

**Minutes  
Regular Meeting  
Wednesday, June 7, 2017**

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

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

2. **Open Session**

There was no information offered during Open Session.

3. **Public Hearing**

13 Tanglewood Drive – Constantine and Christine Courduvelis

The first item discussed during Open Session was a request by Constantine and Christine Courduvelis, property owners of 13 Tanglewood Drive, to waive charges for water usage during the period February 1 through May 2, 2017. Mr. and Mrs. Courduvelis were present at the meeting. A letter from Mr. and Mrs. Courduvelis dated June 5, 2017 had been received by the CWD. Mrs. Courduvelis explained that they are retired and had traveled to Florida for a six month period that included the period February through May 2017. Mr. and Mrs. Courduvelis have someone look in on their home when they are away. The CWD contacted Mr. and Mrs. Courduvelis prior to sending the bill informing them that the water readings showed substantially higher usage. The customers realized that a bathroom toilet had been leaking and it was repaired. They indicated that they are on a limited budget and requested that the CWD waive the charge of \$1,034.12. Mr. and Mrs. Courduvelis have a history of conservation and have always paid past water bills on time. Mr. Martin said that he appreciates that they are good customers and that these things happen from time to time. However, the CWD has provided the water and the water usage was recorded through their meter. Mr. Martin suggested that the Commissioners discuss the situation and someone from the CWD will communicate the Commissioners' decision with Mr. and Mrs. Courduvelis. Mr. and Mrs. Courduvelis thanked the Commissioners for their time.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 6/7/17" 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.

Mr. Melanson discussed a couple of issues with vehicles trespassing on the CWD drinking water supply area during the night. Cameras were installed and some images of vehicles were recorded.

However, license plate numbers could not be distinguished. The Chelmsford Police Department has been made aware of the issue.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – June 7, 2017". The report and supporting documentation was reviewed, discussed and questions addressed, item by item. The report included the following items: Turnpike and Meadowbrook #1 Pump Station, Mill Road #2 Well Replacement, Service and Water Main Breaks, Hydrants, Backflow Inspection and Testing, Crooked Spring WTP, Smith Street Treatment Plan, Looping Water Main Wiggins-Woodlawn-Miland-Ideal and Library Float for 4<sup>th</sup> of July Parade .

Additionally, the following items were discussed: Mr. Delaney discussed an issue with the water supply in the areas of the Hunt Road bridge (including the Chelmsford Woods and Woodcrest developments), consortium rates for bulk purchasing of chemicals and a customer on Shed Lane will allow the CWD to travel over his property to allow for tree removal on the CWD easement.

**6. Business Director/Treasurer's Report - Lisa Valcich**

Financial Reports and Analysis

The monthly Financial Report and Analysis through May 2017, including Expenses, Revenue, a detailed schedule of expenses, and Capital Accounts, was distributed, reviewed, discussed and questions addressed.

Treasurer's Report

Information relative to the Investment Accounts was distributed including the Enterprise OPEB Account, Enterprise Investment Account and the Northern-BNY Investment Account through May 31, 2017. The information was reviewed and discussed. Ms. Valcich commented that she was disappointed that representatives from Enterprise Bank had not followed up with the CWD following a meeting during which the CWD expressed that they would be interested in moving funds invested with the Northern/BNY Account into the existing Enterprise Investment Account. After not hearing from Enterprise, Ms. Valcich contacted a representative from the bank a few days ago to follow up and was provided with the process for transferring the funds.

Other Items

Ms. Valcich provided updates on the following items: Architect Update, Upgrading Website Platform from First Class to Drupal Content Management System – Virtual Towns and Schools, 5 Year Capital Plan, Investment Account, F/Y 2016 Audit Scheduled, HR Courses through AIM, Insurance Update and Middlesex County Retirement Board Advisory Council Meeting.

The bid results from the Request for Proposals for a General Contractor for the CWD office remodel project were reviewed. There were three bids received. The low bid submitted was \$299,540 and the high bid submitted was \$358,626. The low bid was submitted by Elite Construction & Design located in Fitchburg, MA. One of the documents submitted by Elite

Construction & Design was not signed. The Attorney General was contacted and ruled that the unsigned document is inconsequential to the process. One of the other bidders requested a copy of the bid documents for legal review. The architect, Haynes, Lieneck and Smith, Inc., spoke with that contractor and the contractor has since replied that they would not pursue legal action.

After discussion, Mr. Wetmore made a motion to accept the bid submitted and award the contract to Elite Construction & Design in the amount of \$299,540 with regard to the CWD office remodel project. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to approve the motion.

Triumph Modular has delivered the trailer for Chelmsford Water District use during renovation project. A construction meeting will be scheduled. The construction project is scheduled to begin July 5, 2017.

7. **Ronald Wetmore**

Mr. Wetmore had no new information to report.

8. **Bill Martin**

Mr. Martin had no new information to report.

9. **John Harrington**

Those present discussed the cost of disposable paint brushes versus reusable paint brushes with regard to hydrant painting.

10. **Old Business/Action Items**

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

The East Water District has made a payment with regard to the disputed bill but has not paid the interest. Interest charges owed will continue to appear on subsequent bills.

11. **New Business**

The Commissioners discussed the request from Mr. and Mrs. Courduvelis of 13 Tanglewood Drive presented during the public hearing earlier during the meeting. After discussion, the Commissioners agreed that the rate charged for water usage be reduced to the lowest tier, no interest to be charged and provide a payment plan, if needed.

The Commissioners discussed whether or not a policy should be established with regard to similar issues. Ms. Valcich suggested customers be reminded that the CWD offers a service to shut off water service for \$50 and then turn on the water service for \$50. Further discussion is necessary at a future meeting.

12. **Previous Minutes**

Mr. Wetmore made a motion to accept and approve the minutes of the CWD Regular Meeting held on May 10, 2017, as drafted. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to approve the motion.

13. **Upcoming Meetings**

Work Session: To be determined

Regular Meeting: Wednesday, July 12, 2017 at 1:00 p.m.

14. **Meeting Adjournment**

The meeting was adjourned at 3:00 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to approve the motion.

Respectfully submitted,

Debra Belden  
Recording Secretary