



Chelmsford Water District

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Minutes

Regular Meeting

Wednesday, July 13, 2016 1:00 p.m.

Present: Commissioners: John G. Harrington, Bill Martin, Ronald W. Wetmore
Superintendent: Robert Delaney
Financial Director: Lisa Valcich
Recording Secretary: Debra Belden

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

2. **1:00 p.m. Open Session**

Walt Fitzgerald, of 3 Clinton Avenue, appeared at the meeting with regard to an adjustment request. Mr. Fitzgerald indicated that he had a burst hose causing usage of four time's normal use for the time period. He is requesting that the Chelmsford Water District ("CWD") consider forgiveness for the bill, commenting that he has a history of paying on time. Those present discussed the details of the incident and reviewed documentation including a letter from Mr. Fitzgerald dated June 30, 2016, Usage History Report and History Account Comments Report. Those present discussed the request. After discussion, the Commissioners agreed that an adjustment (based on a lower tier charge for usage), as discussed at the meeting, would be allowed; Mr. Fitzgerald would be allowed to spread out payments of the amount due over a 12-month period; and documentation would be provided to the Chelmsford Sewer Department with details of the issue. Mr. Fitzgerald thanked the Commissioners for their time.

3. **1:20 p.m. Brian Melisci, Whitman and Bingham – Proposed Sewer Plan at Lamplighter Green**

Brian Melisci appeared at the meeting to present an informal proposal from the Lamplighter Green Homeowners Association requesting that the CWD grant an easement with regard to changes to the sewer lines and elimination of an existing sewer pump station. The proposed work would require an easement for the sewer lines to cross over CWD property. Those present reviewed and discussed the details of the proposal. Mr. Melisci addressed questions from the Commissioners. After discussion, there was unanimous consensus among the Commissioners that they are not in favor of the proposal as discussed due to environmental concerns. The Commissioners indicated the Lamplighter Green Homeowners Association could return to present a formal proposal if they would like. The Commissioners requested that the Lamplighter Green Homeowners

Association report back to the CWD with regard to a backup generator that is not working properly and should be addressed.

4. Environmental Compliance Report/Todd Melanson

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report – Water Commissioners Meeting – 7/13/16". The report and supporting documentation was reviewed, discussed and questions addressed item by item.

Under District Issues, Mr. Melanson will issue a response to the Mass. Department of Environmental Protection with regard to 2015 Mass. DEP Annual Statistical Report Review. The Water Conservation Level has been raised to Level 2. The process for monitoring for violations of the water restriction, as well as the procedure for issuing fines, was reviewed and discussed. The process will be further reviewed and discussed at the next meeting. A quote provided by Hach WIMS software system dated July 8, 2016 was reviewed and discussed. After discussion, Mr. Wetmore made a motion to switch to the WIMS system, as proposed. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Under Town Issues, signage will be placed at the new Chelmsford Public Garden indicating "Well Water in Use". Bottle filling stations versus bubblers in the schools were briefly discussed.

Superintendent's Report/Robert Delaney

Mr. Delaney distributed a document titled "Superintendent's Report – July 13, 2016". The report and supporting documentation was reviewed, discussed and questions addressed item by item.

Proposals for IT Support Services were reviewed and discussed. There were two proposals reviewed, the first from Avail Technology Group, LLC and a second from DSI Networking, LLC. After discussion, there was consensus that a one-year service agreement would be executed with Avail Technology Group, LLC.

Public Hearings

There were no Public Hearings scheduled.

Financial Director's Report/Lisa Valcich

Ms. Valcich distributed a report titled "Chelmsford Water District – Monthly Commissioners' Report as of June 16" and supporting documentation. Ms. Valcich reviewed the report. She indicated that the information is being presented in a new format. The financial report and analysis included Assets, Liabilities, Equity Accounts, Revenue Figures, Expense Figures, June YTD Financials, Budget, Charges and Receipts.

