



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING August 18, 2021

PRESENT: Commissioners: John G. Harrington
Bill Martin
Superintendent: Andy Reid
Business Director/Treasurer: Lisa Quatrale
Recording Secretary: Ruth Anne Blair
Bob Delaney
Pat Wojtas

Commissioner Martin called the Regular Meeting of the Commissioners' to order at 1:00PM with all reciting the Pledge of Allegiance.

Environmental Compliance Report – Todd Melanson (Absent)

Superintendent Andy Reid presented a short summary of the Environment Compliance Report, in Mr. Melanson's absence.

He noted that third quarter results for TTHM on the Riverneck side came out a lot higher than the running average of 80MCL. The deluge in rain amounts, increase in chlorine to maintain disinfection and the high heat and humidity can account for these high readings.

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report" dated August 18, 2021 was distributed to the Board. Mr. Reid's report contained no new discussion items.

Business Director/Treasurer's Report – Lisa Quatrale

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

Accounts Receivable – at the end of FY21 Accounts Receivable shows an overall decrease of the fiscal year in the amount of (\$117,891).

Russell Mill – the Millstream Foundation item is now closed.

0 Billerica Road – Deed was recorded. It was forwarded back to Attorney Hall for changes needed by the Assessor's Office. Updated deed will be forwarded back to the sellers for an updated signature. This delay resulted in the sellers receiving a tax bill for July 1. This will be rebated.

Cross Connection Fees – previous billing schedules resulted in revenue coming in between two fiscal year periods. Alignment of schedules and billing need to be on one quarterly bill to make it easier for the customer and save the district additional printing and postage. Ms. Quatrale expressed the need for close coordination between the operations team and administration teams as the current cross connection vendor transitions service back to Chelmsford Water District.

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

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Administration
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Personnel Policy Guide – have requested review of our personnel policy guide by Attorney Donna Brewer. Contract to do this will be forthcoming.

Meter Tampering Fine – 255 North Road, Units 14-20. It was discovered that there was a meter that was showing a “no read”. Further investigation revealed the meter head had been removed and buried and no one had noticed it was not reading. They were assessed a fine of \$1,000.00.

FY21 Audit – audit is scheduled for weeks of September 13-24. Amy Mace will upload documents associated with accounting position previously uploaded by our auditor Maureen Mara and MS. Quatralle will continue to upload Treasurer’s reports, thus making clear delineations between the District’s job functions. Michaela Thompson has been added to the DLS website as “collector” allowing for backup if needed. We will be searching for a new auditor as Maureen Mara is going to retire.

Small Batch Billing – Our use of customer account numbers as bill numbers is causing duplication of invoices within the City Hall Systems in the same quarter. We are trying to resolve this problem by altering the way we establish these small billings and the timing of the normal quarterly bills.

Assistant Clerk Position – Ms. Quatralle recommends that a new position of Assistant District Clerk be established to ensure the Clerk’s duties (Mr. Wetmore) are fulfilled when Mr. Wetmore is unable to do them. **A motion was made by Mr. Harrington, seconded by Mr. Martin that the position of Assistant District Clerk be added to the Business Director’s duties. Mr. Martin voted Aye, Mr. Harrington voted Aye and motion passed.**

RATES/BOND DEBT & FEES –

The Business Director recommended that the Board of Commissioners approve a 5% increase to the rate structure (4 step rate structure) effective January 1, 2022. Ms. Quatralle explained the increase was needed to more closely align with FY22 operating budget.

A motion was made by Mr. Harrington, seconded by Mr. Martin that the Business Director institute a 5% increase across all rate steps, effective January 1, 2022. Mr. Martin voted Aye, Mr. Harrington voted Aye and motion passed.

The Business Director asked the Board of Commissioners to allow the Bond Debt Fee to be decreased across all meter size fees to align with the Bond Debt schedule for payoff scheduled for FY2027.

A motion was made by Mr. Harrington, seconded by Mr. Martin that the Bond Debt Fee be decreased by 60% of current fee for each meter size in the schedule of fees, effective January 1, 2022. Mr. Martin voted Aye, Mr. Harrington voted Aye and motion passed.

The Business Director asked the Board of Commissioners to approve the creation of an infrastructure flat fee of \$25 to be added to every quarterly bill, effective January 1, 2022. This infrastructure fee will be isolated to a separate account and will be used for aging and new infrastructure.

A motion was made by Mr. Harrington, seconded by Mr. Martin that the Business Director create a new infrastructure straight flat fee of \$25 to be added to every quarterly bill, effective January 1, 2022. Mr. Martin voted Aye, Mr. Harrington voted Aye and motion passed.

OPEN SESSION

Commissioner Harrington Inquired about the status of the maintenance programs for the water district facility.

Commissioner Martin Nothing

Pat Wojtas Pat noted that the Town is slated to receive \$10M in COVID relief funds. There was discussion about how that money could be used and the possibility of the District or the water takers receiving any.

OLD BUSINESS/ACTION ITEMS

Superintendent Reid Reported that the use of goats to remove vegetation at the Hillside and Jordan locations worked well. Riverneck was not as successful because the goats did not like the type of vegetation there. This project cost \$5,200. Discussion ensued about whether the use of a BrushHog would be less costly. It would be in some areas, but not in others because of the lack of access with the machine. The question was raised about the cost effectiveness of purchasing a BrushHog for the District. It has been decided to let the vegetation grow around the Mill Road 1 replacement well.

Motion to approve minutes of Commissioners' Meeting of July 21, 2021 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.

Motion to approve minutes of Commissioners' Work Session Meeting of July 21, 2021 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.

Motion to approve minutes of Commissioners' Executive Session Meeting of July 21, 2021 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.

SHORT & LONG TERM/PENDING ITEMS

Remove Bond Debt (see motion by Commissioners)

Remove Canal St. clarification (ownership and road location is unclear)

Remove Inter-Municipal Agreements (none pending)

A motion to have the next regular Commissioners' meetings on September 8th at 1:00PM, October 13 at 1:00PM and November 10th at 1:00PM was made by Commissioner Harrington, seconded by Commissioner Martin, with Commissioner Harrington voting Aye and Commissioner Martin voting Aye. Motion passed.

A motion to have the next Commissioners' Work Session on November 10th at 10:00AM was made by Commissioner Harrington, seconded by Commissioner Martin, with Commissioner Harrington voting Aye and Commissioner Martin voting Aye. Motion passed.

NEXT MEETING SCHEDULE

Commissioners' Regular Meeting September 8, 2021 at 1:00PM

A motion to adjourn the meeting at 2:10PM was made by Commissioner Harrington, seconded by Commissioner Martin, with Commissioner Harrington voting Aye and Commissioner Martin voting Aye. Motion passed.

Ruth Anne Blair,
Recording Secretary