



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING April 20, 2022

PRESENT:

Commissioners	John G. Harrington
	Bill Martin
Superintendent	Andy Reid
Business Director/Treasurer	Lisa Quatralo
Environmental Compliance Manager	Todd Melanson
Recording Secretary	Ruth Anne Blair
Town of Chelmsford	Pat Wojtas

Commissioner Martin called the Regular Meeting of the Commissioners to order at 1:00PM with all reciting the Pledge of Allegiance.

Commissioner Election – There were 29 ballots cast and 29 ballots were for John Harrington.

Commissioner Harrington was sworn in by Commissioner Martin.

It was decided to hold the reorganization until Commissioner Wetmore is present.

Environmental Compliance Report – Todd Melanson

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated April 20, 2022.

PFAS – Compliance readings for first quarter 2022 averaged below 20. MassDEP has determined that the water rebate plan would be the chosen option if the District violates the MCL again. MassDEP has mandated a permanent solution to the Crooked Spring WTP contamination. We now have a stricter timetable and requirements. Class Action Suit – nothing has been received since our last correspondence with them.

Energy Program – Solar REC Credit Sales – Vintage 2021 – transferred and sold 559 credits at \$18.50/credit for \$10,341. Vintage 2022 and 2023 will be 550 credits at \$35.00xcredit - \$19,250/year. National Grid billing – working with their new website which allows bills to be downloaded as soon as they are available. This allows them to be submitted to accounts payable sooner, thus eliminating double billing issues.

DBR2 Concerns – Last year's high numbers will continue to be a concern until they come off the OEL calculations. The compliance calculations will clear with the August sampling.

243 Riverneck Rd Property – New owners, new design and a two-year permit extension. Any development on this property will impact the District's Riverneck wells. Commissioner Martin requested Mr. Melanson be prepared to present all options the District could/should be prepared to take to protect these wells, including looking into the Drinking Water Supply Protection Grant.

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

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1 Boston Rd/44 Center Street – The structure is coming along. The Town has purchased the parking lot and it will remain a parking lot for the Center.

Apollo Drive Development – concerns over local re-introduction of wastewater locally. Current regulations only cover de-Nitrification, not new contaminants.

Outreach – PFAS/District - Library presentation – April 27th, evening, virtual, one hour (presentation and questions). Schools – Confirmed High School, working on access to Middle Schools. City Line – April 21st 7-8AM.

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale's report for March 2022 activity was presented, with backup documentation on FY2022 Expenses vs Revenue, FY22 Article Balances and Enterprise Investment and OPEB accounts. Ms. Quatrale presented the district's annual elections and meeting timeline. Elections were held on 4/11/22 and the annual meeting will be held on 4/27/22.

HR – Warrant Article 20 addresses fully-funding premiums for retired employees over 65 and dependents. Ms. Quatrale is researching and preparing for queries about “fully” funding versus “partial” funding being appropriate. As discussed, the District's OPEB investment account is fully funded and can ONLY be used for payment for retiree's health care expense. Through careful investments, the District auditor, our legal team, as well as Enterprise Investment team have issued opinion that the District can fully fund retiree's healthcare for those that are Medicare eligible and maintain a healthy reserve for all future retirees. Reviewed disability policies and FMLA guideline and processes and subsequent actions. Reviewed payroll intercept from MassDOR and subsequent actions. Flexible spending account notifications were distributed to staff.

Legal – Reviewing internally the District's annual adoptions of Massachusetts General Laws to assure compliance of practices and to include any omitted MGLs on 2023 Warrant. The results will be reviewed with Attorney Hall this calendar year.

Billing – 391 Backflow bills will be included with business quarterly billings. The “team” did an excellent job of organizing this information to achieve this goal. The next goal is to see if Vadar will be able to include this information in their system.

