



Chelmsford Water District

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Minutes

Regular Meeting

Wednesday, September 14, 2016 4:00 p.m.

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

1. Meeting opened at 4:00 p.m. with the Pledge of Allegiance
2. **4:00 p.m. Open Session**

There were no items offered in Open Session.

Pat Wojtas, a member of the Chelmsford Board of Selectmen, attended the meeting and indicated that she had no new information to report and that it appears that there are no warrant articles relevant to the CWD proposed at the fall town meeting.

Those present briefly discussed local water restrictions that are more stringent than the State of Massachusetts requirements, in general and a Town of Acton water restriction lawsuit, specifically.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 9/14/16" 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 and Withdrawal, and Outreach. Under District Issues, Smith Street WTP residual handling was discussed in detail including the type of buildup, the cause and the timeframe for the buildup to occur. The timeline, possible options, processes and approximate cost for cleaning the tanks was also discussed. Mr. Melanson showed a sample jar of material and discussed additional caulking pieces collected from the tank. The permitting of the VAC vehicle is in process.

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

Mr. Delaney distributed a document titled "Superintendent's Report – September 14, 2016". The report and supporting documentation was reviewed, discussed and questions addressed item by item. The report included the following items: Emergency Generators Turnpike and Meadowbrook #1 Pump Stations, Smith Street Treatment Plant, Service and Water Main Breaks, Hydrants, Carriage Drive Water Main Upgrade, Arrowhead to Sleigh Road Water Main Extensions, and Office and Garage LED Lighting. The bid process and timeline for the Arrowhead to Sleigh Road Water Main Extension was reviewed in detail. With regard to the Office and Garage LED Lighting, reapplication for a second phase project and the specific locations to be included were reviewed and discussed.

5. Public Hearings

There were no Public Hearings scheduled.

6. Financial Director's Report - Lisa Valcich

Financial Reports and Analysis

Ms. Valcich distributed and reviewed the monthly financial report and analysis including Assets, Liabilities, Equity Accounts, Revenue Figures, Expense Figures, August YTD Financials, Budget, Charges and Receipts. The report was discussed and any questions addressed. Those present discussed the Interest Charges item in detail.

Audit

Ms. Valcich reported the audit by Maureen Mara is in process this week and next.

Architect Update

Ms. Valcich reported that she and Mr. Delaney have met with two architectural firms with regard to the potential CWD office redesign project, AF+S and Haynes, Lieneck & Smith, Inc. Both prospective firms have toured the office building. The proposals from each were previously forwarded. Ms. Valcich distributed a document comparing both proposals. Those present reviewed and discussed the details of the comparison and discussed the advantages and disadvantages of each. Ms. Valcich and Mr. Delaney are in agreement that they prefer Haynes, Lieneck & Smith, Inc. The Town of Chelmsford Department of Public Works has recommended both architects.

The budget for a potential redesign project was discussed.

After discussion, Mr. Wetmore made a motion to accept the proposal and hire Haynes, Lieneck & Smith, Inc. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

Middlesex County Retirement System Update

Ms. Valcich provided a brief report regarding the Middlesex County Retirement System. An evaluation report as of December 31, 2015 has been received. The report has been provided to Ms. Mara, the auditor. There are several questions with regard to the information. Ms. Valcich will clarify the information and provide a further update at a future meeting.

Act to Modernize Municipal Finance

Ms. Valcich reported that she has provided information to the Commissioners relative to the Act to Modernize Municipal Finance. Information pertinent to the CWD was reviewed and discussed.

Lowell Billing Steadman Street

Ms. Valcich provided an update on the possibility of the City of Lowell billing 17 accounts on Stedman for water usage. She has corresponded with Erik Gitschier with regard to the issue and she will continue to follow up. Mr. Martin requested that Ms. Valcich copy him on future email correspondence.

Questions and Answers Templates

Ms. Valcich has met with Dave Pulsifer and Mr. Melanson to review Frequently Asked Questions ("FAQ") via telephone calls and the web site and the FAQ's currently posted on the CWD website. The process to review and finalize will continue.

7. Treasurer's Report - John Harrington

Mr. Harrington distributed statements for the month of August 2016 from Enterprise Bank and Northern Bank and Trust. Those present reviewed and discussed the statements. After discussion, Mr. Wetmore made a motion to accept the Treasurer's Report as presented. Mr. Martin seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

8. Ronald Wetmore

Mr. Wetmore had no information to report.

9. **Bill Martin**

Architect Design Review

Architect Design Review was covered earlier in the meeting.

Mr. Martin had no other information to report.

10. **John Harrington**

Nashoba Valley Technical High School

Mr. Harrington discussed the possibility of having students from Nashoba Valley Technical High School build a structure for storage of the VAC truck. After discussion, the Commissioners agreed such an arrangement may not be feasible due to the project schedule.

11. **Old Business/Action Items**

Those present reviewed, discussed and revised Action Items dated September 14, 2016.

12. **New Business**

Middlesex County Early Retirement

The Commissioners discussed recent correspondence with regard to the Middlesex County Early Retirement. Those present reviewed a draft response to questions prepared by Ms. Valcich.

Hydrant Painting

The painting of hydrants identified is continuing. An update was provided by Mr. Delaney.

The work load of Atty. Hall for the CWD was discussed. There have been instances of a lack or delay in responsiveness on some issues. The Commissioners discussed possibility of diversifying work load to other attorneys. Atty. Hall is currently handling a few projects. The Commissioners will continue to monitor the situation.

13. Previous Minutes

Mr. Wetmore made a motion to accept and approve the minutes of the August 24, 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: Wednesday, October 12, 2016 at 4:00 p.m.

15. Meeting Adjournment

The meeting was adjourned at 5:44 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington.

Respectfully submitted,

Debra Belden

Recording Secretary