



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING December 11, 2019

**PRESENT:** Commissioners: John G. Harrington, Bill Martin, Ron Wetmore  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance: Todd Melanson  
Recording Secretary: Ruth Anne Blair  
Pat Wojtas  
Robert Doak

Meeting opened at 1:00PM with the Pledge of Allegiance.

### Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated December 11, 2019 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered: **ENERGY UPDATE** – as of November the array has produced 561 credits and is still on track for production of 588 credits for 2019. No National Grid (electrical and gas) issues. **DISTRICT ISSUES** – PFAS schedule now expected to be reviewed and approved by end of January 2020. Concord Basin permit renewal due to be mailed within two weeks. Have been coordinating with Attorney Hall relative to Meadowbrook Road encroachment issue onto CWD property. **TOWN ISSUES** – Final Katrina Report to the Town from Ransom Consulting still not released. **WATER CONSERVATION & WITHDRAWALS**-- numbers continue to be in our favor. **OUTREACH** – preparing three presentations for Middle and High Schools visits.

Questions were asked and answered, item by item.

### Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated December 11, 2019 was distributed to the Board. In Mr. Delaney's absence, Ms. Valcich summarized the contents of his report which covered: **RIVERNECK WTP-WELL**--Panel View Plus Board has been replaced. An additional CPU processor was also needed. We are using a new one on loan from AD Instruments until a refurbished one is received. The refurbished one has the same warranty as a new one and was \$3,500 less. Generator major maintenance scheduled for 12/13 and full load bank test will be done in the Spring. **MAHER SERVICES** – Performance flow tests performed on wells. Some redevelopment work and pump cleaning/inspections has been done on various wells. **MILL ROAD WELL #1** -- Two test wells installed. Based on soil samples, water quality and estimated well yield, well 2-19 will be location of the replacement for Mill Rd. #1. PFOS sample results are scheduled

**Commissioners**  
Bill Martin, Chairman  
Ronald W. Wetmore  
John G. Harrington

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to be received 12/16. We will then move forward with DEP submittal process for approval of new well supply. Money has been budgeted.

**SERVICE & WATER MAIN BREAKS** – two main breaks, one service break. **WATER SERVICES BACKFLOW AND CROSS CONNECTION INSPECTIONS** -- Semiannual testing and inspections throughout district completed 12/3. **WESTLAND WATER MAIN REPLACEMENT** – project completed. **MUNICIPAL POSTING** – 2008 F250 bid closing date of December 10, currently up to \$10,800. **TRUCKS - 2004 10-WHEELER DUMP TRUCK REPAIR** -- Cylinder head, head gaskets, engine repairs completed at a cost of \$16,967.98. **TRUCKS – 2019 VAC TRUCK** – sent to Fitchburg for Emissions trouble light repair.

Questions were asked and answered, item by item.

### **Business Director/Treasurer's Report – Lisa Valcich**

**Middlesex Retirement Net Pension Liability Increase:** Ms. Valcich reported the auditor's findings regarding Middlesex Retirement's allocations to their members. The missing information that we could not find in all the reports that Middlesex Retirement publishes is the impact of each members annual contribution to fund the Middlesex County and Middlesex Hospital that were absorbed by Middlesex Retirement after bankruptcy. This year and the previous year, Chelmsford Water District allocation was ~ \$50k each year which is a significant amount that the Commissioners were not fully aware. Based on the several requests for additional information from the Middlesex Retirement Team, we were able to "piece" together our answers.

Based on the above, Chelmsford Water District, North Chelmsford Water District and Acton Water District formally requested that MCRS institute the following two practices to provide this critical information to all of its member units:

1. Publish the Asset reconciliation for all 71 units starting with the 12/31/2018 reconciliation, and continue publishing it annually. This information should be on the MCRS website so that all the units can see where they stand compared to their counterparts.
2. The audited financial statements should include a footnote disclosure enumerating the amount of annual funding that the members units are being charged to fully fund the County and Hospital benefits (\$8,786,696 in 2018 for instance). These amounts are material and would influence the readers of the financial statements.

Delinquent Accounts collection -- is now done. Liens on the remaining eight accounts, totaling \$9,063.48, were sent to the Town of Chelmsford along with a letter to each homeowner giving them a last chance to make payment before November 3.

Training – Amy attended training at Middlesex Retirement.

Fee Schedule Changes – Ms. Valcich presented a letter and supporting documentation to the Commissioners, requesting their approval to increase our NEW Service Connection fees and NEW Service Fire Protection fees by 50%. This request was based on the research and analysis done by Ms. Valcich and Mr. Delaney on local water districts' services fees. It was noted that the last time CWD's service fees were changed was 2008.

After much discussion and deliberation Mr. Wetmore made a motion to approve a fee increase of 25% for NEW Service Connections and 50% for NEW Service Fire Protection. Mr. Harrington seconded the motion.

**MOTION PASSED WITH MR. MARTIN VOTING AYE, MR. WETMORE VOTING AYE AND MR. HARRINGTON VOTING AYE.**

Her report also contained a copy of a letter from the Attorney General's Office approving the District's use of an alternative meeting notice posting method (*i.e. www.chelmsfordwater.com*), the November FY20 YTD Expense vs Revenue, November FYH20 Capital Snapshot, Enterprise OPEB and Investment balances, Gallons pumped vs Billed information.

Questions were asked and answered, item by item.

#### **OPEN SESSION**

Bill Martin	No new information to report
John Harrington	No new information to report
Ron Wetmore	No new information to report

#### **OLD BUSINESS**

It was noted that everyone was very satisfied with AVAIL's assistance eliminating the IT issues we had been experiencing.

Ms. Valcich reported that no funds have been received from the East Chelmsford Water District.

The Commissioners expressed their appreciation to Ms. Valcich and Mr. Delaney for the work they did on the Fee research and analysis project.

**NEW BUSINESS**

A motion to accept the minutes of the Regular Meeting dated November 20, 2019 was made by Mr. Harrington, seconded by Mr. Martin. Hearing no further discussion, the **MOTION PASSED WITH MR. MARTIN VOTING AYE, MR. HARRINGTON VOTING AYE AND MR. WETMORE VOTING AYE.**

A motion was made by Mr. Wetmore, seconded by Mr. Harrington to hold the next meeting on January 15, 2020 at 1:00PM. The **MOTION PASSED WITH MR. MARTIN VOTING AYE, MR. WETMORE VOTING AYE AND MR. HARRINGTON VOTING AYE.**

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Martin and so voted. Meeting adjourned at 3:13PM.

Ruth Anne Blair  
Recording Secretary

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