With regard to other office business, Ms. Valcich proposed adoption of a Dress Code for the Personnel Policy Book. After discussion, Mr. Wetmore made a motion to incorporate the Dress Code as presented at today's meeting into the existing Personnel Policy Book, as an immediate addendum. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion. Mr. Valcich will continue to work to revise the entire Personnel Policy Book by the end of the year.

Ms. Valcich proposed adoption of New Administrative Office Hours. Ms. Valcich proposed changing the office hours to 8:00 a.m. to 4:00 p.m. Monday through Friday. The proposed change will have minimum impact on customers. The change in office hours would be communicated through the web site, customer billings and on the doors of the facility. After discussion, Mr. Wetmore made a motion to approve adoption of office hours for the CWD administrative staff as discussed at today's meeting. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Creating Process Binders, Updating Statement of Work/Policy, Administrative Violation Policy, and Human Resources Policies were briefly discussed. Ms. Valcich has met with Pay Plus Payroll. Pay Plus Payroll has been authorized to speak directly with the Internal Revenue Service on behalf of the CWD with regard to outstanding issues. The advantages and disadvantages of processing payroll in-house were briefly discussed. Ms. Valcich will meet with a representative from the Town of Chelmsford for a general discussion of any Town related issues.

Treasurer's Report/John Harrington

Mr. Harrington reported that the Enterprise Bank Account total is \$129,000. Northern Bank financial information was not available for the meeting. The information will be forwarded to the Commissioners when available.

Ronald Wetmore

Mr. Wetmore reported that all bids submitted in response to a Request for Bids issued by the CWD with regard to a Lease for Property for Telecommunication Tower and Cellular Equipment were far below the market rates. After discussion, Mr. Wetmore made a motion to reject all bids submitted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion. After discussion, it was agreed that another Request for Bids would not be issued at this time.

Bill Martin

Early Retirement Incentive Option for District Employees

An update on the legislative process was provided. Those present discussed options to move forward. Mr. Martin will contact Representatives James Arciero and Michael Barrett with regard to the proposed legislation.

Review Deed for Ridgewood Road

A letter from Atty. James A. Hall dated June 30, 2016, as well as a document titled "Massachusetts Quitclaim Deed", relative to property located at 6 Ridgewood Road, were distributed, reviewed and discussed. All items requested have been included in the document. The Order of Conditions have been met. The amount remains the same. The Commissioners signed the document and their signatures were notarized.

John Harrington

Office Design Layout

Those present agreed that the administrative office is in need of redesign. Hiring a space planning professional to redesign the administrative office layout to accommodate current and future needs, as well as necessary computer equipment, was discussed.

Discussion and Vote on Rate Charges for Jobs/Work Performed by CWD for Municipal, Private, Public Other Water Districts and Commercial Entities

Those present discussed adoption of the Standard of Operations dated July 13, 2016, for municipal, private, public, other water districts and commercial entities outside district boundaries. After discussion, Mr. Wetmore made a motion to adopt the Standard of Operations dated July 13, 2016, for municipal, private, public, other water districts and commercial entities outside district boundaries. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Discussion and Vote on Rate Charges for Municipal, Private, Public, Other Water Districts and Commercial Entities Outside District Boundaries

Those present discussed rate charges for municipal, private, public, other water districts and commercial entities outside district boundaries. After discussion, Mr. Wetmore made a motion to charge out of district municipal, private, public, other water districts and commercial accounts the same charges as the district assesses in district customers and to meter the water use at CWD pit meters located at district boundaries. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Old Business/Action Items

Those present reviewed, discussed and revised Action Items dated July 13, 2016.

New Business

There was no New Business discussed.

Previous Minutes

Mr. Wetmore made a motion to accept and approve the minutes of the June 22, 2016 CWD Work Session, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Mr. Wetmore made a motion to accept and approve the minutes of the June 8, 2016 CWD Regular Meeting, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Upcoming Meetings

Work Session: TBD

Regular Meeting: Scheduled for August 24, 2016 at 1:00

Meeting Adjourned

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Debra Belden
Recording Secretary

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