



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING August 12, 2020

PRESENT: Commissioners: John G. Harrington
Bill Martin
Ron Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Quatrala
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
Pat Wojtas

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 12, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

ENERGY UPDATE – Array continues to be above average (389 credits end of July). We have been approached about updating the array to produce more power. Todd researching what choices and options might be available to us.

DISTRICT ISSUES – Stream Gauge is 104cfs below the median and well above our low flow limit. USGS ground water wells are tracking lower than our annual average currently. Our Drought Level restrictions continue to follow our permits which are stricter than the state requirements. PFOA/PFOS samples were taken on July 29. We should know the results by end of September. Corrected draft permits OTC were received. Prepared for rebuttal or completion on the Concord Basis permit. Residual handling program results – no removal required which allowed us to just switch over the drying bed and lagoon. To date and considering Smith St WTP residual handling savings (as of Sept 2018) total estimated savings currently at \$315K.

TOWN ISSUES – Stormwater Bylaw Draft should be available in one or two weeks.

WATER CONSERVATION & WITHDRAWALS – UAW running @23% and RGPCD @52

OUTREACH – outreach is at a standstill due to COVID-19 restrictions. Suggested creating a newsletter to keep public informed of the challenges and work being done by the District. The District is not in a habit of pushing information to the public and this might generate more interest at election time and result in obtaining "good faith" points. The document could be posted on our website and included with any

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

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regular mailings. Lisa felt this was a good idea but expressed concern that it could generate an increase in calls to the office to discuss information in the newsletter and administrative staff does not have the bandwidth to take on these additional calls.

Questions were asked and answered, item by item.

Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated August 12, 2020 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered:

SMITH STREET WTP – G3 Numatics Conversion Solenoid Banks have not been delivered yet. Currently only able to use one of the Festo solenoid manifold banks.

MILL ROAD #1 REPLACEMENT WELL DEVELOPMENT – Well will be completed at 51 feet. Slot screen ordered and bead diameter will be sized for the slot screen.

LOCK ROAD BOOSTER STATION – Mechanical Pump scheduled for August 18th to install remaining 2 motors.

TURNPIKE TANK AT&T – Penta Communication installing 5G antenna upgrade this week. American flag placed on AT&T triangle mounted frame.

TURNPIKE TANK AIR EXCHANGER SYSTEM – A six-foot high fence installed around the ground mounted control panels by Joe's Fence Inc.

WOODBINE/CYPRESS WATER MAIN REPLACEMENT – CHB Excavating installed temporary lines (hydrant to hydrant). First and second bacteriological samples from new tank failed. Above ground temporary lines still in place. Cypress residents complaining about water being too warm. Cypress testing passed and there is no reason for that portion of above ground lines to remain. Completed work deadline is September 6th.

HALL ROAD 4-INCH WATER MAIN REPLACEMENT – CWD personnel installed new hydrant and 3 gates on Hall Road and installed insertion valve at intersection of Boston/Hall/Putnam Roads. This was needed to prepare for the isolation and replacement of 800 feet of 4-inch cast iron water main (1915) on Hall Road. Stantec notified the Superintendent that they had received nine bids for this water main replacement project. The lowest bidder was Commonwealth Construction & Utilities, Inc. (\$178,144.00). **A motion was made by Ron Wetmore, seconded by John Harrington to award the contract for the Hall Road and Boston Road Water Main Replacement to Commonwealth Construction & Utilities. Motion passed with all voting AYE.**

SERVICE & WATER MAIN BREAKS – Three main breaks, five service breaks.

HYDRANTS – Removed one, repaired one hydrant.

140 LITTLE ROAD EASEMENT – Discussions ongoing with owner about easement across his property that is needed for water main extension from Somerset to Patriot Way. Bob indicated in a letter to the owner that the District could leave a stub in the event the owner decides to subdivide and also indicated a hydrant could be installed in the same area. Owner has not yet responded. It might be a good idea to suggest they come to the next commissioners' meeting with any questions they still have.

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale's report for July 2020 activity was presented.

PROCUREMENT – Completed MCPPO Training for Chapter 30B terms, Misconceptions and Best Practices course, currently attending second course Supplies and Services Contracting. Scheduled for two additional classes in August (Advanced Topics) and November (Recertification). Expect three-year recertification in December.

FINAL WATER READINGS – Forty-four water readings done in the past 32 work days.

STAFF – Billing Coordinator-Accounts Receivables Clerk position – Offer of employment and accepted to Michaela Thompson. Nine qualified applicants from a pool of 189 applicants were interviewed by Ms. Quatrale and Commissioner Martin. Ms. Thompson will start August 24, 2020.

AUDIT – Scheduled for 9/28 through 10/9

SPECIAL PROJECT – Misty Meadows. Authorized appropriation of \$2,710,314 in free cash to fund FY2021 expenditures for the Utilities District of Chelmsford Water. This allows us to proceed to vote to allocate \$1M to Misty Meadows at the August 19, 2020 Special Meeting. Notified Enterprise Bank Investments of our intention to use \$1M of invested money to fund our purchase of Misty Meadows. Special Meeting (Zoom) scheduled for August 19th at 7:00PM. Registration for this meeting closes on August 17th at 2:00PM.

Additional information presented with Ms. Quatrale's report was Expense VS Revenue, OPEB and Investment figures, and Gallons Pumped VS Billed. It was decided the Gallons Pumped VS Billed report is no longer needed as an attachment unless unusual changes occur.

Questions were asked and answered, item by item.

OPEN SESSION

Ron Wetmore inquired about the status of advertising for the Superintendent's position. The job was posted in the newspaper on August 12, 2020. There have already been three inquiries prior to this posting. It was decided that the process for handling the incoming resumes would be:

- Forward every ten resumes to the Commissioners for their review
- Create a set of questions to be answered during interviews

A Work Session to determine next steps in the Superintendent's replacement process will be decided at the September 9th Commissioners' Meeting.

John Harrington asked when the Carlisle water rights would expire (relative to drawing down from Heart Pond). It was believed it expired June 2020.

Bill Martin asked if there had been any follow up from the Town about our purchase of Misty Meadows. There has been no feedback. Lisa was thanked for getting the Misty Meadows project to its current status. It was noted that the Attorneys for CWD and Misty Meadows' owners are in conversation.

PREVIOUS MINUTES

Motion to approve previous minutes of Regular meeting July 8, 2020 was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.

Motion to approve previous minutes of Work Session July 15, 2020 was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.

Motion to approve previous minutes of Work Session August 3, 2020 held at 10:00AM was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.

Motion to approve previous minutes of Work Session August 3, 2020 held at 2:00PM was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.

NEXT MEETING SCHEDULE

Special Meeting – August 19, 2020 at 2:00PM

Commissioners' Meeting – September 9, 2020, 1:00PM

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Martin and so voted. Meeting adjourned at 3:05PM.

Ruth Anne Blair
Recording Secretary
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Commissioners

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