



# Chelmsford Water District

20 Watershed Lane • Chelmsford MA 01824-4884 • [www.chelmsfordwater.com](http://www.chelmsfordwater.com)

## Minutes

### Regular Meeting

Wednesday, July 12, 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**

#### 11 Bridge Street – George Peterson

A public hearing began at 1:00 p.m. regarding a request by George Peterson, property owner of 11 Bridge Street, for some type of financial relief for his charges for water usage. Mr. Peterson was present at the meeting. Mr. Peterson had forwarded details of his financial situation to the Commissioners prior to the meeting. Mr. Peterson requested that some of the information provided in his correspondence be kept confidential and the Commissioners agreed. The CWD Commission has information with regard to usage and payment history. Mr. Martin indicated that at the rate that payment is being made for the outstanding account balance, it would take years to pay for the outstanding balance due. Mr. Martin suggested that the CWD and Mr. Peterson proceed to a lien situation. By establishing a property lien for the outstanding water usage charges, it would allow Mr. Peterson to get back on track with payment of current charges. Those present discussed the process for establishment of a property lien for the water usage amount due. If there is a mortgage loan on the property, the lien may result in a slight increase in the mortgage escrow to pay for the lien. A payment plan to pay for the amount outstanding over a one-year period is probably not a feasible option. There was a prior lien in 2012 for outstanding water usage amounts. Those present discussed option available. After discussion, it appears that a lien may be the best option.

The water usage appears to be high. Mr. Peterson indicated that he hired a plumber to check for leaks in the house and none were found. Mr. Delaney suggested that the CWD check the usage with an e-coder meter reading.

Mr. Martin indicated that the Commissioners would review the information presented and will make a decision later and will inform Mr. Peterson of their decision. The public hearing was complete at 1:25 p.m.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 7/12/2017" 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 requested permission from the CWD Commissioners to sell 525 solar credits. After discussion, the CWD Commissioners agreed to sell 525 credits.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – July 12, 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, Cooked Spring WTP, Smith Street Treatment Plant, Looping Water Main Wiggins-Woodlawn-Miland-Ideal, CWD/Dig Safe and Employee Training Seminar 2017 Expo Mt. Wachusett.

Additionally, the following items were discussed: With regard to the Meadowbrook and Turnpike generator locations, Mr. Delaney showed photographs of fencing that has been installed. Mr. Delaney added 38-40 Billerica Road to the list of Service Breaks. With regard to the CWD/Dig Safe item, after discussion, the Commissioners agreed that the CWD should become a Dig Safe member with reassessment after a one-year trial period. Mr. Harrington donated painting tape to assist with neat painting of the ballast posts and hydrants. The Commissioners agreed that the hydrants that have been painted red, white and blue along the parade route should remain. Mr. Delaney has requested a written quotation for the required repairs necessary for the storage tank at Summit.

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

Financial Reports and Analysis

The monthly Financial Report and Analysis through June 2017 including Expenses, Revenue and Capital Accounts was distributed, reviewed, discussed and questions addressed. Ms. Valcich discussed the Revenue numbers in detail. Mr. Wetmore requested that the final actual account numbers for each fiscal year be provided year-to-year to assist with the budgeting process for the next year. Those present discussed the proper level of free cash as a percentage of the budget.

Treasurer's Report

Information relative to the Investment Accounts, including the Enterprise OPEB Account, Enterprise Investment Account and the Northern-BNY Investment Account, through June 30, 2017 was distributed, reviewed and discussed.

## Other Items

Ms. Valcich provided updates on the following items: Architect Update, Investment Account, Audits Scheduled, Insurance Meeting Scheduled, Middlesex Retirement, Closing Out Fiscal Year 2017, FY 2018 Start Up.

With regard to the Office Renovation Project, the Commissioners discussed options for the exterior wall covering for the area where the exterior operations door will be replaced with a wall. The existing siding is difficult to match.

Ms. Valcich discussed options for finishes, materials and colors for the renovated office. A color pallet for the project will be developed.

Ms. Valcich will report on abatements at a future meeting.

### **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**

Mr. Harrington requested that the property boundaries of the Turnpike Road tank be identified and marked with flags. Mr. Harrington asked if there are other options for elimination of the telephone pole located near the Turnpike tank. Those present briefly discussed possible options.

### **10. Old Business/Action Items**

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

### **11. New Business**

The Commissioners discussed the request from Mr. Peterson. After discussion, the Commissioners agreed that it appears that the best course of action is to submit the outstanding water usage amount to lien and request that Mr. Peterson continue to pay a monthly amount to the CWD. Ms. Valcich will verify the lien process with John Sousa, Town of Chelmsford Treasurer. After the lien process, Ms. Valcich said that she would like to request that Mr. Peterson continue to pay \$85 to \$100 per month on an on-going basis. The Commissioners agreed.

Mr. and Mrs. Courduvelis, the water takers that appeared at last month's meeting, have paid their revised water billing in full. The Commissioners requested that the shut off/turn on service be publicized as an alert on the web site.

**12. Previous Minutes**

Mr. Wetmore made a motion to accept and approve the minutes of the CWD Regular Meeting held on June 7, 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, August 9, 2017 at 1:00 p.m. at Mr. Harrington's office, 10 Summer Street, Chelmsford.

**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