

BOARD MEETING MINUTES

April 6, 2026

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, April 6, 2026, at the District office. The meeting was called to order at 7:00 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; Matthew O'Connell, Superintendent; Carolyn Umbach, Office Administrator; and Charlene Savary, Assistant Administrator. Absent: Jim Finegan, District Engineer

1. MINUTES OF MARCH 9, 2026, BOARD MEETING

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

2. TREASURER'S REPORT

Ms. McMahon reviewed February financials. A total of 62 checks were issued, totaling \$318,050.19. She reported that total income, general expenses and salary and wages are in line with budgeted expectations for March 2026, at 75% of fiscal year 2026. General Maintenance is currently over budget due to multiple winter breaks and higher costs associated with a new contractor replacing A. Pyburn & Son's Contracting for emergency work.

Ms. McMahon noted that April billing, net of discounts, is expected to generate approximately \$282,000 in additional revenue.

3. SUPERINTENDENT'S REPORT

Mr. O'Connell reported there were two final readings, thirty-one routine mark-outs, and one emergency mark-out completed in March. 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.

Edgemere Road

A small ring crack leak was reported on the 8" water main on Edgemere Road. The leak was not identified during the recent leak detection survey and appears to be a recent development. Given the water was safely draining into a nearby storm drain, repairs were deferred to the following day to avoid overtime costs. McGrath Enterprises completed the repair by midday, resulting in a two-hour service interruption.

Service Leaks

A service leak was identified on Maple Street. The homeowner is aware of internal plumbing issues and plans to complete repairs after winter. Two additional leaks were identified: one at small commercial building on Upton Lane on the distribution side (repair status to be confirmed); the second was reported by a homeowner on Alexandra Road and subsequently investigated by water operators. The issue appears to be an abandoned service line. McGrath Enterprises is scheduled to excavate to allow operators to investigate.

842 Salem Street Electrical

The District engaged Red's Electrical Service of Lynnfield to complete electrical upgrades at 842 Salem Street to improve system reliability and safety. Their total quote amounted to \$6,310 and included replacing basement connections, updating office outlets, installing parking lot motion sensors, replacing garage outlets, and adding lighting in and around the shed, as well as addressing conditions identified during recent interior improvements.

Massachusetts Department of Environmental Protection (MassDEP) Annual Statistical Reporting:

The District completed its annual water loss report in compliance with MassDEP reporting requirements. The report calculated a system water loss of 10.8%, compared to the MassDEP benchmark goal of 10%.

Halogen Chlorine Analyzer

Mr. O'Connell and Mr. Finegan visited Bedford DPW and met with their Water Superintendent and staff to observe the Halogen chlorine analyzer in operation. He reported being very satisfied with the equipment, noting it is accurate, easy to install and operate, and supported by responsive training and service from Halogen. Bedford is a system similar in size to LWD and at the end of an MWRA distribution line. They experience comparable seasonal summer conditions. The Superintendent is confident the monitoring system will help them better manage seasonal issues.

4. ENGINEER'S REPORT – Provided by Matt O'Connell, Superintendent

Water Meter Replacement Project

The Board reviewed a letter from Everett J. Prescott, Inc. After discussion, the Superintendent was directed to meet with Weston & Sampson to review the RFP scoring process. The Board also recommended that Weston & Sampson be invited to the April 15, 2026, meeting for further discussion.

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

The Superintendent reported that revised plans for both projects are anticipated to be submitted to the District for review within a few weeks.

Dunstan Road Area Water Mains

Weston & Sampson began the design of the Dunstan Road Area Water Main Project. The project is expected to be bid prior to the start of the next fiscal year, allowing construction to proceed before the end of the calendar year.

Massachusetts Water Resources Authority (MWRA) Funding

The District received notification that \$347,200 is available from MWRA loan distribution for the May 2026 distribution cycle. An additional \$611,000 in Phase 4 funding will also become available; \$500,000 in FY27, and \$111,000 in FY28. Phase 4 funding will be available to borrow through FY35.

5. OTHER

LWD – Status of Available Funding Sources

The Superintendent provided an outline of the District's available funding sources and noted that, after funding the required improvements on Dunstan Road, the District's ability to take on additional projects will be limited. He highlighted the need to continue regularly reviewing and adjusting water rates to keep pace with rising costs and ensure sufficient revenue to support operations and future capital needs. The Board directed the Superintendent to prioritize projects and to prepare an updated Capital Improvement Plan.

Annual Meeting Review

The Board reviewed the FY27 budget, warrant, annual reports of the commissioners, and anticipated motions.

The annual board meeting is scheduled for Wednesday, April 8, 2026, at 7 PM.

The next 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 9:09 PM.

Respectfully submitted,
Carolyn Umbach