of the Dorchester Tunnel in Brookline, causing a major leak and partial shutdown of MWRA facilities serving the south shore. The MWRA presented their approach to supplying emergency water during the leak, and repairing the leak, at the November Advisory Board Meeting. Slides from the presentation were provided to the Board. This incident highlights the importance of having supplementary water supply facilities available and a working emergency response plan.

8. OTHER

**Local Engagement**

In November, a customer gave the Superintendent feedback that they are pleased with the District's service and noted their preference for the District to remain an independent entity. The Board discussed providing an outline of our organization to local representatives and reinforcing the necessity for its independence.

**Water Rate and Fee Schedule Review**

The Board was provided with the current water rates and fee schedule for their review. The Board discussed calculating different rate scenarios for further discussion at the next meeting.

**2024 Liens**

Ms. Umbach noted the District submitted two water liens to the Town Assessor, in the total amount of \$2,769.55.

**HR Policy Review**

The Board was given drafts of Americans with Disabilities (ADA), CORI, and Workplace Violence Prevention policies written by Mary Beth Bernard at HR Key Solutions. Edits were recommended to be submitted for the next regular meeting.

**Upcoming Meetings**

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

- Monday, January 13, 2025
- Monday, February 10, 2025

9. **ADJOURNMENT**

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:43 PM.

Respectfully submitted,  
Charlene Savary