



Chelmsford Water District

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

Minutes Regular Meeting Wednesday, February 14, 2018

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

Commissioner Ronald Wetmore joined the meeting remotely via speakerphone

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

2. Environmental Compliance Report-Todd Melanson

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 2/14/18" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed item-by-item. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation & Withdrawal and Outreach.

3. Superintendent's Report – Robert Delaney

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – February 14, 2018". The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Riverneck WTP, Service and Water Main Breaks, Hydrants, Crooked Spring WTP-Media Replacement, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Crushing Services of Spools Excavation Material from Breaks, Turnpike Tank Painting, Mass. Certified Public Purchasing Official Program, Capital Expenses and Articles.

Mr. Delaney requested that the Commissioners approve awarding of the contract for the Crooked Spring Water Treatment Plant Media Replacement. One bid was submitted by Kinsmen Corp. in the amount of \$216,600. Mr. Delaney distributed and reviewed a document prepared by Stantec Consulting Services, Inc., dated February 9, 2018, recommending awarding of the contract to Kinsmen Corp. who submitted a bid in the amount of \$216,600.

Mr. Wetmore made a motion to award the contract for Crooked Spring Water Treatment Plant Media Replacement to the Kinsmen Corp. in the amount of \$216,600. The motion was seconded by Mr.

Harrington. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye; and Mr. Wetmore, Aye. The motion was unanimously approved.

Capital Expenses and Annual Meeting Articles were briefly reviewed and discussed.

The Smith Street WTP roof was discussed in detail. Those present discussed the existing condition of the roof, past repairs, possible options (including the possibility of a pitched roof), materials for a new roof, and possible cost for the roof replacement.

The Commissioners agreed to schedule a Work Session for Wednesday, March 7, 2018 at 1:00 p.m. at the CWD office to discuss the Capital Budget, Five-Year Capital Expenditures and the Free Cash Proposal.

Mr. Harrington made a motion to accept the Superintendent's Report, as presented. Mr. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye; and Mr. Wetmore, Aye. The motion was unanimously approved.

4. Business Director/Treasurer's Report - Lisa Valcich

Other Items

Ms. Valcich provided updates on the following items: Account 7645, Account 7431, Account 8603, City Hall Systems, Massachusetts Department of Revenue, Enterprise Bank, Enterprise Bank Investments, Massachusetts Public Procurement Certification Accepted and Designated January, 2018 and Commissioner's Plaque.

Ms. Valcich recommended that the Commissioners discuss options with regard to pursuing a resolution relative to Account 8603. Mr. Delaney reported that he recently received a telephone call from Cintas acknowledging that they understand that we supply them with water and would like us to bill them directly. The representative from Cintas indicated that they were told by the East Chelmsford Water District that they should invest in a well to supply their water. The Commissioners briefly discussed the issues and agreed to have further discussion at the March 7, 2018 Work Session. Those present agreed that in view of the potential redevelopment of the 129 corridor, it would be beneficial to invite the new Economic Development Manager to attend the next CWD meeting to discuss potential development and water usage.

Ms. Valcich has been informed by Maureen Maura that she will be out-of-town on the day of the CWD Annual Meeting. However, she will be available to call in, if necessary. Ms. Valcich is in the process putting together the information and documentation for the Annual Elections (to be held on April 9, 2018 from 3:00-7:00 p.m.) and the Annual Meeting (scheduled for April 25, 2018 at 7:00 p.m.).

Financial Reports and Analysis

FY 2018 January YTD Financials including Expenses, Revenue and Account Summary, were 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 January 2018.

5. **Open Session**

There was no information offered in Open Session.

6. **Ronald Wetmore**

Mr. Wetmore had no new information to report.

7. **Bill Martin**

Mr. Martin had requested discussion of Account #8603 and FY 2019 Budget Workshop. Both topics were discussed earlier in the meeting. Mr. Martin had no additional new information to report.

8. **John Harrington**

Mr. Harrington had no new information to report.

9. **Old Business/Action Items**

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

10. **New Business**

There was no New Business discussed.

11. **Previous Minutes**

Mr. Harrington made a motion to approve the minutes of the January 10, 2018 meeting, as drafted. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was unanimously approved.

12. **Upcoming Meetings**

Work Session: Wednesday, March 7, 2018 at 1:00 p.m.

Regular Meeting: Wednesday, March 14, 2018 at 4:00 p.m.

13. **Meeting Adjournment**

The meeting was adjourned at 5:20 p.m. on a motion by Mr. Harrington. The motion was seconded by Mr. Wetmore. The Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was unanimously approved.

Respectfully submitted,

Debra Belden
Recording Secretary