

Minutes
Regular Meeting
Wednesday, February 13, 2019

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore-(remotely)
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Recording Secretary: Gail Wilkish
Robert Doak
Pat Wojtas
Jeffrey Boles

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

2. Environmental Compliance Report – Todd Melanson

Mr. Melanson was absent at this meeting so the Environmental Compliance Report was not presented.

3. Superintendent's Report – Robert J. Delaney

A document titled, “The Superintendent's Report, February 13, 2019” was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Riverneck WTP, Locke Road Booster Station, Locke Road Tank/Fire-Police Antenna, Turnpike Tank-AT&T and Sprint Antenna Replacements, Service and Water Main Breaks, Hydrants, Employees CPR/AED, and Employees Concept and Practices of Advanced Drinking Water T3/T4.

Centerline Communications sent a letter on 02/05/2019 advising the District that it will be necessary for Sprint to make certain physical modifications to equipment within Sprint’s premises at the site (being Turnpike Tank). Superintendent Delaney reviewed agreement signed in August of 2009, section 3 modification to rent that stated no further modifications to the facilities or increases in the quantity of equipment or facilities can be made without a further amendment to the Agreement, executed by both parties. The District has received a full set of site design plans on 2/12/19 from Centerline Communication representative for Sprint. After no discussion among the Commission and Superintendent Delaney, Mr. Wetmore made a motion to allow an amendment to the current Communication Site Agreement to increase the lease by \$850.00 to accommodate the change. Mr. Harrington seconded the motion. Hearing not further discussion, the commissioners voted as follows: Mr. Wetmore, Aye; Mr. Harrington, Aye; and Mr. Martin, Aye. The motion was unanimously approved by the commissioners.

Superintendent Delaney will follow up with Centerline Communications with the decision of the Board of Water Commissioners.

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

Ms. Valcich provided updates on the following items: Account Notes: East Chelmsford Water District, Weekly SOP Meetings, Weekly Meetings reviewing By-Laws and Rules and Regulations, and Time Line for Annual Meeting and Elections.

Financial Reports and Analysis

January FY2019 including Expenses, Revenue Snapshot, and Account Summary were distributed, reviewed, discussed and questions answered.

Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed including Enterprise OPEB Account, Enterprise Investment Account, and Capital Accounts

5. Open Session – Town Public Safety Communication

Mr. Boles from the Cyber Communications Microwave Division presented the scope of work at the Locke Road Tank to increase the height of a 2 foot 18 GHz microwave antenna. Green Mountain out of New Hampshire will install the fixture/structure.

The Commission discussed that this was a public safety issue and did not pose any problems for the tank.

Mr. Harrington made a motion to accept the proposed microwave antennas at the Locke Road Tank. Mr. Wetmore seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Wetmore, Aye; Mr. Harrington, Aye; and Mr. Martin, Aye. The motion was unanimously approved by the commissioners. The Chelmsford Water District will get information from Mr. Boles regarding the work at the Locke Road Tank to the public.

6. Ronald Wetmore

Mr. Wetmore had no new information to report.

7. Bill Martin

Lamplighter Green Easement

A letter was notarized to grant the Lamplighter easement deed agreement this day, February 13th, 2019 at 2:46p.m. Ms. Valcich will send an invoice to Lamplighter Green for reimbursement of all legal and recording fees.

8. John Harrington

Mr. Harrington had no new information to report.

10. New Business

FY2020 Article Discussion and Schedule Budget Work Sessions – high level discussion on FY2020 articles and team has decided on March 6, 2019 working session to review in detail.

11. Previous Minutes

A motion to approve the January 16, 2018 Minutes was made by Mr. Wetmore. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore; Aye, and Mr. Martin; Aye. The Commissioners voted unanimously to approve the minutes.

12. Upcoming Meetings

Work Session: Wednesday, March 6th at 10:00 a.m.

Regular Meeting: Wednesday, March 13, 2019 at 1:00 p.m.

13. Meeting Adjournment

The meeting was adjourned at 2:59 p. m. on a motion by Mr. Harrington. The motion was seconded by Mr. Wetmore. The Commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore, Aye; and Mr. Martin, Aye. The motion was unanimously approved.

Respectfully submitted,

Gail M. Wilkish
Recording Secretary

