



Chelmsford Water District

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Minutes Regular Meeting Wednesday, December 13, 2017

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

1. Meeting was opened at 3:14 p.m. with the Pledge of Allegiance.

2. **Maureen Mara – FY 2017 Audit Report**

The first agenda item discussed was a review of the FY 2017 Audit Report. Maureen Mara, CPA, Mara & Associates, attended the meeting and reviewed the results of the annual audit for the Fiscal Year ended 6/30/17. Ms. Mara addressed questions from the Commissioners. Ms. Mara and the Commissioners discussed the following items in detail: Certification of free cash, funding of capital projects, funding of the Middlesex County Retirement and OPEB commitments, water rates, and bond debt. Ms. Mara will report back to the CWD Commissioners with regard to certification of free cash by the January 2018 meeting.

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

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 12/13/2017" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation & Withdrawal, and Outreach.

A proposal from IMMI LED lighting and Energy Solutions & Agera Energy with regard to energy management has been submitted to the CWD. The proposal will be reviewed and discussed at the next CWD meeting.

The possibility of the CWD joining organizations, such as the Mass. River Alliance, OAR, Merrimack River Alliance, etc. was discussed. The Merrimack River Alliance is a newly formed, local organization, the CWD will discuss the possibility of joining at a future date.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – December 13, 2017". The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Mill Road #2 Well Replacement, Service and Water Main Breaks, Hydrants, Crooked Spring WTP – Media Replacement, Smith Street Treatment Plant, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Municibid Posting of 2006 Truck -2500 GMC Diesel, New Truck 2017 F-250, Turnpike Well Culvert Replacement to Access Roadway, Jordan Well, and Riverneck Road WTP Aeration Tower.

5. **Business Director/Treasurer's Report - Lisa Valcich**

Financial Reports and Analysis

The monthly Financial Report and Analysis through November 2017 including Expenses, Revenue and Capital Account Balances year-to-date through November 2017 was distributed, reviewed, discussed and questions addressed.

Treasurer's Report

Information relative to the Investment Accounts was distributed, reviewed and discussed including the Enterprise OPEB Account and the Enterprise Investment Account as of November 2017.

Other Items

Ms. Valcich provided updates on the following items: Building Update, Liens, Investments, Audit, Treasurer Update, and Massachusetts Public Procurement Certification.

The building renovations project is complete. The flooring issue has been resolved. Payment has been issued for the remaining funds retained for the project.

The Commissioners congratulated Ms. Valcich on completion of the Massachusetts Public Procurement Certification. Ms. Valcich will proceed with completing requirements for the Treasurer's Certification.

6. **Open Session**

There was no information offered in Open Session.

7. **Ronald Wetmore**

Exterior Painting – CWD Office Building

Mr. Wetmore requested that quotations and bids be obtained for exterior painting of the CWD office building. Those present discussed possible options for painting the building exterior. There are several materials on the building exterior, i.e., vinyl, metal, etc. Minor repairs in some areas will be necessary. Mr. Delaney will investigate and request some estimates be provided.

Mr. Martin requested that an estimate be obtained to repair the front steps of the office building.

Barnes Terrace Update

Those present discussed the possibility of locating a Pump Station, Booster Station or an Inline Pump at the Barnes Terrace property in lieu of a new well. Mr. Delaney will investigate the possibilities, including pressure numbers, and report back at a future meeting.

8. Bill Martin

REC Credit Agreement

The CWD had voted at the last meeting to execute an agreement to pre-sell 2018 and 2019 Renewable Energy Credits for \$20 per credit. Atty. Hall has reviewed the contract and suggested revisions. The requested changes have been incorporated. There are two options for execution of the contract: The CWD Commissioners can review the contract and delegate the authority to sign the contract to Mr. Delaney, as CWD Superintendent, or delegate to the Chairman of the CWD Board of Commissioners, Bill Martin.

Mr. Harrington made a motion that Mr. Delaney, in his capacity as the CWD Superintendent, be authorized to sign the contract on behalf of the CWD Board of Commissioners. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

9. John Harrington

Mr. Harrington suggested that an event, perhaps an Open House/Staff Appreciation Day, be organized to thank the office staff for their patience, cooperation and additional work during the renovation project. Ms. Valcich and Mr. Harrington will organize an event.

10. Old Business/Action Items

Action Items, Short Term and Long Term Pending, were reviewed, discussed and revised where necessary.

11. New Business

There was no New Business discussed.

12. Previous Minutes

Mr. Wetmore made a motion to approve the minutes of the November 8, 2017 meeting, as drafted. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted unanimously to approve the motion.

13. **Upcoming Meetings**

Work Session: To be determined

Regular Meeting: Wednesday, January 10, 2018 at 4:00 p.m.

14. **Meeting Adjournment**

The meeting was adjourned at 5:30 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to adjourn the meeting.

Respectfully submitted,

Debra Belden
Recording Secretary