



# Chelmsford Water District

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**Minutes  
Regular Meeting  
Wednesday, May 10, 2017**

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

1. The meeting was opened at 1:00 p.m. with the Pledge of Allegiance.

The CWD will continue to hold its regular monthly meeting at 1:00 p.m. until September 2017.

Reorganization of the CWD Board of Commissioners was discussed next. Mr. Wetmore made a motion to nominate Mr. Martin to serve as Chairman of the CWD Board of Commissioners. Mr. Harrington seconded the motion. The Commissioners voted unanimously to approve the motion. Mr. Martin thanked the Commissioners for their confidence in him to serve as Chairman.

Mr. Martin made a motion to nominate Mr. Wetmore to serve as Vice Chairman of the CWD Board of Commissioners. Mr. Harrington seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Harrington made a motion to nominate Mr. Wetmore to serve as Clerk of the CWD Board of Commissioners. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion.

Mr. Harrington made a motion to nominate Ms. Valcich to serve as Treasurer of the CWD. Mr. Martin seconded the motion. The Commissioners voted unanimously to approve the motion. Mr. Martin congratulated Ms. Valcich on her well-deserved appointment as CWD Treasurer. Mr. Wetmore commented that the CWD Treasurer post is generally filled by a Commissioner and that the Commissioners appreciate her work. Ms. Valcich thanked the Commissioners for their confidence in her and indicated she is looking forward to working with the team.

Mr. Martin made a motion to nominate Mr. Harrington to serve as Assistant Treasurer of the CWD. Mr. Wetmore seconded the motion. The Commissioners voted unanimously to approve the motion.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 5-10-17" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed. The report included the following items: Solar Update, District Issues, Town Issues, Water Conservation & Withdrawal and Outreach.

Ms. Valcich recommended reducing the 18% Interest Per Annum Rate to 14% per annum in order to be more aligned with other Massachusetts Municipalities. Ms. Valcich requested this reduction to be effective on July 1, 2017. Mr. Wetmore made a motion to change the Interest Per Annum rate from 18% to 14% effective July 1, 2017. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to approve the motion. An article will be included on the next annual meeting warrant for retroactive approval of the change. Ms. Valcich discussed aligning the accrual of interest between the accounting and billing systems.

5. **Treasurer's Report - John Harrington**

Ms. Valcich and Mr. Harrington will coordinate presentation of the Treasurer's Report going forward.

6. **Open Session**

There was no information offered during Open Session.

A PowerPoint presentation by Mr. Delaney titled "Presentation to the Board of Selectmen by the Chelmsford Water Commissioners" dated May 2017 was reviewed and revised where necessary. Items covered included: Chelmsford Water District Map and Description, Water Conservation, Water Management, Water Resource Monitoring, Water Resources, Drought Management and Indicators, Summer Water Management Program, What We Can Do, Water Facts, Energy Management Update and Questions.

7. **Enterprise Investments**

Lauren Mersereau, Vice President, Senior Relationship Manager, and Jeff McDonald, Chief Investment Officer, from Enterprise Bank joined the meeting at 3:05 p.m. The Commissioners discussed the possibility of combining the existing Northern Bank-BNY account with the existing Enterprise Account. The possible process was discussed and clarified.

Ms. Mersereau and Mr. McDonald reviewed a document titled "Enterprise Wealth Management – Chelmsford Water District" dated May 10, 2017 including the following items: Account Profile, Portfolio Holdings, Individual Equity Holdings, Fixed Income Portfolio Overview, Fixed Income - Maturity Ladder, Account Profile and Performance Review.

8. **Ronald Wetmore**

Mr. Wetmore did not have any additional items to review.

9. **Bill Martin**

Mr. Martin did not have any additional items to review.



**11. Old Business/Action Items**

Action Items, Short Term and Long Term Pending, were reviewed, discussed and revised where necessary.

**12. New Business**

There was no New Business discussed.

**13. Previous Minutes**

Mr. Wetmore made a motion to accept and approve the minutes of the April 12, 2017 CWD Regular Meeting, as drafted. Mr. [Martin] seconded the motion. The Commissioners voted unanimously to approve the motion.

**14. Upcoming Meetings**

Work Session: Wednesday, June 7, 2017 at 12:00 p.m.

Regular Meeting: Wednesday, June 7, 2017 at 1:00 p.m.

**15. Meeting Adjournment**

The meeting was adjourned at 4:00 p.m. on a motion by Mr. Harrington . The motion was seconded by Mr. Wetmore. The Commissioners voted unanimously to approve the motion.

Respectfully submitted,

Debra Belden  
Recording Secretary