



Chelmsford Water District

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

CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING FEBRUARY 10, 2021

PRESENT: Commissioners: John G. Harrington
Bill Martin
*Ron Wetmore (remotely)
Superintendent: Andy Reid
Business Director/Treasurer: Lisa Quatrale
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
*Bob Delaney
*Pat Wojtas
Lisa Pempsell, Coco Realty

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

In accordance with current COVID-19 restrictions, some *attendees monitored the meeting from a different location.

Randall Thomas Property – Lisa Pempsell, Coco Realty

Ms. Pempsell, representing the Thomas family, was present to discuss the issue of a small portion of their property that abuts our Canal Well No.1 400 ft. buffer zone and is within our zone 1. By code, we are required to own or have an easement to this piece of property. The family would like to have us purchase this portion. Proposed options were (1) they rent this to us, (2) we purchase for \$20K. It has been assessed by the town at \$8,000. CWD indicates much of the site is underwater and unbuildable. This piece of property is of no use to anyone. Ron Wetmore said \$20K was too high. Bill Martin suggested Ms. Pempsell speak to her client about a more reasonable price and communicate that to Superintendent Reid.

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated February 10, 2021 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

ENERGY UPDATE – Array produced 29 credits for January 2021, which is 7 above annual average and the exact number as last year. Again, the goal for the year is 550. DeShaw had approached us about updating the array to produce more power (this is on hold). Todd researching what choices and options might be available to us. Discussion has been started but need more numbers on energy consumption. Have entered discussion with Single Source Energy for solicitation of natural gas bids.

Commissioners

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

Operations

Andrew L. Reid, Superintendent
Tel: 978.256.2931
Fax: 978.256.7114
E-Mail: areid@chelmsfordwater.com

Administration

Lisa M. Quatrale, Business Director and Treasurer
Tel: 978.256.2381
Fax: 978.244.1434
E-mail: lisa@chelmsfordwater.com

DISTRICT ISSUES – Stream Gauge as of Feb. 7th is at 539 CFUs which is approximately 159 CFUs below the median. USGS ground water wells are tracking higher than our annual average and have recovered significantly. We have asked USGS to assist us in getting more consistent data from the GW monitoring well in Westford. USGS will be reconfiguring this station to be automatic and continuous. PFOA/PFOS – Next Steps – (1) Compliance monitoring samples, (2) new update and summary, (3) grant submission and decision, (4) Direction to go based on data, (5) PFAS Litigation. Concord River Permit OTC – Working on forms. We may have to apply for an additional volume permit on the Merrimack Basin.

TOWN ISSUES – SEPTIC CONCERNS - Waiting for Chelmsford's Town Counsel to make a statement about restrictions on Septic issues.

WATER CONSERVATION & WITHDRAWALS – UAW FOR 2021 running @19% and RGPCD @64. Watershed withdrawals at year end December 2020: pumped roughly 1.3MG-raw more than last year at this time. MRB is roughly up 2.96MG from last year and CRB is down 1.62MG, fiscally in the sixth month of FY2021, we have produced 17MG-Fin less than the previous year at this time. Precipitation through January 2021 is about 0.58" above the region expected precipitation rates for the year.

OUTREACH – PFOA/PFOS –Working on a library outreach presentation and High School virtual presentation.

Attached to Todd's report were graphs showing Precipitation Tracking, Groundwater Monitoring Wells, and a USGS Concord River/River Meadow Brook discharge statistics report.

Questions were asked and answered, item by item.

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report" dated February 10, 2021 was distributed to the Board. Mr. Reid summarized the contents of his report which covered:

CLASS ACTION – A conference call was held with members of the Napoli Law firm, Clinton, MA, lawyers in a Class Action Suit against the manufacturers of the chemicals creating PFAS, found in drinking water and that can potentially cause severe health issues. Some issues to be addressed are to prove what damages PFAS cause, what it takes to fix, costs to fix. Information needed - put together a draft complaint, gather evidence, file the complaint, contact surrounding towns to join. There would be no cost to participants, lawyers expected to receive 25% of the settlement. Settlement discussion is happening now. **A motion was made by John Harrington, seconded by Ron Wetmore, that Chelmsford Water District join this Class Action Suit. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.**

OPERATIONAL – Researching insurance requirements for our employees assisting Town with plowing. Bylaws, Rules and Regulations drafts are ready for review and approval. Mill Road property assessment has been submitted by appraiser. Bids on gas generation rates due in on February 11. Question was raised about whether Andy could approve the desired bid, without the Commissioners' input. **Motion made by John Harrington, seconded by Ron Wetmore that Andy Reid be allowed to accept the lowest advantageous bid from natural gas providers. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.**

BUILDING ITEMS – Receiving bids for office roof insulation. It was determined the Mill Road STS power interruption was caused by a traveling mouse. Watershed Lane River Meadow Brook Crossing is failing. Two options are (1) replace existing two or more 5-foot culverts or (2) install a modular bridge. Environmental Partners has been approached about doing an analysis on flow of water during a storm

event/permits needed/best likely alternative. Lisa and Andy will meet to discuss budget situation regarding proposed upgrades above.

WELL ITEMS – Misty Meadows – Mylar survey plan initiated. Initiated prepping interior well walls for painting. Initiated project to add LED lighting to wells for safety and security.

