



Chelmsford Water District

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Minutes Regular Meeting Wednesday, March 8, 2017

Present: Commissioners: John G. Harrington, Bill Martin
Superintendent: Robert Delaney
Financial Director: Lisa Valcich
Environmental Compliance Manager: Todd Melanson
Recording Secretary: Debra Belden

1. Meeting was opened at 3:00 p.m. with the Pledge of Allegiance.

Those present at the meeting agreed that future meetings would be scheduled to start at 3:00 p.m.

Those present discussed who is eligible to sign nomination papers for individuals who intend to run for Commissioner (whether all registered voters or registered voters living in the Center Water District). The question raised will be clarified.

2. **Environmental Compliance Report - Todd Melanson**

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 03-08-17" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed, item by item. The report included the following items: Solar Update, District Issues, Town Issues, Water Conservation & Withdrawal and Outreach.

A document titled "Chelmsford Water District – Summer Management Plan – Draft Overview" was distributed, reviewed and discussed. Limiting Level 3 water usage by precincts was discussed. The definition and intent of hand-held watering was discussed and how a State declared drought would affect hand held watering. Enforcement is an issue. Mr. Harrington indicated that he does not like the "Water Restriction Violation Report Form". Other cities and towns use this type of form. A Temporary Water Use Variance Application form was also discussed. The details of a Summer Management Plan will continue to be reviewed and revised.

The Storm Water Recovery Program, a Town program, was briefly discussed.

3. **Superintendent's Report – Robert Delaney**

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – March 8, 2017". The report and supporting documentation was reviewed, discussed and questions addressed, item by item. The report included the following items: Emergency

Generators Turnpike and Meadowbrook #1 Pump Stations, Mill Road Well #2 Replacement, Service and Water Main Breaks, Hydrants, Riverneck WTP, Crooked Spring WTP, Lease Agreement Verizon Wireless and NEWWA Annual Spring Conference.

A letter dated February 20, 2017 from AT&T to the Chelmsford Water District regarding Notice of One Time, Tax Advantaged Lump Sum Extension AT&T Right of First Refusal Leases was reviewed and discussed. Ron Wetmore has reviewed the letter and indicated that he would have no interest in the offer. After discussion, Mr. Harrington made a motion that the CWD has no interest in an agreement with AT&T. Mr. Martin seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

4. Financial Director's Report - Lisa Valcich

Financial Reports and Analysis

Monthly financial report and analysis including Revenue Figures, Expense Figures, February 2017 YTD Financials, Budget and Article Account Balances was distributed, reviewed and questions addressed.

Other Items

Ms. Valcich provided updates on the following items: Architect Update, MCC-Invoice Cloud Notification: Physical Billing, Upgrading Website Platform from First Class to Drupal Content Management System – Virtual Towns and Schools, Phone System, Personnel Guide, 5 Year Capital Plan, Northern Bank – BNY Mellon Advisory Fees and Annual Election and Meeting.

Ms. Valcich indicated that any future discussion with regard to the East Chelmsford Water District bill would be done in Executive Session.

The logistics of the two phases of the office renovation were reviewed and discussed. At the request of Mr. Martin, a pre-construction meeting will be scheduled as part of the CWD meeting on April 12, 2017. The tentative high-level project schedule was reviewed. The Commissioner agreed to change the date of the June CWD meeting to June 7, 2017 in order to vote to approve awarding of the contract for the project.

A meeting will be scheduled for March 15, 2017 at 1:00 p.m. to review, discuss and possibly revise the Personnel Policy Guide.

A document titled "CWD Initial Investment Summary" was reviewed and discussed. The document compares investment accounts for the Enterprise Bank account and the Northern Bank/BNY account including Investment Gains, Average Annual Fee and Current Cash Equivalent. Ms. Valcich and Mr. Harrington have collaborated to create the comparison document. Northern Bank/BNY has not always been responsive to requests for information made by the CWD. After discussion, Mr. Martin made a motion to combine the two accounts by moving the Northern Bank/BNY funds into the existing Enterprise Bank investment account. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion. Mr. Martin requested that a representative from Enterprise Bank meet with the Commissioners to discuss the investment objectives of the CWD.

5. Treasurer's Report - John Harrington

The Treasurer's Report was covered as part of the Financial Director's Report.

6. Open Session

Atty. Steven Fletcher had a brief discussion with the Commissioners and returned CWD documents to the Commission.

7. Ronald Wetmore

Ronald Wetmore was not present at the meeting. There was no new information to report.

8. Bill Martin

Mr. Martin posed a question regarding subdivision of property lots and water and sewer lines and easements. Those present discussed the question.

9. John Harrington

A meeting regarding insurance has been scheduled for Friday, March 10, 2017.

10. Old Business/Action Items

Action Items dated 8 March 2017 were reviewed, discussed and revised where necessary.

11. New Business

Mr. Delaney reported the pipe that will go across Turnpike Road with regard to the culvert work has been purchased.

12. Previous Minutes

Mr. Harrington made a motion to accept and approve the minutes of the February 8, 2017 CWD Regular Meeting, as drafted. Mr. Martin seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

13. Upcoming Meetings

Work Session: Tentatively scheduled for March 15, 2017 at 1:00 p.m.

Regular Meeting: Wednesday, April 12, 2017 at 3:00 p.m.

14. **Meeting Adjournment**

The meeting was adjourned at 5:25 p.m. on a motion by Mr. Harrington. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion.

Respectfully submitted,

Debra Belden
Recording Secretary