

BOARD MEETING MINUTES
March 9, 2026

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, March 9, 2026, at the District office. The meeting was called to order at 7:30 P.M. The following individuals were in attendance: Stephan F. Rondeau, D.C., Chair; Ruth E. McMahon, Water Commissioner and Treasurer; Brian D. Buckley, Water Commissioner & District Clerk; Jim Finegan, District Engineer; Matthew O'Connell, Superintendent; Carolyn Umbach, Office Administrator; and Charlene Savary, Assistant Administrator.

1. MINUTES OF FEBRUARY 9, 2026, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the February 9, 2026, regular board meeting minutes with edits.

2. TREASURER'S REPORT

Ms. McMahon reviewed February financials. 29 checks were written totaling \$159,734.93. Ms. McMahon noted that total income, general expenses and salary and wages were in line with budgeted expectations for February 2026, at 66% through fiscal year 2026.

3. SUPERINTENDENT'S REPORT

Two final readings, twelve routine mark-outs, and three emergency mark-outs were completed in February. Monthly inspection of the water storage tanks was completed in accordance with Massachusetts Department of Environmental Protection (Mass DEP) requirements. All samples tested negative for coliform.

Pump Station

The pump station pipe that was leaking was replaced this month, as Weston & Sampson received the replacement pipe earlier than expected. The pump station was shut down and completely isolated using six gate valves. The tuberculated pipe was replaced with cement-lined ductile iron pipe. The crew was able to install and properly restrain a blind flange, allowing one pump to be operated overnight to refill the tanks in preparation for the following day's work. Operators ensured that the storage tanks were filled overnight. The Superintendent showed the Board a piece of the replaced tuberculated pipe.

Dunstan Road

A resident from Dunstan Road called with concerns regarding water quality. The Superintendent explained the upcoming plan for the Dunstan Road area water mains. He made them aware of the work that needs to be completed before the repairs can begin. The resident was satisfied with the response provided and felt their concern was addressed.

Salem Street

Two water main breaks occurred February 9th and February 10th on Salem Street. The first main break occurred at 618 Salem Street, on the service line at School Street Foods. This service was recently replaced four months prior. It was an atypical break that consisted of two symmetrical ring cracks on either side of the service connection. The contractor, McGrath Enterprises, was careful to work around a high-pressure gas line located above the water main. Temperatures were below ten degrees Fahrenheit which made it difficult to use water pumps during the repair due to freezing. A section of the water main was cut out and the service was tapped. The second break occurred at 164 Salem Street while the first break was still being repaired. Significant snow removal was required. The repair job lasted until 2 AM and continued the following day. The equipment used to remove asphalt could not cut as deeply as needed. After adding the appropriate attachments to the excavator, about 1.5 feet of asphalt was removed followed by 3 feet of frost.

Leak Detection

Greg Pyburn of Arthur Pyburn & Sons conducted a full system leak detection and identified two small residential service leaks. The first leak was identified on district side of Munroe Street, and the second leak was identified

on the resident side of Maple Street. The Superintendent shared that one leak on the District's side would be repaired within the next week, while the other leak was located on the homeowner's side therefore the District notified them and informed them of a repair timeline.

Snow Control

Two large snowstorms caused District office closures in January and February. Operators cleared snow surrounding the building and worked to clear hydrants. The Superintendent shared that the District purchased a snowblower and tailgate trailer. He also said that operators will be responsible for snow removal going forward.

Hayes Pump

Hayes Pump was contacted to investigate an unusual sound coming from pump one. After investigating, they informed the Superintendent that the sound was from wear on the main bearings.

4. ENGINEER'S REPORT

Water Meter Replacement Project

The Request for Proposal (RFP) for the water meter replacement project was published to the Central Registrar and COMMBUYS in February. The opening of technical proposals was postponed until March 3, 2026, due to the multiple snowstorms in February. Six proposals were received from the following companies: Core & Main, E.J. Prescott, Ferguson Waterworks, F.W. Webb Company, Stiles Company Inc., and Ti-SALES. Weston & Sampson and the District began completing the Proposal Evaluation Criteria to score submissions and review on March 12th. Mr. Finegan mentioned that a recommendation to the Board would be shared at the April regular board meeting.

1 Knights of Columbus Way Development and 3 Post Office Square Building Replacement

Mr. Finegan told the Board that discussions were held regarding water service plans at the old Knights of Columbus building and the empty lot at 3 Post Office Square. The Knights of Columbus building has been demolished. A meeting was held between the developers of each property to discuss details. Revised plans for both projects will be submitted to the District for review.

Dunstan Road Area Water Mains

After the February board meeting, it was agreed to limit the scope of upcoming water main improvement work to Dunstan Road only. Weston & Sampson revised the design costs to \$55,200. During the Special Meeting at 7 PM, \$41,357 of the total was moved from existing appropriations. On a motion duly made and seconded, it was voted to transfer the remaining \$13,843 from the Reserve Fund to the Dunstan Road Area Water Main project appropriation. A copy of the agreement from Weston & Sampson was included for Board review. On a motion duly made and seconded, it was voted to approve the Weston & Sampson agreement dated March 6, 2026, for engineering services associated with the design and bidding for the Dunstan Road Area Water Main Project in the amount of \$55,200, and the Chair was authorized to execute the agreement.

5. OTHER

Ruth McMahon and Brian Buckley submitted letters of intent for three-year terms as Treasurer and Commissioner, respectively, for the District Clerk.

The Board reviewed the 2025 Annual Report, FY2026 Annual Meeting Warrant, and the FY2027 budget. The Board discussed and agreed on edits.

The next regular meeting of the Board is scheduled for Monday, April 6, 2026, at 7 PM.

The annual meeting will be held on Wednesday, April 8, 2026, at 7 PM.

The following regular meeting of the Board is scheduled for Monday, May 11, 2026, at 7 PM.

6. ADJOURNMENT

On a motion duly made and seconded, the Board voted unanimously to adjourn the meeting at 9:30 PM.

Respectfully submitted,
Charlene Savary