Insurance – A claim for the loss of power at Crooked Spring WTP due to outside issues has been submitted to our insurance carrier in the amount of \$5,215.35. This is a test to determine if these types of incidents are covered. Commissioner Martin asked Mr. Melanson if we should have backup batteries in place to eliminate these kinds of expenses. Mr. Melanson felt the DEP might not like them being stored there in a residential zone. Mr. Melanson felt the DEP regulations wouldn't allow them being stored there in a well head protection zone.

Audit FY22 – Our new auditors indicated that Ms. Quatrale's process for handling the new infrastructure fees is on the right track. The in-person audit will take place on July 18th and 19th. The District has provided the new auditors a substantial amount of information for their system.

Election and Annual Meeting – The Election was held on April 11, 2022. John G. Harrington was re-elected as Commissioner. The Annual Meeting is scheduled for April 27, 2022.

Payroll – Ms. Quatrale discussed with HR attorney laws regarding OT payments when employees had sick time used during the week. Conclusion of this discussion solidified the District's policy of payment for OT will not be made until the employee has reached 40 hours worked exclusive of sick time. (OT will not be paid until employee has reached 40 hours worked inclusive of vacation or personal time used).

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report" dated April 20, 2022 was distributed to the Board.

T-Mobile Amendment to Cell Contract: Rent for Space for backup Generator– A motion to accept the contract as presented to the Board was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye and motion passed unanimously.

Westlands' pipe replacement project – Six bids were received. Low bidder, Blue Diamond Equipment Co. LLC, was vetted and received good recommendations. **A motion to accept the Blue Diamond Equipment's base bid and Alternate #1 and #2, contingent on warrant article passing at District Annual Meeting, was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye and motion passed unanimously.**

RFQ Crooked Spring Treatment Plant PFAS removal – Mr. Reid presented the timeline for the next steps. Commissioner Martin will not be available for the May 9th Evaluation Committee Meeting on the Designer short list. Mr. Reid will send a copy of the proposal to the Commissioners for their review.

State Auditor's survey request – Mr. Reid received a request from the state auditor's office regarding a survey they plan to launch regarding structure, finances and operations of water, fire and sewer districts. Mass Water Works Assoc. has requested an overview of this survey from the Auditor's office. Mr. Martin is interested in what Mass Water Works Assoc.'s opinion is about this request. Mr. Reid to follow up. The District will not go any further on this until more information is available.

Annual Presentation Slides – A draft copy of the slides were presented. The BoWC found the draft acceptable and picked the May 23, 2022 date to present to the Select Board .

Crandall Property – Mr. Crandall has indicated that he might be interested in selling a portion or all of the 243 Riverneck Road property. This would depend on Town approvals or disapprovals. Mr. Reid will continue conversation with Mr. Crandall.

Apollo Dr. Development – Hi-Tech development in this area brings up the issue of where discharged water would go, since the potential discharge is located close to the Riverneck Wellfield. The board discussed options for potential treatment of the waste treatment prior to disposal included drinking water level treatment . Mr. Reid will start a conversation with the Board of Health about this.

OPEN

Commissioner Harrington –

- What are the plans for removal of the beaver dams? Mr. Melanson has walked part of the location that was accessible to him, but he needs additional support (kayak, drone, etc) to go any further. Mr. Melanson will look into the legalities of our using our drone. Mr. Reid suggested that this wait until the fall as there are other, more pressing issues to address now.
- Are there any plans for the stump and brush piles on CWD property? Remove or let them decay into the ground.

OLD

The area where the plows are stored needs to be graveled or paved or drainage fixes. A good use for "leftover" funds.

Annual Meeting is scheduled for April 27th at 7:00PM.

Next Commissioners' Meeting scheduled for May 18th at 1:00PM

Next Work Session: Mr. Reid to solicit dates and times that work for all members. .

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**Motion to adjourn was made by Commissioner Harrington, seconded by Commissioner Martin.
Commissioner Harrington voted Aye, Commissioner Martin voted Aye and motion passed unanimously.**

Meeting adjourned at 2:50PM.

Ruth Anne Blair
Recording Secretary

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