



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING February 12, 2020

PRESENT: Commissioners: John G. Harrington, Bill Martin
Ron Wetmore (conference call)
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
Pat Wojtas

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

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated February 12, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered: **ENERGY UPDATE** – as of the end of January 2020 the array produced 28.7 credits, 8 above average. As of February 10, production is at 6.2. No National Grid (electrical and gas) issues. Their online billing continues to have issues. **DISTRICT ISSUES** – PFAS schedule, public comments being received until February 28th. Still awaiting corrections to be made by Duane LeVangie on our Concord Basin permit. MWWA is aware and following. Prepared for rebuttal or completion on Concord Basin permit. Still waiting for direction from Attorney Hall relative to Meadowbrook Road encroachment issue. **TOWN ISSUES** – Town has submitted final Katrina Report to the State. Mr. Melanson is participating in the storm water process as it gives CWD mitigation credit. **WATER CONSERVATION & WITHDRAWALS**-- numbers continue to be in our favor. **OUTREACH** – preparing three presentations for Middle and High Schools visits. The Library is also interested in having Mr. Melanson make a presentation.

Questions were asked and answered, item by item.

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

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Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated February 12, 2020 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered:

RIVERNECK WTP-WELL– Ordered one -5 GE Starter set for High Head Pump.

MILL ROAD WELL #3 – Back in service on February 3rd after redevelopment and relining.

MILL ROAD WELL #1 – Stantec contractual agreement came today (February 12, 2020). Mr. Delaney not satisfied with quoted price. Mr. Delaney will contact Stantec about lowering the price.

SERVICE & WATER MAIN BREAKS – eight main breaks, no service breaks. **HYDRANTS** - working up Hitching Post area spring flushing schedule. **WESTLAND WATER MAIN REPLACEMENT**

INFRASTRUCTURE UPGRADE – Phase two in progress. District personnel will install new hydrants and isolation gating in preparation to putting contract to complete upgrade going out to bid. **SMITH STREET**

WTP – Hairline crack on welded portion of self-cleaning filter housing on skid one. How to proceed (repair, weld, epoxy, replace) needs to be determined. Installed in 2012. Is it under warranty?

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich's report for January 2020 activity was presented.

PAYROLL – Continue to work with payroll vendor on reporting issues. This has been delayed due to their losing one of their key employees.

BANKING – Meeting with our Enterprise Bank Team was very informative. Their new bank portal allows us more flexibility in our banking services. There is a possibility that our OPEB investment account can fully fund our annual retiree health care benefit payments, thus saving our expense budget approximately \$43,000 annually.

LOCAL GOVERNMENT FINANCE SURVEY – THE 2019 annual survey of local government finances, due January 2020, has been completed.

HILLTOP SECURITIES-ANNUAL REPORT FOR INVESTORS – The Electronic Municipal Market Access Database (EMMA) of the District's financial and operating data for the FY2019 has been filed.

FY2021 BUDGET – Ms. Valcich and Mr. Delaney have begun a review of FY2021 budget and anticipated needs. Results have been submitted to the Commissioners for initial review with a request for a work session be scheduled for March 4th.

MIDDLESEX RETIREMENT – As a result of Ms. Valcich’s requests to the MRS for them to provide the Districts with more detailed information regarding Units’ Asset Reconciliation and the funding of the County and Hospital benefits that the members’ are being charged, she received a response from them indicating they will ensure future valuations are provided and determine the best way to present this information.

LEGAL – The annual conflict of interest law education and training requirements (due every two years) was distributed to all District employees and are required to be completed and collected within 30 days. All employees who drive District vehicles were reminded that as of February 23, 2020, the Hands-Free Law takes effect.

STAFF – The position of Billing Coordinator – Accounts Receivables Clerk will become vacant and available as of March 6th. Ms. Valcich requested permission from the Commissioners to post this position on Indeed.com and in the Lowell Sun as soon as possible. Her report also included supporting documentation for January FY2020 Expense/Revenue, January 2020 Capital Accounts remaining balances, January Investment net gain/loss figures, and gallons pumped versus billed figures.

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

Bob Delaney – An issue has arisen with the property at 246 Westford Road. In 1985 the previous owners, Mr. Mark Lupien’s grandparents, agreed to and paid for water service and meter upgrades, as well as the bond debt fees. The original owners have passed and there is no one living at the property at this time. The 2018 bill has not been paid and has since gone to lien. Mr. Mark Lupien, representing the Lupien Family Trust is disputing the water fees and bond debt fees (\$106.00) being charged to the property, citing the fact that no one has been living there or using the water. CWD’s position is that the water is still available, therefore the bond debt billing shall continue. One solution would be to remove the meter, and have the water shut off at the **curb box**. If that action is taken there would be a service cost of \$3100 (per unit) to have water restored, if and when the property is occupied or sold. After much discussion, (discontinue the service?, amend the current policy to comply with his concerns?, waive the fees?, etc.) **A MOTION WAS MADE BY RON WETMORE, SECONDED BY JOHN HARRINGTON THAT THE LUPIEN TRUST CONTINUE TO BE CHARGED THE BOND DEBT, ACCRUING INTEREST, UNTIL THE WATER IS SHUT OFF AT THE MAIN BY THE PROPERTY OWNER, AT THE PROPERTY OWNER’S EXPENSE. This policy is consistent with all properties with same circumstances. MOTION PASSED WITH MR. MARTIN VOTING NO, MR. HARRINGTON VOTING AYE AND MR. WETMORE VOTING AYE.**

OLD BUSINESS

Mr. Delaney brought the Commissioners up to date on the Barnes Terrace property/well project. He has been informed by Dave Howard of Insight that they determined the location at Barnes Terrace will probably only provide 300 gallons per minute. In order to proceed with this project, CWD needs a production of at least 500 gallons per minute. After much discussion about alternative solutions including drilling two wells to combine for required volume (no room for two wells), plus the additional cost of tree removal and roadway construction, and weather restrictions, it was decided to no longer pursue this project. **A MOTION WAS MADE BY JOHN HARRINGTON, SECONDED BY BILL MARTIN, TO CLOSE OUT THE EXPLORATION OF BARNES TERRACE PROPERTY FOR A NEW WELL SITE. MOTION PASSED WITH MR. MARTIN VOTING AYE, MR. HARRINGTON VOTING AYE AND MR. WETMORE VOTING AYE.**

NEW BUSINESS

A motion to postpone accepting the minutes of the Regular Meeting dated January 15, 2020 based on availability of minutes, 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. Harrington, seconded by Mr. Martin, to hold a working session meeting on March 4th at 10AM. The **MOTION PASSED WITH MR. MARTIN VOTING AYE, MR. WETMORE VOTING AYE AND MR. HARRINGTON VOTING AYE.**

A motion was made by Mr. Harrington, seconded by Mr. Martin to hold the next Commissioners' meeting on March 18, 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 3:10PM.

Ruth Anne Blair
Recording Secretary