



Chelmsford Water District

20 Watershed Lane Chelmsford MA 01824 978-256-2381

www.chelmsfordwater.com

Minutes Regular Meeting Wednesday, February 15, 2023

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore-(remotely)
Superintendent: Andy Reid
Business Director/Treasurer: Lisa Quatralo
Environmental Compliance: Todd Melanson
Recording Secretary: Michaela Thompson
Consultant: Robert Delaney
Rick Romano
John A. Swenson, Jr.

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

John Swenson, Jr. presented his mother's account at 52 Mill Road. He explained that his elderly mother typically used 5-7 thousand gallons per quarter, but her latest bill showed usage of 32,000 gallons. He said she received a call from CWD informing her that her usage was higher than normal and that she might have a leaking toilet. Mr. Swenson was requesting an abatement. Lisa Quatralo told the Commissioners that Jim Rogers went to the house and did a data download that showed high usage and a continuous leak from 10/20/2022 through 11/25/2022, most likely caused by a leaking toilet that the owner could not hear. She further explained that she explained the District's abatement policy with him and told him she could approve the lowest tiered rate on her bill since the leak was fixed. Mr. Swenson did not want to move forward with this option and expressed interest to attend the Commission Meeting. The Commissioners said they would take the request under advisement and call Mr. Swenson with a decision.

3. Environmental Compliance Report – Todd Melanson

A document titled “**Environmental Compliance Manager's Report Water Commissioners' Meeting: 02/15/2023**” was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: PFAS6 Update, Discolored Water, Energy Program Update, Town Issues, State Drought Status, VAC Truck Savings and Calculations, Water Management Legal and Outreach. Water Conservation & Withdrawal and Outreach. Mr. Melanson pointed out that the PFAS numbers for the 4th quarter of 2022 and the month of January 2023 continued to be below the maximum contaminant level (MCL) that Mass DEP established.

Mr. Melanson summarized the Water Management Legal section as follows: It is expected that the revised Water Management Act Regulations imposing conditions upon **Registered-only water systems** to restrict non-essential use upon regional drought declarations will become effective when published in the Massachusetts Register on January 20th. At some point these same restrictions might find their way into Water Management Act permits, but for now the regulations state that permit conditions prevail.

He also stated that the State Drought Task Force met Feb 8th and ended the drought declaration statewide.

Mr. Melanson presented a handout to the Board regarding the overall VAC Truck savings. Commissioner Harrington asked Mr. Melanson to create a yearly savings report, going forward.

4. Business Director/Treasurer's Report – Lisa Quatralo (out of order)

A document titled **“February 15, 2023 – Business Director Report”** was distributed including updates on each topic. The report included the following items: Audit Activity, Personnel, OPEB Funding Update, Billing, Meter Program and Vadar Cloud Conversion, Backflow Process Meeting, Conflict of Interest, Annual Report for Continuing Disclosure, Employee Mid-Year Performance Review, 2023 Elections and Annual Meeting Timeline, Tampering with Meter, Lead and Copper Rule Door Hangers, Irrigation SOP Meeting, District Financial Policy Guidelines and Real Estate Finals.

Financials and Investment Reports:

Ms. Quatralo distributed reports for January, FY2023 which included Expense and Revenue, Expense Breakdown, Capital Snapshot and Enterprise OPEB and Investment Accounts. Reports were reviewed and discussed.

Ms. Quatralo distributed a letter to the Board from Bonita Towle Flanagan of 3 Derringer Road, in which Ms. Flanagan voiced her frustration about the discolored water. Ms. Quatralo also had a draft letter of response from Superintendent Reid, for the Board to review. The Commission provided input and asked that Superintendent Reid mail the response to the homeowner.

5. Superintendent's Report – Andy Reid

A document titled, **“Superintendent Report for February 15, 2023 BoWC Meeting”** was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Rules and Regulation Update, Generator Maintenance Vendor Service Provider Switch, Telecommunication Leases, Staffing Transition Update, Mid-Year Reviews Update, Update on land behind 243 Riverneck Road Watershed Protection Land, Grants, Public Outreach Regarding PFAS, Board of Health, Main Breaks, Workshop requests.

Mr. Reid explained that the Town has offered to place a bid line item for brickwork repair as part of their solicitation for annual sidewalk repair work. He also provided the proposed updated language to the District's Rules and Regulations regarding the Service Lines and Water Mains and asked if the Board found the language acceptable. Commissioner Martin said it looked fine. Commissioner Wetmore and Harrington had no concerns.

6. Ronald Wetmore

Commissioner Wetmore asked for names of companies that do performance reviews on the Business Director and Superintendent's positions. Ms. Quatralo said she could provide the names of companies that do it annually.

7. Bill Martin

Commissioner Martin requested that the Board set aside discussing Atmospheric Water Generation and Addition of Water Rate Tier.

8. John Harrington

Commissioner Harrington asked for the status of the Culvert Grant. Superintendent Reid stated that it has been waitlisted by FEMA. Mr. Harrington stated that PFAS is the number one priority for the district right now, so a temporary fix using metal plates should be used for the culvert. Mr. Reid stated that he does not believe the culvert will fail immediately, but that the sand-base foundation to the culvert is being lost and it will need to be fixed while losing the sand. He recommended to the Board to finish the design so project is available for bid when culvert fails. Ms. Quatrala stated that the money was approved in the warrant. Commissioner Wetmore said that we will just have to do it.

9. Previous Minutes

Motion to approve the minutes of the Commissioners' Meeting of January 18, 2023 was made by Commissioner Harrington, seconded by Commissioner Wetmore. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

Motion to approve the minutes of the Commissioners' Meeting of January 25, 2023 was made by Commissioner Harrington, seconded by Commissioner Wetmore. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

Motion to approve the minutes of the Commissioners' Meeting of February 1, 2023 was made by Commissioner Harrington, seconded by Commissioner Wetmore. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

10. Next Meeting Scheduled

Work Session – February 16, 2023 @ 9:00am
Regular Commission Meeting – March 15, 2023 @ 1:00pm.

11. Meeting Adjournment

Motion to adjourn was made by Commissioner Harrington. The motion was seconded by Commissioner Wetmore. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed. The meeting adjourned at 4:10pm.

Respectfully submitted,

Michaela Thompson
Recording Secretary