



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING January 17, 2024

### PRESENT:

#### Commissioners

Ronald W. Wetmore (Remote)

John G. Harrington

Richard Romano

#### Business Director/Treasurer

Lisa Quatrale

#### Superintendent

Brandon Cannata

#### AECOM

Steve DeFrancesco, PE

Bryan Sadowski, PE

#### Town Selectperson

Pat Wojtas

#### Consultant

Robert Delaney

#### Resident

Marc Gibbs

#### Recording Secretary

Michaela Thompson

Commissioner Rick Romano called the meeting to order at 1:00pm with all reciting the Pledge of Allegiance.

### Open Sessions

#### PFAS Project Status Update

**AECOM representative Steve DeFrancesco** distributed a packet to the Board titled Crooked Spring WTP and Smith Street WTP PFAS Improvements. The location plan provided a birds-eye view of the Smith Street WTP, the route of the raw water transmission main from the Smith Street plant to the Crooked Spring WTP with the proposed New PFAS Treatment Building. The other engineering drawings depicted the Yard Piping Plan, PFAS Building Plan 1 & 2, PFAS Building Section 1, Spent Washwater Equalization Basin Lower Plan and architectural 3D views of the new PFAS treatment building. Mr. DeFrancesco explained each of the drawings, giving a perspective to the size and scope of the project. He noted the new building will have to have a dropped floor in order to meet the Town's building height restrictions. This will prevent installation of the large doors previously discussed. A large window will be installed instead.

Mr. DeFrancesco told the Board that Brandon Cannata has coordinated a meeting with the School Superintendent regarding the route of the raw water transmission line from the Smith Street WTP to the Crooked Springs WTP. They will walk the proposed water main route, marking out the exact location the transmission will be crossing through school property and make sure everyone agrees with the locations prior to starting. The following step will be to have the easements approved.

#### Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale told the Board that AECOM is now meeting with the District's PFAS team each month, prior to the Commission meeting, for a technical review. She said communication is key and allows all involved to stay on the timeline, address any issues in an effort to avoid potential delays, meet the deadlines for funding and to present an effective status update at the Commissioners' monthly meeting.

Ms. Quatrale presented her report titled **“December 2023 – Commission Meeting Business Director Report”** which included documentation on Expense and Revenue December 2023, Expense Breakdown- December 2023, Estimated Receipts Water and Fees July 2023 thru June 2024, FY2024 Article Balances and Enterprise Investment and OPEB accounts.

Ms. Quatrale stated the District will be seeking approval for bonding for approximately \$43mil at the April 2024 annual meeting. The District submitted the PFAS project to DEP State Revolving Fund program as a first step in bonding the PFAS project. The purpose of the DWSRF program is to assist Public Water Suppliers to implement the requirements of the Federal Safe Drinking Water Act.

The SRF funding is in the form of a 0% interest loan with the possibility of a portion of the loan being eligible for some principal forgiveness. The District was pleased to have placed second on the DRAFT Intended Use Plan for the first year in the amount of \$15 million which is the capped limit annually. The overall project is projected to be approximately \$43M. The finalized version will be publicized in mid April. The IUP will be placed on the District’s website.

**HR:** Vacation buy back for 8 eligible employees completed for January payroll for a total of \$9,436. Ms. Quatrale noted that this policy has changed. FMLA request filed for one employee with a 12-week maximum of time. CPR/1<sup>st</sup> Aid and AED staff training scheduled for March.

**Cell Rental Agreements:**

- Dish – Executed contract received. Pre-construction evaluations have begun.
- ATT Generator – noise study met all requirements. Site Acquisition specialist stated they can use the 850 sq.ft of space listed in ’96 contract for a generator. Questions arose regarding what type of fuel source will be used and where they propose to locate that. Ms. Quatrale stated that her and Mr. Cannata will look into this and bring it to one of the next meetings.
- T-Mobile – lease ends 09/30/2025 – Ms. Quatrale handed out the T-Mobile draft renewal amendment. Chairman Wetmore said there is no reason to accept it as it’s a proposed decrease in the contract.

**Asset Management Grant:** Working with Environmental Partners/Mass DEP on form submission for grant reimbursement.

**MWRA Study:** Environmental Partners submitted Amendment to the Water Distribution System Hydraulic Modeling and Calibration Service agreement. Ms. Quatrale noted that this agreement was based on a verbal agreement between the previous Superintendent and Environmental Partners. The amendment lists three tasks for a total of \$37,800.00. The 1<sup>st</sup> task has been completed to provide modeling services to provide hydraulic conditions for a **potential** future interconnection with the MWRA, for a cost of \$21,200.00. After discussing with AECOM and the District PFAS team it was concluded that the 2<sup>nd</sup> and 3<sup>rd</sup> tasks costing a total of \$16,600.00 are **not** needed to move forward with the design of the PFAS project. Commissioner Harrington said he thought the Board made it clear the District was not at all interested in this. Commissioner Wetmore stated that he found it odd that work was done without a signed contract. Ms. Quatrale stated she will reach out to the District’s attorney for advice moving forward.

