



# Chelmsford Water District

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[www.chelmsfordwater.com](http://www.chelmsfordwater.com)

**CHELMSFORD WATER DISTRICT  
REGULAR COMMISSIONERS' MEETING  
April 19, 2023**

**PRESENT:** Commissioners: Ronald W. Wetmore  
John G. Harrington  
Richard W. Romano  
Superintendent: Andy Reid  
Business Director/Treasurer: Lisa Quatralo  
Environmental Compliance Mgr: Todd Melanson  
Consultant: Robert Delaney  
Town Selectperson: Pat Wojtas  
Clerk/Recording Secretary: Michaela Thompson

Meeting opened at 1:00 p.m. with the Pledge of Allegiance.

- 1. Meeting opened at 1:00pm with the Pledge of Allegiance.**
- 2. Swearing in of Commissioner for term 2023 – 2026**

Michaela Thompson officially swore in Mr. Richard W. Romano as Commissioner for Term 2023 – 2026.

- 3. Organization of the Board of Water Commissioners was voted on and accepted as follows:**

Mr. John Harrington made a motion to nominate Ronald Wetmore to serve as Chairman for the CWD Board of Commissioners. Mr. Richard Romano seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Ronald Wetmore made a motion to nominate Richard Romano to serve as Vice-Chairman of the CWD Board of Commissioners. Mr. John Harrington seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Ronald Wetmore made a motion to nominate Lisa Quatralo as Treasurer of the District. Mr. Richard Romano seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Richard Romano made a motion to nominate Mr. Harrington as Assistant-Treasurer of the District. Mr. Ronald Wetmore seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. John Harrington made a motion to nominate Michaela Thompson as Clerk of the District. Mr. Ronald Wetmore seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Ronald Wetmore made a motion to nominate Richard Romano as Assistant-Clerk of the District. Mr. John Harrington seconded the motion. The Commissioners voted unanimously to approve the motion.

**Commissioners**  
Bill Martin, Chairman  
Ronald W. Wetmore  
John G. Harrington

**Operations**  
Andrew L. Reid, Superintendent  
Tel: 978.256.2931  
Fax: 978.244.1434  
E-Mail: areid@chelmsfordwater.com

**Administration**  
Lisa M. Quatralo, Business Director and Treasurer  
Tel: 978.256.2381  
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E-mail: lisa@chelmsfordwater.com

#### 4. Environmental Compliance Report – Todd Melanson

A document entitled “Environmental Compliance Manager’s Report Summary April 19<sup>th</sup> 2023” was distributed to the Board. **PFAS6 Update:** The PFAS numbers for the 1<sup>st</sup> quarter of 2023 were below the maximum contaminant level (MCL) that Mass DEP established.

**Discolored Water:** Mr. Melanson explained that discoloration can happen this time of year due to irrigation systems coming online, causing a change of flow in the system. This is explained further on the District website.

**Innovative Pathways Program:** Mr. Melanson represented Chelmsford Water District at the Governor’s visit to Chelmsford High School for the announcement of the Innovative Pathways program expansion. He gave a brief statement of why the District supports this program and its importance to the industry.

**Energy Program Update:** After reviewing quotes, Mr. Melanson recommended that the District continue using Sol Systems LLC for a two-year contract term. \$36.75 per credit.

**Commissioner John Harrington made a motion that the District contract with Sol Systems LLC for a two-year contract term. Commissioner Rick Romano seconded the motion. The Commissioners voted as follows: Mr. Harrington, Aye. Mr. Romano, Aye. Mr. Wetmore, Aye. Motion passed.**

#### 5. Superintendent’s Report – Andy Reid

A document entitled “Superintendent Report for April 2023 BoWC Meeting” was distributed to the Board. Items included: **Telecommunication Leases:** Mr. Reid stated that he is currently negotiating with Dish that has informally suggested an increase to 3% but he will know for sure next month. Once formalized in writing, he will bring updated bid form to the meeting for a vote. Mr. Reid informed the Commissioners that the Sprint/Nextel equipment is still on the Turnpike tank. Chairman Wetmore told Mr. Reid to send a demand letter stating that they are not honoring their contract and payments are due.

**Staffing:** Advertisement is out for a water service technician. Two other positions have been filled. Commissioner Harrington and Commissioner Wetmore agreed that there should be another discussion regarding on-call probation period. They requested that Mr. Reid come up with some suggestions and present them at a future meeting.

