



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING AUGUST 21, 2019

PRESENT: Commissioners: John G. Harrington, Bill Martin, Ronald Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
Pat Wojtas
Robert Doak
George Allan

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

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated August 21, 2019 was distributed to the Board.

Mr. Melanson summarized the contents of his report which covered – ENERGY UPDATE – the array continues to be on track with production of expected credits, DISTRICT ISSUES – eSAR submittal had to be resubmitted due to lost or corrupted files at the DEP Boston end, TOWN ISSUES – CWD's update to Town's Master Plan Update required substation re-wiring, WATER CONSERVATION & WITHDRAWAL – Precipitation numbers continue to be above regional numbers, OUTREACH – presentation at the Chelmsford Senior Center was well attended, with many relevant questions and comments from those in attendance. In addition, a nutritionist was in attendance and able to tie the information Todd presented to the need for hydration on a daily basis. The report was reviewed, questions asked and answered, item by item.

Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated August 21, 2019 was distributed to the Board.

Commissioners

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

Operations

Robert J. Delaney, Superintendent
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Administration

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Mr. Delaney summarized the contents of his report which covered – SMITH STREET WTP WELL #3 PIT LESS ADAPTOR – Back on line July 18th with new disconnect & sensor wiring installation, SMITH STREET WTP GENERATOR – generator sill out of service, TURNPIKE TANK AIR EXCHANGER THM SYSTEM – spray nozzle can be put in tank without draining the tank, SERVICE AND WATER MAIN BREAKS, no main breaks, 5 service breaks, TOWN WIDE PAVING - Issues at Locke Rd/Walnut St and 116 Acton Acton Rd, CUSHING PLACE – assisted contractors with locating and cutting out a main line section and installation of 3 gates, T-MOBILE PROPOSED UPGRADE AND MODIFICATION AT TURNPIKE TANK – T-Mobile requested consent to change out antennas and radios. Awaiting approval of proposed lease amendment from BOC, WESTLAND'S WATER MAIN UPGRADE – installation of hydrant and isolation gates work in progress.

The report was reviewed, questions asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich's July 2019 activity report contained – ACCOUNTS NOTES as related to ECWD IMA update – Relinquish and Transfer of Rights and Services Agreement dated 6/13/19 has been signed by both ECWD and CWD. Final bill was issued to ECWD and has been SHORT PAID by \$26,716.20 without explanation. As of this date interest on unpaid balance is \$194.70. Property owners and addresses have been notified about billing changes.

Barnes Terrace – no response from Town of Carlisle Conservation Commission, Agricultural Commission, and Cranberry Bog Subcommittee related to our plans to initiate exploratory testing in 2019.

Meter Change Outs – 222 letters have been issued giving notice about replacing old meters. To date 119 replacements have been completed.

Delinquent Accounts – Outstanding Liens from 2017 have been closed out, liens from 2018 total \$343.48 and 2019 liens will be begin in the fall.

FY2019 Audit is scheduled for September 9 and 16.

Report also contained supporting documentation showing July 2019 YTD Expense vs Revenue, Enterprise Investment Account balances, and water billed and pumped by gallons comparing FY16, FY17, and FY18.

OPEN SESSION

Ronald Wetmore No new information to report

Bill Martin No new information to report

John Harrington

Mr. Harrington had copies of employee photographs, that did not include the Commissioners, Superintendent and Office Personnel. He wondered why they were not included. It was explained that the employee pictures he had were for badges of those employees that work in the field so they are able to present CWD identification to the public.

Commissioners

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Ronald W. Wetmore
John G. Harrington

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OLD BUSINESS/ACTION ITEMS

Mr. Delaney requested a motion be made to accept the First Amendment to PCS Lease between CWD and T-Mobile Northeast LLC, and Omnipoint Communications MB Operations. **MOTION PASSED WITH MR. WETMORE VOTING AYE, MR. MARTIN VOTING AYE, AND MR. HARRINGTON VOTING AYE.**

Ms. Valcich informed the Commission that the East Chelmsford Water District SHORT PAID their invoice by \$26,716.20 without explanation. It was suggested that they now be treated like any other delinquent customer subject to late notices, interest accrual, quarterly notices, etc.

Ms. Valcich received a call from a CWD customer on Sandra Drive expressing his frustration with how to calculate actual due dates when an invoice due date falls on weekends and holidays. She informed the customer about the requirements as dictated by State laws. He still did not seem satisfied. She presented a draft of a proposed response from the Commissioners listing in detail the correct way to calculate the dates, providing reference to the governing Massachusetts General Laws and Mass. DOR Tax Administration. Commissioners approved the draft as presented.

Carlisle Cranberry Bog Reservation/Barnes Terrace

A letter, dated July 25, 2019, from the CWD Commissioners was sent to the Carlisle Conservation Commission, Carlisle Agricultural Commission and Cranberry Bog Subcommittee indicating CWD will be initiating exploratory testing at our bog location in 2019. They (Carlisle) were requested to submit any concerns they had and/or to attend our Commissioners' meeting on August 21, 2019. (No Carlisle Bog representatives attended this meeting). An email was sent to Ms. Valcich from the Carlisle Conservation commission one hour before the commission meeting and was added as a late submission. The commissioners reviewed the letter during the meeting.

CWD needs to appropriate funds for further well development, pumping and water quality testing off property at Barnes Terrace.

A **MOTION** was made by Ronald Wetmore, seconded by John Harrington that the CWD have a Special Meeting to appropriate sufficient funds for the water exploration of Barnes Terrace property. **MOTION PASSED WITH MR. WETMORE VOTING AYE, MR. MARTIN VOTING AYE, AND MR. HARRINGTON VOTING AYE.**

Mr. Delaney informed the Commissioners that the Eagles Nest Water Main Leak issue has been resolved. Residents contracted out the work to complete repairs.

NEW BUSINESS

A motion to accept the minutes of the Regular Meeting dated July 17, 2019 was made by Mr. Wetmore, seconded by Mr. Harrington. Hearing no further discussion, the **MOTION PASSED WITH MR. WETMORE VOTING AYE, MR. MARTIN VOTING AYE, AND MR. HARRINGTON VOTING AYE.**

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Wetmore and so voted. Meeting adjourned at 3:00PM.

Ruth Anne Blair
Recording Secretary

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

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