**2024 Rates:** New Rates and fee increases went into effect 01/01/2024.

**IT:** Cyber Security continues with Stratus Point IT. Firewalls have been updated and second back up to security has been added. Dan Tringale signed up with EPAS Water Sector Cybersecurity evaluation program so the District is in compliance on all progress levels with new CCR.

**43 Riverneck Road:** Ms. Quatrale handed out a history regarding the property and stated the owner has reached out to her. Discussion ensued.

**Commissioner Harrington made a motion authorizing Ms. Quatrale to contact the owner and make an offer on the property. Commissioner Wetmore seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington Aye. The motion was unanimously approved.**

**LIHWAP:** Total payments to date - \$4,090.00

### **Superintendent Report – Brandon Cannata**

Brandon Cannata distributed to the Board a report titled “Chelmsford Water District Superintendent Report January 17, 2024.” Included in this report: Groundwater Project SOP

**Distribution:** Completed:

- one service break, one main break, a hydrant replaced after being hit by a vehicle and one tap and sleeve for a new fire line at 1 Central Square.
- completed winterization of hydrant list (over 1500 hydrants on list).
- down tree removed at Misty Meadows.
- Warren Ave sump pump replaced.
- Removal of plywood and silt fence at Hillside Tank. Loom and hydroseed to be completed in Spring.
- Monthly meter reading completed with approximately 20 meters exchanged.

**Treatment:** Completed:

- Carbon Filtration has the Aeration tower at Riverneck Water Treatment Plant up and running.
- Ixom servicing mixer at Summer Tank for battery issue.
- Site visits with AECOM for the PFAS addition.
- Maher started doing a Test well at Riverneck Water Treatment Plant with Doug Denatale (AECOM).
- Lockbox installation at all pumping station.
- Enclosure built at Crooked Spring for gas meter.
- All monthly sampling completed.

**Environmental Compliance/GIS:**

- **PFAS numbers – In compliance for the 4<sup>th</sup> Quarter (Riverneck WTP 19.2, Crooked Spring WTP 18.9).** Numbers have been posted to the District website.
- Verified 60 more service lines for LCR (due October 2024)
- Monthly and Quarterly reports completed and submitted.
- Consumer Confidence Report template ordered.
- Assisting AECOM with locations and elevations for test wells at Riverneck WTP.
- Developing outage map for District website for future water main breaks and scheduled work
- Backflow failure reminders sent out.

**Follow up items:**

- Riverneck Aeration tower – Consultation with John Anderson of Atlantic Nuclear after survey and readings of the Aeration balls were completed. Mr. Anderson recommends retesting in 2/3 months (March or April). He believes in that time it will start to decay and may reach a level that the transfer station will take them and they won’t have to be shipped out of state. Mr. Anderson reached out directly to Matt Sears of the Massachusetts Radiation Control who agreed this was a good protocol.

**New Items:**

- 270 Littleton Road (Chelmsford Commons) – 1/4/2024 The District was notified that there was a failed backflow device and water would be shut down for the repair. The park’s management company (RHP), following their company policy that states anytime water is shut down to send out “Precautionary Boiler Order” notices to all the residents of the mobile home park. The District received a call from the EPA the following day questioning the notices. Mr. Cannata reached out to RHP’s regional manager who agreed to notify the District directly in the future. This will avoid any concern and confusion for Town residents, as this issue was being discussed on social media.

- Groundwater Protection SOP – Recommendation for the District to accept the SOP. Mr. Cannata stated it will give the District protection for all the District's wells throughout the town. The developer or property owner would be required to hire a Hydrogeologic consulting firm to perform the study and relay the information or any potential impact it could cause to the District prior to any town approval.

**Commissioner Romano made a motion for the District to accept the Groundwater Protection SOP. Commissioner John Harrington seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington Aye. The motion was unanimously approved.**

**Ron Wetmore – Chairman Ron Wetmore announced that this would be his last meeting, as he was resigning. He stated he has been in the business for 44 years and it was time. He said that the District has come a long way and that he's leaving it in good shape.**

**Richard Romano – Commissioner Romano told Mr. Wetmore that the District has been very lucky to have had him as a Commissioner and that he will be missed.**

**John Harrington – Commissioner Harrington told Mr. Wetmore that they went back a long time and that Ron accomplished an awful lot in that time period.**

**Ms. Quatralle told the Board that since the Chairman has tendered his resignation, per the District by-laws, they will have to schedule a meeting to appoint another Commissioner for the extent of the term until the April elections.**

**Next Meeting Scheduled: January 24, 2024 at 1:00pm.**

**Commissioner John Harrington made a motion to approve the minutes from the December 1, 2023 Executive Session Meeting, the minutes from the December 13, 2023 Work Session and the December 13, 2023 Regular Meeting. Commissioner Romano seconded the motion. Commissioners voted as follows: Commissioner Romano, Aye, Commissioner Harrington, Aye. Motion passed.**

**Commissioner Harrington made a motion to adjourn the meeting. Commissioner Romano seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Harrington, Aye. Motion passed.**

**Meeting adjourned 3:35pm**

**Respectfully submitted,  
Michaela A. Thompson  
Recording Secretary**