**Public Outreach:** Three webpages have been developed and are on the CWD website: [www.ChelmsfordWater.com](http://www.ChelmsfordWater.com)  
<https://www.chelmsfordwater.com/home/projects-page> - Information regarding projects.  
<https://www.chelmsfordwater.com/pfas> - Current information on PFAS on the “PFAS” tab.  
<https://www.chelmsfordwater.com/pfas/news/2023-district-annual-meeting> - PFAS Engineering warrant article is under the “PFAS” tab.

**Board of Health:** Mr. Reid reported that the Board of Health has updated their environmental impact section of the groundwater protection zone policy. He suggested three approaches the District could take. Commissioner Romano asked if Mr. Reid was looking to put language in the District’s Rules and Regulations. Mr. Reid said that he’s looking to add language that would protect the District’s wells from contamination. Commissioner Harrington said he would like Mr. Reid to gather more information for the Board.

#### 6. Business Director Report – Lisa Quatralo

Ms. Quatralo presented a document entitled “April 2023 – Business Director Report”. Items included:

**2023 Elections and Annual Meeting:** Nomination papers were received by the March 17, 2023 deadline from Marc Gibbs and Rick Romano. Rick Romano won a term from 2023 through 2026 by a total count of 98 (Romano) and 60 (Gibbs). Ms. Quatralo expressed the sincere appreciation the District has for Bill Martin who served on the Board of Water Commission from April 2011 through April of 2023 and how his tireless efforts contributed to the success of the Chelmsford Water District

**Audit Activity** – Administrative staff has begun working with Powers and Sullivan for FY23 audit.

**Custodial Credit Risk – Deposits** – Powers and Sullivan will provide a financial statement footnote regarding the Enterprise Bank deposits that are swept and held at various banks individually that are below the \$250,000 threshold for FDIC coverage.

**Personnel** – New job posted on Indeed and the Mass Municipal Association (MMA).

**LIHWAP** – Low-Income Water Assistance Program from the Department of Housing and Community Development has gone live. The District has received notification that approximately 33 accounts have submitted requests for help in paying their utility bill.

**Non-Payment of Accounts – Potential Shutoff** – Since the pandemic, the District refrained from shutoffs and placed accounts on potential lien list for the Town. These accounts are being reviewed and several will be contacted for shutoff.

**Massachusetts Homeowner Assistance Fund** – The District received \$514.29 from MHP for one customer that was in arrears.

**Meter Replacement Program** – Waiting on approval of Meter Capital Budget at annual meeting to finalize.

**Irrigation SOP Meeting** – SOP program is making progress. Finalization expected soon.

**District Financial Policy Guidelines** – Work in Progress. Plan is to finalize and have adopted by Board of Water Commissioners FY23.

**Annual Meeting Review** - The Commissioners reviewed the outline prepared for the upcoming annual meeting. Ms. Quatrala distributed reports for March, FY2023 which included Expense and Revenue, Expense Breakdown, Capital Snapshot and Enterprise OPEB and Investment Accounts. Reports were reviewed and discussed

7. Ronald Wetmore – Commissioner Wetmore stated that he is looking forward to the new year.

8. **Richard Romano** – Commissioner Romano stated the same.

9. **John Harrington** –

**School Irrigation** - Commissioner Harrington asked for an update on the Center School's irrigation inquiry. Superintendent Reid stated that he communicated to the Town the cost-effective ways to run irrigation and reviewed the District's Water Management Program. The Commissioners were in agreement with the permit approval for the school.

**Unmetered Sprinkler Line for Soccer Field** – Commissioner Harrington requested that a meter be put in the pits on the sprinkler line located in the soccer field on Graniteville Road. Although the usage is minimal it will be accounted for.

10. **New Business** – Superintendent Reid asked the Board for permission to send a letter of support to the Town supporting their efforts in applying for the MVP grant.

11. **Previous Minutes** - Motion to approve the minutes of the Commissioners' Regular Meeting of March 15, 2023 was made by Commissioner John Harrington, seconded by Commissioner Rick Romano. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. Motion passed.

12. **Meeting adjourned** – Motion to adjourn was made by Commissioner Harrington. The motion was seconded by Commissioner Romano. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. Motion passed. The meeting adjourned at 3:25p.m.

Respectfully submitted,

Michaela Thompson  
Recording Secretary