

**MINUTES**  
**Annual Meeting**  
**Wednesday, June 24, 2020, at 7:00 PM**

**Present via Zoom Meeting**

|                              |   |
|------------------------------|---|
| Commissioners:               | John G. Harrington, Bill Martin, Ronald W. Wetmore  |
| Superintendent:              | Robert J. Delaney   |
| Business Director/Treasurer: | Lisa M. Valcich   |
| District Counsel:            | Atty. James Hall, Sr.   |
| Moderator:                   | Atty. James Hall, Sr.   |
| Zoom Coordinator:            | Shannon Rowe  |
| Participants:                | Pat Wojtas, Billy McCarthy, Jr. Christine McCarthy, Edie Martin, Marc Gibbs,<br>Rick Ramono, Kristen Franzione, Jennifer Poor, Sandi McCarthy, Billy McCarthy, Sr.<br>Dave Norris, Lisa Norris, Jimmy Rogers, Karen Rogers, Jackie Soohoo |
| Attendees:                   | Amy Mace, Todd Melanson   |

**Pledge of Allegiance**

Commissioner Martin began the meeting at 7:00 p.m. with the pledge of allegiance.

**Dedication:** Commissioner Martin would like to take time to highlight that the District is dedicating this year's annual book to Robert E. Doak, who served the Chelmsford Water District for 44 years. Mr. Doak passed away on New Year's Eve. Bob worked tirelessly leading the district into the 21<sup>st</sup> century with updated water main infrastructure and the construction of the Riverneck Water Treatment Plant.

Bob had great leadership qualities, he was a teacher, instructor and mentor to many of the present employees currently working here at the District. He led by example; a true professional in every sense of the word. He was dedicated, dependable, and committed to serving the people and the District with pride and class.

**Appointment of Moderator**

Commissioner Martin moved to appoint Atty. James Hall, Sr. as moderator. Motion was seconded by Commissioner Wetmore and voted by Role Call. Motion carried unanimously.

Recognizing a quorum present, Moderator Atty. Hall called the meeting to order.

**Reading of posting and warrant**

Moderator Atty. Hall read the return of service of warrant. Due to Covid restrictions which had all physical locations closed to the public, the warrant was posted in the following locations: 20 Watershed Lane, front door, Chelmsford Water District Website, agenda and meeting posted in the Lowell Sun newspaper on two separate occurrences, with link to warrants, and posted on the Town of Chelmsford Website. Warrant was also available in annual book available upon request. Commissioner Harrington moved to accept the posting of the warrant. Motion was seconded by Commissioner Wetmore and voted by role call. Voted by Role Call. Motion carried unanimously.

Commissioner Wetmore moved to waive the reading of the warrant, as each warrant article will be read as the meeting proceeds. Motion was seconded by Commissioner Harrington and motion carried unanimously.

**UNDER ARTICLE 1.**

Commissioner Harrington moved that the District accept the ballots and report on the results of the election. The results were: 100 votes for Bill Martin, 9 Vincent Street, 69 votes for Joe Ready, 9 Turnpike Road, 1 vote for Joseph Ready, 31 Clover Hill Drive, 1 vote for Joe Ready, 207 Mill Road, 4 votes Joe Ready, no address listed and 3 votes Bill Martin that were disqualified as the voters also signed ballot as a write in. Bill Martin was official winner for the office of Commissioner, for the term of three years. Motion was seconded by Commissioner Wetmore and carried unanimously. Commissioner Martin was duly sworn in by Commissioner Wetmore on June 10, 2020.

#### **UNDER ARTICLE 2.**

Commissioner Martin moved that the reports of the Water Commissioners, Treasurer and Auditor be accepted and received as printed in the Annual Report. Motion was seconded by Commissioner Wetmore and carried unanimously.

#### **UNDER ARTICLE 3.**

Commissioner Wetmore moved that the District vote to raise and appropriate \$5,244,710.82 as printed in the Annual Report to defray District charges for the ensuing fiscal year 2020-2021. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously.

#### **UNDER ARTICLE 4.**

Commissioner Harrington moved that the District vote to authorize the Treasurer, with the approval of the Board of Water Commissioners, to borrow in anticipation of the revenue of the fiscal year beginning July 1, 2020, in accordance with the provisions of General Laws, Chapter 44, Section 4, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of the General Laws, Chapter 44, Section 17. Motion was seconded by Commissioner Wetmore and voted by role call. Motion carried unanimously.

#### **UNDER ARTICLE 5**

Commissioner Wetmore moved that the District vote to raise and appropriate, borrow or transfer from available funds the sum of **\$50,000.00** to allow the Board of Water Commissioners to purchase and equip a new 4-wheel drive truck with 8-foot utility body and further, to authorize the Board of Water Commissioners to trade, sell or otherwise dispose of a 2010 Ford F150 truck, or act in relation thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously.

