

**Minutes  
Regular Meeting  
Wednesday, November 9, 2016 4:00 p.m.**

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

Commissioner Ronald W. Wetmore joined the Chelmsford Water District ("CWD") meeting remotely via speaker phone.

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

There were no items offered in Open Session.

Mr. Martin wished all Veterans a Happy Veterans Day and thanked them for their service and to Mr. Harrington a Happy Marine Corps Birthday.

Mr. Martin also congratulated Mr. Harrington on being awarded the Chelmsford Community Champion Award, now called the Steven Jones Community Champion Award, by the Lowell Chamber of Commerce.

3. **Auditors Report – Maureen Mara**

Maureen Mara of Mara & Associates, PC attended the meeting to present the results of the Auditors Report. Copies of the audit report and financial statements were provided to the Commissioners. Ms. Mara reviewed an audit letter that summarized the more important findings of the audit report and financial statements. Free cash has been submitted for certification to the Mass. Department of Revenue. Ms. Mara does not expect that there will be any issues. Future Capital Improvement plans will be an indicator in determining appropriate free cash. With regard to the investment accounts (Enterprise Bank and Northern Bank), she commented on the large difference in the fees charged for comparable funds managed by each. Ms. Valcich and Mr. Harrington are in the process of investigating the fees charged by Northern Bank. Ms. Mara reviewed, at length, the Middlesex County Retirement System funding. Ms. Mara indicated that there have been several lengthy discussions with representatives of the Middlesex County Retirement System, their actuary and their auditor. She discussed the calculations in detail. She indicated that in her opinion, the CWD is making exceptional contributions toward funding through the Middlesex County Retirement System as compared to other districts and municipalities. Ms. Mara discussed the OPEB calculations and appropriate future funding amounts.

Lastly, Ms. Mara discussed the bond fund. She suggested restructuring the bond debt, if necessary, at the same time that the water rates are adjusted effective January 1, 2018, to be discussed at the November 2017 meeting.

The Commissioners thanked Ms. Mara for her work on behalf of the CWD.

**4. Public Hearings**

There were no public hearings held.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 11/9/2016" 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.

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

Mr. Delaney distributed a document titled "Superintendent's Report – November 9, 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, Canal Wells, Mill Road Well #2, Service and Water Main Breaks, Hydrants, Arrowhead to Sleigh Road Water Main Extension, Summit Tank Roof and 20' x 24' Garage CSWTP Frac Tank Equipment.

Mr. Delaney distributed a photograph taken by the recently purchased drone of the Summit Tank roof. The deterioration shown on the photograph will be investigated next week.

Mr. Delaney requested that the Commissioners vote to accept and award a contract for construction of a new 20' x 24' garage to the low bidder. Three quotes for construction of the garage were received, as follows: Morey Brothers General Contracting of Westford, MA in the amount of \$40,200; Finest Builders, Inc. of Chelmsford, MA in the amount of \$35,900; and Marc A. Gibbs of Chelmsford, MA in the amount of \$33,600. Mr. Wetmore has reviewed the specifications for the structure.

After review and discussion, Mr. Wetmore made a motion to accept and award the contract to construct a 20' x 24' garage to the low bid proposal received from Marc A. Gibbs in the amount of \$33,600. Mr. Harrington seconded the motion. Hearing no further discussion the Commissioners voted as follows: Mr. Wetmore, Aye; Mr. Martin, Aye; and Mr. Harrington, Aye. The motion was unanimously approved. Due to the cold weather a concrete additive will be used for the pad and footings.

**7. 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, October YTD Financials, Budget, Charges and Receipts. The report was discussed and any questions addressed.

Ms. Valcich also reported on the following items: Training, Retirement, Audit, Architect Update, MCC-Invoice Cloud Notification, Northern Bank-BNY Mellon Advisory Fees, Upgrading Website Platform from First Class to Drupal Content Management System, Personnel Guide and Five Year Capital Plan.

Those present reviewed and discussed at length a preliminary floor plan provided by Haynes, Lieneck and Smith, Inc., as revised and updated by Ms. Valcich and Mr. Delaney. The possibility of a two-phased approach to the renovation, Operations Area and Administrative Area, was discussed. Those present agreed to move forward with the plan as revised. Ms. Valcich will forward the floor plan, as revised, to the architect. The architect will prepare cost estimate numbers.

**8. Treasurer's Report - John Harrington**

Mr. Harrington distributed statements for the month of October 2016 from Enterprise Bank and Northern Bank and Trust. Those present reviewed and discussed the statements. Mr. Harrington will request that Northern Bank use the same format to present the monthly information as Enterprise Bank. Ms. Valcich and Mr. Harrington will discuss Service Fees with a representative from Northern Bank.

**9. Ronald Wetmore**

RFP for Cell Tower

Mr. Wetmore provided an update on the Cell Tower RFP. A document titled "Verizon 25 Year Total Payout" with a comparison between Verizon, Wireless EDGE Towers, LLC and US Wireless, Inc. Those present reviewed and discussed the information.

**10. Bill Martin**

Early Retirement

Maureen Ham has retired as of November 1, 2016. Mr. Martin had no further new information to report.

**11. John Harrington**

Mr. Harrington had no new information to report.

**12. Old Business/Action Items**

Those present reviewed, discussed and revised Action Items dated November 9, 2016.

13. **New Business**

There was no New Business discussed.

14. **Previous Minutes**

Mr. Wetmore made a motion to accept and approve the minutes of the October 12, 2016 CWD Regular Meeting, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Wetmore, Aye; Mr. Martin, Aye; and Mr. Harrington, Aye. The motion was unanimously approved.

15. **Upcoming Meetings**

Work Session: TBD

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

16. **Meeting Adjournment**

The meeting was adjourned at 6:45 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. Hearing no further discussion, the Commissioners voted as follows: Mr. Wetmore, Aye; Mr. Martin, Aye; and Mr. Harrington, Aye. The motion was unanimously approved.

Respectfully submitted,

Debra Belden  
Recording Secretary