



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING APRIL 14, 2021

**PRESENT:** Commissioners: John G. Harrington  
Bill Martin  
Ron Wetmore  
Superintendent: Andy Reid  
Business Director/Treasurer: Lisa Quatrale  
Environmental Compliance: Todd Melanson  
Recording Secretary: Ruth Anne Blair  
Bob Delaney  
Pat Wojtas (Town)  
Stephen Koff (water taker)

Meeting opened at 1:08PM with the Pledge of Allegiance.

Ron Wetmore was elected for another three-year term on the Board of Water Commissioners at the election held on Monday, April 12, 2021. He expressed his appreciation for the support shown for him by the water takers. Mr. Wetmore was sworn in by the Chairman, Bill Martin. **A motion made by Mr. Wetmore, seconded by Mr. Harrington, was to keep the officers of the Board of Commissioners' as they currently are. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.**

### Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated April 14, 2021 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

**ENERGY UPDATE** – Mr. Melanson requested direction to start pursuing prices on a new array credit sales agreement. Prices have jumped from \$18 to \$43 since January. Our average production is +550 .

**A motion to renew our current agreement for 2022 at \$43 per credit, allowing Mr. Reid to sign the agreement. Motion was made by Mr. Wetmore, seconded by Mr. Harrington . Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.**

**DISTRICT ISSUES** – Based on dry weather and early fire forest danger the Executive Office of Energy and Environmental Affairs has declared most of MA, including our region, in a Level 1 Drought. Our summer management plan is typically more restrictive than other districts and will remain the same unless the weather stays dry and things worsen.

**PFAS6** – Our website contains information about our 1<sup>st</sup> Quarter compliance numbers as well as our new

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#### Commissioners

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

#### Operations

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CCR or Annual Water Quality Report. The 2<sup>nd</sup> quarter monitoring round has begun. After being awarded the PFAS Engineering Grant, we have started to work with Weston and Sampson on what needs to be done. Completion date is June 30<sup>th</sup>. Mr. Melanson clarified the reasons No. Chelmsford Water District did not qualify for the grant. Their current process already includes GAC as an active component due to the production of Chlorate in their treatment process. MA DEP considers this to be a working PFAS treatment system. They currently have no finished water detections. The latest PFAS Update and Summary was attached to the report as well as associated graphs and tracking.

**DISTRICT ISSUES** – Completed all three Annual State Reports: ASR, CCR and the Tier 2 reports. Concord Permit OTC on hold until completion of the annual reports and Vulnerability Assessment under AWAI of 2018, which are due June 30<sup>th</sup>.

Attached to Todd's report were graphs showing Precipitation Tracking, Groundwater Monitoring Wells, Massachusetts Drought Status graph and a USGS Concord River/River Meadow Brook discharge statistics report.

Questions were asked and answered, item by item.

### **Superintendent's Report – Andy Reid**

A document titled "Superintendent's Report" dated April 14, 2021 was distributed to the Board. Mr. Reid summarized the contents of his report which covered:

**INSURANCE** - The Town is drafting an IMA regarding insurance coverage for CWD employees that assist the Town with snow plowing. Also, discussed was how best to coordinate on grants that both the Town and the District would be applying for so there is no duplication of effort.

**EAST CHELMSFORD WATER DISTRICT IMA** – Mr. Reid was contacted by Robert Conroy of ECWD to indicate they were working on an emergency interconnection IMA, as it relates to their planned water tower painting. The IMA was available for this meeting. CWD had provided ECWD a sample template for them to use in the creation of this IMA. ECWD actually used the template itself. The template was incomplete as it only contained one ECWD signature and no lawyer's signature. Mr. Reid will contact ECWD to obtain the necessary signatures and then forward the completed IMA to our lawyer.

**SERVICE LINE WORK** – Mr. Reid had discussions with Attorney Hall and our Distribution staff regarding CWD's current policy/potential liability when work is performed on private lines and appurtenances. He provided three possible changes to our current policy. After much discussion, it was decided to keep the status quo and not make any changes.