#### **UNDER ARTICLE 6**

Commissioner Harrington moved that the District vote to raise and appropriate, borrow or transfer from available funds the sum of \$45,000.00 to allow the Board of Water Commissioners to purchase and equip a new Transit T250 cargo van, AWD and further, to authorize the Board of Water Commissioners to trade, sell or otherwise dispose of a 2009 F150 truck, or act in relation thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously. Motion was seconded by Commissioner Wetmore and voted by role call. Motion carried unanimously.

#### **UNDER ARTICLE 7**

Commissioner Wetmore moved that the District vote to raise and appropriate, borrow or transfer from available funds the sum of \$40,000.00 to allow the Board of Water Commissioners to purchase and equip a new 4-wheel drive SUV, and further, to authorize the Board of Water Commissioners to trade, sell or otherwise dispose of a 2009 Ford Escape, or act in relation thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

#### **UNDER ARTICLE 8**

Commissioner Harrington moved that the District vote to raise and appropriate, borrow or authorize the Board of Water Commissioners to transfer from available funds the sum of \$150,000.00 to an account for Rehabilitation of the Summit Storage Tank and Appurtenances, or take any other action relative thereto. Motion was seconded by Commissioner Wetmore and voted by role call. Motion carried unanimously

#### **UNDER ARTICLE 9**

Commissioner Wetmore moved that the District vote to raise and appropriate, borrow or to authorize the Board of Water Commissioners to transfer from available funds the sum of \$400,000.00 to an account for the water main looping of Somerset Place to Littleton Road, or take any other action relative thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

**UNDER ARTICLE 10**

Commissioner Harrington moved that the District vote to raise and appropriate, borrow or to authorize the Board of Water Commissioners to transfer from available funds the sum of \$50,000.00 to the existing account for Security System Upgrades, or take any other action relative thereto. Motion was seconded by Commissioner Wetmore and voted by role call. Motion carried unanimously

**UNDER ARTICLE 11**

Commissioner Wetmore moved that the District vote to raise and appropriate, borrow or to authorize the Board of Water Commissioners to transfer from available funds the sum of \$50,000.00 to the existing account for Smith Street Treatment Plant, or take any other action relative thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

**UNDER ARTICLE 12**

Commissioner Harrington moved that the District will vote to authorize the Board of Water Commissioners to close out and transfer the remaining unexpended funds of \$237,847.58 from Barnes Terrace account to an account for Infrastructure of Water Main, or take any other action relative thereto. Motion was seconded by Commissioner Wetmore and voted by role call. 17 votes yea, 1 abstention. Motion Carried.

**UNDER ARTICLE 13**

Commissioner Wetmore moved that the District will vote to raise and appropriate, borrow or authorize the Board of Water Commissioners to transfer from available funds the sum of \$150,000.00 for additional funding to the account for the Rehabilitation of Mill Road Well 1, or take any other action relative thereto. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

**UNDER ARTICLE 14**

Commissioner Harrington moved that the District will vote to authorize the Board of Water Commissioners to transfer \$17,000.00 of unexpended funds from the Hot Box account to the account for rehabilitation of Mill Road Well 1, or take any other action relative thereto.. Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

**UNDER ARTICLE 15**

Commissioner Wetmore moved that the District vote to authorize the Board of Water Commissioners to close and transfer the remaining unexpended funds from the following accounts to the account for the rehabilitation of Mill Road Well 1 or take any other action relative thereto:

|   |              |
|---|--------------|
| Account   |              |
| Amble and Robin Hill Tank Cleaning and Painting | \$ 23,909.34 |
| Truck 5 4 -wheel drive truck                    | \$ 2,625.70  |
| Truck 12 4 -wheel drive truck                   | \$ 3,119.82  |
| One-ton pick-up truck w/sander                  | \$ 5,287.82  |
| 2019 SUV  | \$ 1,120.30  |
| New Garage                                      | \$ 5,732.77  |
|   | \$ 41,795.75 |

Motion was seconded by Commissioner Harrington and voted by role call. Motion carried unanimously

Moderator Atty Hall asked if there were any other matters to bring forward. Hearing none he requested a motion to adjourn.

**MOTION TO ADJOURN**

Commissioner Wetmore moved to adjourn and dissolve this meeting at 7:42 PM. Motion was seconded by Commissioner Harrington and carried unanimously.

Respectfully submitted,

Lisa M. Quatrale

Minutes certified by: \_\_\_\_\_  
Ronald W. Wetmore, Clerk

Date \_\_\_\_\_