



Chelmsford Water District

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Minutes Regular Meeting Wednesday, August 24, 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**

There were no issues discussed in Open Session.

3.&4.Environmental Compliance Report/Superintendent's Report – Robert Delaney

Mr. Melanson was unable to attend today's meeting. Mr. Wetmore made a motion to combine review of the Environmental Compliance Report with review of the Superintendent's Report with both to be presented by Mr. Delaney. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

A document titled "Environmental Compliance Manager's Report – Water Commissioners Meeting – 8/23/16" was distributed. The report and supporting documentation was reviewed, discussed and any questions addressed.

Mr. Delaney distributed a document titled "Superintendent's Report – August 24, 2016". The report and supporting documentation was reviewed, discussed and questions addressed item by item.

Drought condition details were reviewed and discussed. Comparisons to prior year's water levels were reviewed and discussed at length. Those present discussed the process and procedure for customers who are violating the water ban. Ms. Valcich and Mr. Melanson will be working to create a policy, process and procedure for irrigation monitoring and enforcement to be implemented for next year. The use of private wells during a water ban was briefly discussed. Ms. Valcich indicated that a multi-faceted policy will be created that will address many areas.

Those present discussed the required reporting to the Massachusetts Department of Environmental Protection, Water Management Program regarding the CWD UAW percentage. Mr. Delaney will contact the Massachusetts Department of Environmental Protection to clarify the information previously provided.

Mr. Delaney informed the Commissioners of future projects. Mr. Delaney indicated he has received a few telephone calls regarding establishment of the water service to the project at 276 Mill Road (a 40B project). Project construction is scheduled to begin in the spring 2017. Mr. Delaney has provided a fee schedule to a representative from Princeton Properties. Past practice of the CWD relative to 40B development with regard to fees was discussed. Princeton Properties has requested a letter of confirmation that CWD would be supplying the water service.

The second phase of the Chelmsford Woods development has received funding. An easement will be required.

5. Public Hearings

There were no Public Hearings scheduled.

6. Financial Director's Report/Lisa Valcich

Ms. Valcich distributed and reviewed the monthly financial report and analysis including Assets, Liabilities, Equity Accounts, Revenue Figures, Expense Figures, July YTD Financials, Budget, Charges and Receipts. The report was discussed and any questions addressed.

Ms. Valcich discussed the current process for billing Stedman Street. There are 17 accounts that receive water service from the City of Lowell located in the CWD and billed by the CWD pursuant to an Inter-municipal Agreement. The current process was reviewed in detail. CWD receives bills and pays for water usage for these 17 accounts to the City of Lowell. The CWD applies a 10% increase and bills the water customers. The bills do not include specific meter usage amounts. Lowell bills their customers based on cubic feet and CWD bills customers based on gallons. Ms. Valcich indicated that the process is labor intensive for the CWD administrative staff and is confusing for the water customers that are billed. She suggested allowing Lowell to bill these 17 accounts directly for usage. She indicated that expenses for billing, i.e., administration, paper, postage, etc., outweigh any financial benefit to the District. Ms. Valcich will present detailed information and a proposal to change the billing process for review at the next meeting.

With regard to use of an outside firm for payroll services, Ms. Valcich discussed an analysis and the detail of the service provided. She indicated that use of a payroll services adds a significant amount of value. The payroll service also handles Internal Revenue Service issues. She suggested possibly looking at other payroll service vendors whose expertise is in Municipal payroll.

Office Design Layout

An update with regard to the potential office remodel was provided. Ms. Valcich has met with one architect firm. A meeting with a second firm is scheduled. The architect will provide proposals for two scenarios; the first for design services and a second for design and construction. Possible funding of a potential project was briefly discussed.

Ms. Valcich reported that the benefits audit is complete. Some minor changes were briefly reviewed.

7. Treasurer's Report/John Harrington

Mr. Harrington distributed statements for the month of July 2016 from Enterprise Bank and Northern Bank and Trust. Those present reviewed and discussed the statements.

8. Ronald Wetmore

RFP Lease of Property for Telecommunications Tower

Mr. Wetmore suggested that the CWD reissue a Request for Proposal with regard to a Lease of Property for Telecommunication Tower and Cellular Equipment to include a minimum bid requirement. Atty. Hall has indicated that a minimum bid requirement is allowed. The Commissioners discussed the income versus keeping the land area undeveloped. After discussion, Mr. Wetmore made a motion to issue a Request for Proposals with a minimum bid requirement of \$40,000 annually, with a 3% annual increase with a split of 60% to the CWD and 40% to the tower owners. Mr. Harrington seconded the motion. Mr. Wetmore and Mr. Harrington voted in favor of the motion. Mr. Martin opposed the motion. The motion was approved.

Shredding of Old Outdated Documents

Shredding of outdated CWD documents was discussed. Ms. Valcich will audit the CWD documents and determine documents that are no longer required to be kept. After an audit is complete, a shredding company will be hired to destroy documents no longer required. The process should be complete in December 2016.

9. Bill Martin

Early Retirement Incentive Option for District Employees

Mr. Martin indicated that there is no new information to report with regard to early retirement incentive option.

CWD Communication

Mr. Martin recommended template letters and telephone responses be created to address routine questions posed to the CWD. This would provide a consistent and standardized communication response from the CWD on several topics.

Ms. Valcich suggested creation of a short-term pending and long-term pending action item list with various items assigned an owner. At this point the list of pending action items would include standardized template answers to inquiries, creation of a summer management program/irrigation policy and the Lowell billing issue.

10. John Harrington

Mr. Harrington initiated discussion with regard to homeowner's leak insurance and whether the CWD could offer a similar service to its water customers. After discussion, the Commissioners agreed that it does not appear feasible for the CWD to offer this type of service at this time.

Mr. Harrington distributed and reviewed information with regard to Collections.

11. Old Business/Action Items

Those present reviewed, discussed and revised Action Items dated August 24, 2016.

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 July 13, 2016 CWD Regular Meeting, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

14. Upcoming Meetings

Work Session: TBD

Regular Meeting: September 14, 2016 at 4:00 p.m.

15. Meeting Adjourned

The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Debra Belden

Recording Secretary