

BOARD MEETING MINUTES

August 10, 2026

The Board of Water Commissioners of the Lynnfield Water District held its regular monthly meeting on Monday, August 10, 2026, at the District office. The meeting was called to order at 7:05 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; and Charlene Savary, Assistant Administrator.

1. MINUTES OF JUNE 8, 2026, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the June 8, 2026, regular board meeting minutes.

MINUTES OF JULY 1, 2026, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the July 1, 2026, special meeting minutes.

MINUTES OF JULY 30, 2026, BOARD MEETING

On motion duly made and seconded, it was unanimously voted to approve the July 30, 2026, special meeting minutes.

2. TREASURER'S REPORT

Ms. McMahon reviewed June and July financials. A total of 59 checks were issued in June, totaling \$107,230.12. She reported that total income, general expenses and salary and wages are in line with budgeted expectations for the end of fiscal year 2026. A total of 37 checks were issued in July, totaling \$499,147.64. A few large annual payments were noted such as the Essex Regional Retirement System appropriation and the MIIA Liability insurance payment.

FISCAL YEAR 2025 AUDIT – ROSELLI & CLARK

The Board received a copy of the FY25 Financial Audit completed by Roselli & Clark. It was agreed to review the audit in detail with Mr. Roselli at a future board meeting, although the conclusion reported no unusual findings.

3. SUPERINTENDENT'S REPORT

Mr. O'Connell reported that nine final readings were done in June, and nine in July. He noted this is more than usual. Forty-two mark outs were also completed throughout June and July. 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. Water usage for June was up 6.8% compared to last year, due to the water main break on Salem Street. Water use for July was down by 6.14% according to MWRA pump data.

Salem Street Water Main Break

A water main break was found on Salem Street inside of a broken catch basin. The 10" water main runs along the curbline on Salem Street. After noticing a growing pothole, the Superintendent sent operators to investigate and they discovered rushing water. Arthur Pyburn & Sons was called to perform leak detection to locate the break. The Superintendent contacted McGrath Enterprises to make the repair after coordinating shutoff times with businesses in the affected area. A stainless-steel repair clamp was used to stop the leak. EJ Prescott, the supplier of the District's stainless-steel repair cramps, assured that the clamps can be left exposed without backfill and left fully submerged. The Lynnfield DPW agreed to finish paving in the following weeks.

Leak Detection

Arthur Pyburn & Sons performed a system wide leak detection after the repair on Salem Street. No other leaks were identified.

19 Robin Road Service Leak

A plumber working at 19 Robin Road called to report a service leak in the homeowner's water service. The leak was repaired in the last week of July, done to District specifications.

Chlorine Analyzer

The Halogen inline chlorine analyzer was installed in the vault of the small tank. The device monitors chlorine, monochloramine, temperature, and PH. The 2" service tap was installed by EJ Prescott in early July and the device was installed the following week. Operators received training on calibration, cleaning sensors, and start up/shut down. Wilson Controls then programmed the data to appear on the SCADA system for levels to be monitored alongside tank data. Deep cycling water in the tanks has helped to maintain steady chlorine levels. The Superintendent will continue to work with Wilson Controls on installing alarms to trigger if readings ever reach abnormal levels.

Risk & Resiliency

The risk & resiliency report was submitted to the DEP and EPA on time. The Superintendent plans to meet with an engineer from Tata & Howard to review the results. Results show no issues found.

CodeRed

The Superintendent spoke with the fire department regarding the new CodeRed platform. Training for the platform is still pending. The town of Lynnfield has renewed its contract with CodeRed for one year.

Midwest Cyber Attacks

At the end of July, many cyberattacks were reported on water districts in the Midwest area. The attacks targeted their chemical feed processes at treatment plants. The Superintendent mentioned that none of our distribution processes are currently connected to the internet, and we do not treat our water as it comes from the MWRA. We receive weekly reports from Slingshot Information Systems, our IT provider, showing the security strength of our system with no issues.

Hydrant Sandblasting

Northshore Ecoblasting performed a demonstration of their hydrant sandblasting process. A hydrant in need of repainting was selected and sandblasted down to bare metal. Operators then primed and repainted the hydrant. Before-and-after photos of the hydrant were provided to the Board. The Superintendent continues to evaluate effective methods for removing old hydrant paint.

4. ENGINEER'S REPORT

In Mr. Finegan's absence, the Superintendent delivered the District Engineer's Report.

Water Meter Replacement Project

The contract for the purchase of water meters and appurtenances with TI-Sales in the amount of \$463,425.44 was signed with a Notice to Proceed dated June 11, 2026. Bids were received for the installation services associated with the Water Meter Replacement Project on July 8, 2026. Weston & Sampson recommended the District award the lowest bidder, Hydro Utilities, LLC. The Board received a copy of the recommendation letter from Weston & Sampson which includes the summary of the bids, the draft notice of intent to award letter, and the bid tabulation. They also received a copy of the budget update for the meter replacement project. A motion was duly made and seconded to have the Chair sign the Notice of Intent to Award letter to Hydro Utilities, LLC for the installation services associated with the Water Meter Replacement Program for the bid submitted in the amount of \$220,167.10.

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

LYNNFIELD WATER DISTRICT

The Knights of Columbus building's water service was disconnected as the building was demolished. The Post Office Square replacement building remains under construction. Plans for a portion of the water main serving the two properties were reviewed and approved. The connection to the LWD system was made on June 6.

Dunstan Road Area Water Mains

Bids for the Dunstan Road Area Water Main Project were opened on July 15, 2026 with the low bidder being Arthur Pyburn & Sons. At a board meeting on July 30, 2026, a Notice of Intent to Award letter was executed. The work is anticipated to be executed in mid-September.

Accessory Dwelling Units (ADUs)/System Development Charges

The Zoning Board of Appeals meeting included two properties for proposed ADUs: 26 Bluejay Road and 741 Salem Street. The projects require review by the District to determine the nature of their water service. Letters were sent to the Zoning Board requesting that ADU applicants contact the District for additional information.

5. ADJOURNMENT

On a motion duly made and seconded, it was unanimously voted to adjourn the meeting at 8:39 PM.

Respectfully submitted,
Charlene Savary