



# Chelmsford Water District

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## **Minutes Regular Meeting Wednesday, April 11, 2018**

**Present:** Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance Manager: Todd Melanson  
Recording Secretary: Gail Wilkish

1. **Meeting was opened at 4:00 p.m. with the Pledge of Allegiance.**
2. **Swearing in of Commissioner for term 2018-2021.**

Commissioner Harrington officially swore in Mr. Wetmore as Commissioner for term 2018-2020.

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

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

Mr. Harrington made a motion to nominate Mr. Wetmore to serve as Vice Chairman of the CWD Board of Commissioners. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Harrington made a motion to nominate Mr. Wetmore to serve as Clerk of the CWD Board of Commissioners. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Wetmore made a motion to nominate Ms. Valcich to serve as Treasurer of the CWD. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the Motion.

Mr. Wetmore made a motion to nominate Mr. Harrington to serve as Assistant Treasure of the CWD. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioners' Meeting - 4/11/2018 was distributed and supporting documentation was reviewed, discussed and questions addressed item-by-item. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation and Withdrawal, and Outreach.

**5. Superintendent's Report – Robert Delaney**

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – April 11, 2018. The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Riverneck WTP Aeration Tower Cleaning, Service and Water Main Breaks, Hydrants, Crooked Spring WTP Media Replacement, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Turnpike Tank Painting and Rehab, Chelmsford Woods Looping of Water Main, and Lamplighter Green Sewer Line District Property Update.

Mr. Delaney requested that the Board of Water Commissioners to vote and approve awarding the contract for the exterior painting and rehab of the Turnpike Tank to Worldwide Industries Corporation in the amount of \$217,610.00.

Mr. Harrington made a motion to award the contract for the Turnpike Tank exterior and rehab to Worldwide Industries Corporation in the amount of \$217,610.00. The motion was seconded by Mr. Wetmore. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye, Mr. Martin, Aye. And Mr. Wetmore, Aye. The motion was unanimously approved.

**6. Business Director/Treasurer's Report – Lisa Valcich**

Other Items

Ms. Valcich provided updates on the following items: Account 7431, Chelmsford Village Account 8603, East Chelmsford Water District, Account 8722 – 8725 276 Mill Road Condo's, and Verizon Cell Tower Monthly Increase.

Financial Reports and Analysis

FY 2018 March YTD Financials including Expenses, Revenue and Account Summary, were distributed, reviewed, discussed, and questions addressed.

Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed Including the Enterprise OPEB Account and Enterprise Investment Account as of March, 2018.

**7. Open Session**

There was no information offered in Open Session.

**8. Ronald Wetmore**

Mr. Wetmore had no new information to report.

**9. Bill Martin**

Mr. Martin had no new information to report.

**10. John Harrington**

Mr. Harrington discussed removal of brush situation on Smith Street and, also, hot top with drainage capabilities.

**11. Old Business/Action Items**

There was no Old Business, Action Items discussed.

**12. New Business**

There was no New Business discussed.

**13. Previous Minutes**

Regular Meeting: 14 March 2018 - 1:00 PM

Mr. Wetmore made a motion to approve the minutes of March 14 ,2018. Mr. Martin seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye, and Mr. Martin, Aye. The motion was unanimously approved.

Regular Meeting: 14 February 2018 – 4:00 PM

Mr. Wetmore made a motion to approve the minutes of February 14, 2018 meeting as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye, and Mr. Martin, Aye. The motion was unanimously approved.

**14. Upcoming Meetings**

- Regular Meeting: 09 May 2018 – 4:00 PM
- Annual Metting: 25 April 2018 - 7:00 PM

**15. Meeting Adjournment**

The meeting was adjourned at 5:35 PM on a motion by Mr. Harrington. The motion was seconded by Mr. Wetmore. The Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye, and Mr. Marting, Aye. The motion was unanimously approved.

Respectfully submitted,  
Gail Wilkish  
Recording Secretary