

Minutes
Regular Meeting
Wednesday, April 10, 2019

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore-(remotely)
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Gail Wilkish
Robert Doak
Pat Wojtas

1. Meeting was opened at 1:20 p. m. with the Pledge of Allegiance.

2. Swearing in of Commissioner for term 2019-2022.

Commissioner Martin officially swore in Mr. Harrington as Commissioner for term 2019-2022.

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

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

3. Compliance Report – Todd Melanson

A document titled “Environmental Compliance Manager's Report Water Commissioners' Meeting: 04/10/2019 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 – Coordinating Spring School presentations: McCarthy, Parker, and High School. USGS Chart, and Cumulative Precipitation Graph.

4. Superintendent's Report – Robert J. Delaney

A document titled, “The Superintendent's Report, April 10, 2019 was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Riverneck WTP, Locke Road Booster Station, Locke Road Tank/Fire-Police Antenna, Service and Water Main Breaks, Hydrants, Town Grinding Roads/Preparation of Paving, Employees-Colonial Life Benefits Presentation, Turnpike Road Rehab/Air Exchange System, Stand-by Generators, 2019 Spring/Summer Projects, and Lamplighter Green.

5. Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich provided updates on the following items: Account Notes: Workers Compensation Update, Review of Personnel Guide for Workers Compensation, To date, we have not received a response back from East Chelmsford Water District.

Financial Reports and Analysis

March 2019 Expense-Revenue Snapshot, March 2019 Ending Capital Balance, including Expenses, Revenue, and Account Summary were distributed, reviewed, discussed and questions answered. The report that compares billed water vs pumped water was discussed. Mr. Wetmore asked about the significant decrease in water pumped between August, 2018 to current report. Mr. Martin indicated that we should include this topic for analysis at the next scheduled work session. He indicated while we were looking at decrease in water pumped an analysis should be done on water rates to assure they are in line with future water demand.

Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed including Enterprise OPEB Account, Enterprise Investment Account, and Capital Accounts.

6. Ronald Wetmore

Ronald Wetmore had no new information.

7. Bill Martin

Personnel Guide – Reviewed documentation presented by Lisa Valcich relative to Worker's Compensation laws and CWD employee guide. Ms. Valcich explained that there was no clear guidance in the employee handbook on accrual of sick time and vacation time when an employee is out on workers compensation. Continue evaluating the accrual of sick and vacation time during workers compensation and disability. Mr. Martin recommended that the commission schedule a work session to discuss further and to finalize a decision. During this review, the current employee that is out on workers compensation will accrue sick and vacation time during his absence and update will be approved by commission after review.

8. John Harrington

Special election to take place if vacancy occurs before annual election. Possible change in by-laws. Mr. Wetmore asked that the current CWD by laws be reviewed to see if there are specific guidelines in place. If not, the commission felt that within 60 days of a vacancy, the Commission should advertise and fill position by special election.

9. New Business

Pat Wojtas indicated that she believes the best date for Water District to be placed on the Selectman agenda will be May 20, 2019. Presentation for Selectmen's meeting will be reviewed at the next work session.

9. Previous Minutes

A motion to approve the March 13, 2019 Minutes was made by Mr. Wetmore. 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 Commissioners voted unanimously to approve the minutes.

10. Upcoming Meetings

Annual Meeting: Wednesday, April 24, 2019 at 7:00 PM

Regular Meeting: Wednesday, May 8, 2019 at 1:00 PM

11. Meeting Adjournment

The meeting was adjourned at 3:02 p. m. 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. Martin, Aye. The motion was unanimously approved.

Respectfully submitted,

Gail M. Wilkish
Recording Secretary