Mill Road Well #2, Repairs and maintenance performed consists of cleaning, inspection, pump repairs and replacements. Mill Road Well #3, to be cleaned and redeveloped. Canal St. Well #1, door replacement and replacement of pump trench grating. Riverneck Well #1, door replacement. Well #3, door replacement.

WATER TREATMENT PLANT ITEMS – Power Poles – creating list of poles at the wells owned by district and by utility. Crooked Spring WTP, VFD replaced, hot water tank replaced. Riverneck WTP, soliciting quotes to replace leaking rubber roof, replaced check valve to backwash basin, plans to replace black iron pipe. Smith St WTP, replacing two check valves, waiting for strainer con troll cable from Pall, requested a quote to replace main control panel (no longer supported by Microsoft), installed in place water supply line to cleaning tank.

DISTRIBUTION ITEMS – developing a list of analog meters (approx. 400) to re-establish meter renewal program, post COVID-19. Performed repairs and maintenance at Watershed Lane location. In planning stages – PIG pipe cleaning, valve exercising, hydrant survey.

BREAKS/LEAKS – Service leak (1), Main break (1), Service repair (1).

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Quatrale

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

ACCOUNTS RECEIVABLE – Continue to monitor A/R closely. Continue to encourage water takers to take advantage of our on-line bill payer system. There has been no payment activity from the East Chelmsford Water District. We have all that belongs to us, so it was decided to write this debt off, no correspondence needed. **A motion was made by Ron Wetmore, seconded by John Harrington to write off the East Chelmsford Water District BAD debt. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.**

2022 BUDGET DEVELOPMENT – Lisa and Andy will meet to go over her draft expense budget prior to meeting with the Commissioners review meetings.

ANNUAL REPORT – the deadline for filing the ongoing continuing disclosure report required by the SEC is March 27,2021.

FREE CASH – Have not received official notification of our free cash balance from DLS.

MIDDLESEX RETIREMENT AND PERAC – MCRBAC reported a 12.11% in investment fees.

VPN CONNECTION-REMOTE ACCESS LAPTOPS – The number of “seats” now available for employees to work from home has been increased from 2 to 6.

METER READER COMPUTER – A new computer backup system has been installed to house the meter readings and historical data. The old computer had been stored, in case historic backup data is needed.

ANNUAL MEETING AND ELECTION – Proposed date for the Annual Election is April 12 and Annual meeting is April 28.

PAYROLL DRIVE – A new drive, P, has been created to house payroll information. Lisa, Andy and Amy will have access to this drive. Amy will begin scanning older payroll records to this drive and then will shred that paperwork.

WATCHING – results of Low-income Home Energy Assistance Program and how relief for water bills will be approached.

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

Operations
Andrew L. Reid, Superintendent
Tel: 978.256.2931
Fax: 978.256.7114
E-Mail: areid@chelmsfordwater.com

Administration
Lisa M. Quatrale, Business Director and Treasurer
Tel: 978.256.2381
Fax: 978.244.1434
E-mail: lisa@chelmsfordwater.com

W2s – W2s have been distributed.

RUSSELL MILL – The Millstream Foundation has sent CWD a proposal of \$510,000 as a sale price for the 97 and 99 Mill Road property. We are waiting for the results of an appraisal of the property.

DISTRICT NOTARY – Michaela Thompson has been certified as a Notary Public as of February 3, 2021.

FINAL WATER READINGS – Twenty-five final water readings were completed in January 2021.

Questions were asked and answered, item by item.

OPEN SESSION

Bill Martin – Misty Meadows – Bill reported that Mr. Parlee has proceeded with his solar farm project. He has relocated it to his property, therefore, not needing an easement from us. We are still in the process of tracing the fault lines in the ledge. Insurance coverage for our employees plowing for the town in CWD vehicles is still being researched. Andy will contact Atty. Hall about this. In light of the recent SCADA hack at the water treatment plant in Florida, Bill requested a report from Andy Reid of our current IT security position.

Ron Wetmore – None

John Harrington – Chase Land – John questioned if there was any potential for acquisition of this property. Should we initiate a discussion about a possible CWD easement. Commissioners suggested Andy send a letter to the family to indicate that CWD is interested in opening a dialogue about this subject.

New Business None

PREVIOUS MINUTES

Motion to approve minutes of Commissioners' Meeting of January 13, 2021 was made by Ron Wetmore, seconded by John Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

Motion to approve minutes of Commissioners' Work Session of January 13, 2021 was made by Ron Wetmore, seconded by John Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

NEXT MEETING SCHEDULE

Commissioners' Work Session	February 24, 2021, 10:00AM (Budget)
Commissioners' Work Session	March 10, 2021, 10:00AM (Budget & Articles)
Commissioners' Meeting	March 10, 2021, 1:00PM

A motion to adjourn the meeting was made by Mr. Wetmore, seconded by Mr. Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support. Meeting adjourned at 3:07PM.

Ruth Anne Blair
Recording Secretary

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

Operations
Andrew L. Reid, Superintendent
Tel: 978.256.2931
Fax: 978.256.7114
E-Mail: areid@chelmsfordwater.com

Administration
Lisa M. Quatralo, Business Director and Treasurer
Tel: 978.256.2381
Fax: 978.244.1434
E-mail: lisa@chelmsfordwater.com