**RANDALL PROPERTY** (Canal St. Zone 1) – Mr. Reid spoke to Ms. Pempsell about obtaining a P&S extension to May to allow us to complete the site inspection report. Ms. Pempsell indicated the family has requested the property be named after the family. CWD will recognize the family.

**WELL CLEANING AND REDEVELOPMENT UPDATES** – Due to multiple well cleanings, redevelopments, repairs, and replacements the current budget System Reserve Line Item will be exhausted/over. This issue is being actively managed.

**BOARD OF WATER COMMISSIONERS ACTION ITEMS** – Mr. Martin was approached by the "Bluebird Lady" about leaving the bluebird boxes on the Misty Meadows property for now. Mr. Martin gave permission to do so.

Direction on the PFAS retainer, Canal Purchase, Personnel Policy, Bylaws, and Rules and Regulations.

Questions were asked and answered, item by item.

### **Business Director/Treasurer's Report – Lisa Quatralé**

Ms. Quatralé's report for March 2021 activity was presented.

**ACCOUNTS RECEIVABLE** – Continue to monitor A/R closely. The water rates A/R continue to increase. We are still encouraging water takers to take advantage of our on-line bill payer system. There was discussion about the District's water shut-off policy for water takers that are historically behind in their payments. She provided a spreadsheet that showed the increase in A/R from year end June 30, 2019 to year end June 30, 2020. As of March 2021, there are no restrictions on water providers as it pertains to interest payments, penalties, and shutoffs. Second Notices have been sent to customers who have not attempted to pay water bills in one year or more.

**FREE CASH** – We still have not received official notification of our free cash from DLS. Response from DLS is that it will be certified before our annual meeting (April 28<sup>th</sup>). The District has submitted free cash on the DLS gateway annually. It appears that this year, they have additional questions and there is some confusion as to Accrual Basis. Modified Accrual Basis or Cash basis accounting. Maureen Mara has had to do an analysis mapping of our existing financials into the DLS modified method. Free cash cannot be spent until it is certified.

**ANNUAL MEETING** – The date for the District's Annual meeting is April 28. Notices have been posted in the Lowell Sun, on the CWD website, on the Town website and the front door at 20 Watershed Lane. In addition, the Constable physically posted the notices at the library, town hall, and postoffice.

**RUSSELL MILL** – The Millstream Foundation has sent CWD a proposal of \$510,000 as a sale price for the 97 and 99 Mill Road property. Attorney Hall indicated that the appraisal of the property may not be a true representation of its true worth as the appraiser was not aware of the costs to maintain this property and the dam restrictions with state testing, etc. The new appraisal outlines the projected costs of annual maintenance of the property as well as liability.

**CLASS ACTION** – A conference call was held with members of the Napoli Law Firm, Clinton, MA, lawyers in the class action suit against the manufacturers of the chemicals creating PFAS found in drinking water that can potentially cause severe health issues. A draft retainer agreement was forwarded to Attorney Jim Hall for his opinion. He had concerns about the contract as it was a New York template. Contract was forwarded to District Attorney for review and he suggested not to sign the NY template contract as presented. Attorney Hall contacted Hank Naughton of Napoli Law Firm and Mr. Naughton had the contract changed from NY to MA and removed language associated with expenses. A certified letter was received by Chairman Bill Martin from M. Sandman of Rodman, Rodman and Sandman, PC (a second law firm associated with the PFAS class action suit) located in Malden MA. This was forwarded to Attorney Hall, who recommended CWD vet both candidates and then choose the best of the two. Rodman, Rodman, and Sandman would receive 30% plus incurred costs. Napoli would receive 25% with no incurred costs. **A motion to have the Chairman sign the retainer agreement and send it back to the Napoli Law Firm was made by Mr. Wetmore, seconded by Mr. Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support**

**PFAS TREATMENT GRANT** – The district has received a PFAS Treatment Grant of \$199,999.

Superintendent Andy Reid will be the Project Manager of this grant.

