



Chelmsford Water District

20 Watershed Lane • Chelmsford MA 01824-4884 • www.chelmsfordwater.com

CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING December 15, 2021

PRESENT: Commissioners

John G. Harrington

Bill Martin

Ron Wetmore

Andy Reid

Superintendent

Lisa Quatralo

Business Director/Treasurer

Todd Melanson

Environmental Compliance Manager

Ruth Anne Blair

Recording Secretary

Pat Wojtas

Town of Chelmsford

Ryan Paul

Environmental Partners

Chuck Adelsberger

Environmental Partners

Commissioner Martin called the Regular Meeting of the Commissioners to order at 1:05PM with all reciting the Pledge of Allegiance.

Environmental Partners – Mr. Paul and Mr. Adelsberger presented their Watershed Lane Culvert Replacement engineering proposal letter, per the District's request.

Currently the only access road (Watershed Lane) to the Chelmsford Water District's facilities is susceptible to flooding. The current dual culverts are failing due to piping (e.g., loss of support sand) with potholes developing in the road. Discussed alternatives for replacing the culverts that would lessen flooding, aid in meeting stream standards and water management act, as well as redundant access road. Also discussed pursuing a FEMA/MEMA Hazard Mitigation Grant Program which would fund 75% of the project (all phases from final design, bidding, and construction) as a grant.

Environmental Compliance Report – Todd Melanson

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated December 15, 2021.

PFAS6 -- Mr. Melanson presented a graph showing FY21 1st, 2nd, 3rd, quarters' compliance numbers. A confirmed exceedance of PFAS6 required the creation of a Public Notification (PN). The MassDEP finalized the PN. There were approximately 300 inquiries related to the PN. The overall response was good. Short term plans and long term plans will be required as a result of these numbers. The District has been assigned two attorneys to assist with the PFAS6 Class Action Lawsuit and Mr. Melanson has supplied all requested paperwork and answered all requested questions.

Pilot Study – is nearly completed, and a draft report prepared. CAL RES (ceramic resin) seems to be the best media for the treatment of the Crooked Spring water.

DBR2 (Disinfection Byproduct Rule 2) – attempts to reduce levels at the sites of concern were successful

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(in the short term). The colder temperatures are helping.

High School Innovative Pathway Program – Massachusetts is a growing hub for the life sciences with a growing employment base. Life sciences includes a broad range of industries including biomedicine, pharmaceuticals, biophysics, environmental sciences and many others. Chelmsford High School is offering Environmental Technology or Biotechnology within the Life Science Pathway. These two options will help students prepare for industry recognized credentials relevant to their senior internship. This could be an opportunity for the District to be a partner in this program.

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report" dated December 15, 2021 was distributed to the Board.

Backflow Program – Mr. Reid provided a table projecting FY23 in-house costs and revenue using a commercial database. Mr. Reid presented a draft standard operating procedure (SOP). The Program would have seven distribution staff. Two staff members would be Surveyors, one staff member Backflow Coordinator and three staff members as Testers. He recommended (1) a database system be implemented to streamline the project; (2) provide any distribution staff member an option to obtain the Tester License; (3) restrict the Surveyor License to two individuals. This would begin in FY23.

Discussion: The coordinator should have Tester's license and Surveyor's license. Backflow inspections need to be done in coordination with the quarterly bill schedule. Having this program done in-house gives us more control. Even with the additional expense of licensing and payroll increases, this is more profitable for the District. The Commissioners all agreed that this was a good plan.

Rules and Regulations – Mr. Reid presented his edited (redlined) version of the Rules and Regulations. **A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington to accept the edited document as presented. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, and Commissioner Martin voted Aye. Motion passed unanimously.**

Multi-year well cleaning & rehabilitation project – Four bids were received for this Project. The project addresses four wells. Maher Services Inc. was the low bidder at \$314,100. **A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington, to accept the lowest bid for five years by Maher Services Inc. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye and Commissioner Martin voted Aye. Motion passed unanimously.**

GIS Computer – Discussion about the need for additional computer/laptop for access by distribution personnel. Should it be a laptop or desktop? Could a desktop in-house be repurposed for GIS use? Is there a need for a "shared" computer in-house? Is it necessary to have a laptop that can be taken home? **A motion to let Mr. Reid and Ms. Quatralle work together to make a decision on what to do and do it was made by Commissioner Wetmore, seconded by Commissioner Harrington.**

Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, and Commissioner Martin voted Aye. Motion passed unanimously.

IMA – the Town provided comments in mutual agreement of the IMA regarding snow removal shared services. Attorney Hall has reviewed the document. Ms. Quatralle indicated that she needs accurate time records to keep the payroll budget line accurate. A motion to accept the IMA as edited was made by Commissioner Wetmore, seconded by Commissioner Harrington. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, and Commissioner Martin voted Aye. Motion passed unanimously.

Funding – Received the Department of Industrial Accidents Safety Grant. New transformers were installed at 20 Watershed Lane (National Grid incentive). Interim PFAS6 Response Program Grant is due the end of January 2022. Can apply for \$150K and use the money to develop design to 30-60%, set up for SRF loan/grant in August.

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale's report for November's activity was presented, with backup documentation on FY2022 Expenses vs Revenue, FY22 Article Balances and Enterprise investment and OPEB accounts.

PERSONNEL POLICY GUIDE (PPG)—The final PPG has not been submitted to the Commissioners for their signatures.

CALENDAR YEAR HOLIDAY SCHEDULE – was submitted to the Commissioners and they gave their approval.

WATER RATES AND FEES CHANGES – These are progressing on schedule.

FY21 AUDIT – Three responses to the RFP have been received All meet Ms. Quatrale's criteria (table of responses provided). Maureen Mara will assist in interviewing the top two candidates (Clifton Lawson Associated and Powers and Sullivan) on December 21st. Melanson and Heath were informed they were not selected.

LIEN PROGRAM – Final lien list (70 accounts) has been sent to the Town to be included on the 3rd and 4th quarter real estate tax bills.

BACKFLOW INVOICING – Met with Mr. Reid to review the SOP for Backflow program. This will be submitted to the Commissioners for their review. Amy and Joan sent out backflow bills manually this past week based on the small batch issue. City Hall Systems is increasing their fees by 50%. Ms. Quatrale will investigate other billing and on-line bill paying options before next fiscal year.

MISCELLANEOUS –

- Ms. Quatrale attended another call with small team of water suppliers, MWWA and LIWAP to discuss the 2-tier benefits of the LIHEAP program. Not many seem to be taking advantage of this program.
- Worked with Todd and the CHS team to send out ~8700 PFAS notifications. All went smoothly with distribution to our customers in a timely manner. Red Mill Graphics contacted Ms. Quatrale regarding the notification.
- Worked with Mr. Reid and the Town Accountant on how the IMA for snowplowing services will work.

Ms. Quatrale reminded everyone that the second half of the year is coming up and that anything that needs to be looked at will be addressed at the January meeting.

A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington to approve the minutes of the Regular Commissioners' Meeting from the November 17, 2021. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington to approve the minutes of the November 17, 2021 Work Session. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed unanimously.

A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington to approve the minutes of the November 22, 2021 Work Session. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed unanimously.

A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington to approve the minutes of the November 30, 2021 Executive Session. Commissioner Harrington voted

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Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed unanimously.

A motion to schedule the next Regular Commissioners' Meeting be held on January 19, 2021 at 1:00PM was made Mr. Wetmore, seconded by Mr. Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

A motion to adjourn this meeting at 3:54PM was made by Mr. Wetmore, seconded by Mr. Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

Ruth Anne Blair
Recording Secretary

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