**RANDALL PROPERTY/0 Billerica Road** – Purchase and Sale Agreement for this property is in the amount of \$6,000. This will be included on warrant as follows:

**Article 14** *To see if the District will vote to raise and appropriate, borrow or to authorize the Board of Water Commissioners to transfer from available funds the sum of \$10,000.00 to purchase property located at 0 Billerica Road, Chelmsford, Massachusetts (Map 1119 Book 0001, Lot 49785) MassDEP Zone 1 requirements and take any action relative thereto.*

The difference between the \$6,000 purchase price and \$10,000 in the article is for Environmental Testing and closing costs.

**FY2020 LIENS** – A spreadsheet of current liens was included. There was discussion pertaining to the outstanding lien on 10 Independence Dr (Radisson Hotel, currently closed). There is a leak somewhere which results in approximately +5,000 gallons of water going through the meter every day. CWD has requested permission to shut off the water supply at the backflow, but was denied permission. The Fire department needs water for the fire suppression system. CWD would like to get legal authority to access the building to investigate this issue. Response from the owner indicated that they will take care of the leaks as soon as possible and do their best about the payment issue. Ms. Quatralle will consult Attorney Hall about this issue.

**FINAL WATER READINGS** – Nineteen final readings were completed in March. Questions were asked and answered, item by item.

## OPEN SESSION

**WATER TAKER, MR. STEPHEN KOFF** – Mr. Koff was present, due to the fact that Michaela, in our business office, noticed that his water meter readings have been increasing over the last few months to almost double his normal readings. She contacted Mr. Koff and informed him about this, suggesting he might have a leak somewhere. Mr. Koff indicated that they had been remodeling their basement and when he investigated, he found the toilet had been leaking and running down the wall. He had been paying the bills and not noticed the increased usage until alerted by Michaela. He was in attendance to ask for some type of rebate/abatement back to his normal usage in the first quarter of 2020, because he had not really been “using” the water. This request was not granted. He agreed to make a partial payment of the current invoice now, and then more later. He was also informed that this high usage would affect his sewer bill as that is based on water usage. He requested a letter stating the reason for the higher usage that he could take to the Sewer Dept. It was agreed that a letter from CWD to him would be drafted stating those facts.

**ELECTION** - Joe Ready (second candidate for Commissioner at Election), has requested copies of the voter lists from the recent election. He was informed that per District by-laws, the paperwork remains locked in the ballot box for 30 days after the election. At the end of the 30 days the box can be opened, and copies can then be made available for Mr. Ready.

**AVAIL CONTRACT** – AVAIL submitted four quotes for (1) Vulnerability Scan, (2) two-factor authentication, (3) IT support for Riverneck WTP, (4) Anti-Phishing campaign. Mr. Reid will remain in regular contact with AVAIL. After reviewing contracts, the Commissioners approved a vulnerability scan in FY21 BUDGET AND THE REMAINDER TO BEGIN IN FY22.

## NEW BUSINESS

Bill Martin – None

Ron Wetmore – Mr. Wetmore mentioned that he had an occasion to call AVAIL for IT support at his home office. They were very responsive and professional.

John Harrington – Asked if there was any change to the status of the Russell Mill Trust/Green property.

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**PREVIOUS MINUTES**

Motion to approve minutes of Commissioners' Meeting of March 10, 2021 was made by John Harrington, seconded by Ron Wetmore. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

Motion to approve minutes of Commissioners' Work Session of March 10, 2021 was made by Ron Wetmore, seconded by John Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

**NEXT MEETING SCHEDULE**

Annual Meeting April 28, 2021, 7:00PM, to be held in the garage, per COVID-19 restrictions.

Commissioners' Regular Meeting May 12, 2021 at 1:00PM

A motion to adjourn the meeting was made by Mr. Wetmore, seconded by Mr. Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support. Meeting adjourned at 3:10PM.

Ruth Anne Blair  
Recording Secretary

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