



# Chelmsford Water District

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**Work Session  
Wednesday  
9 January 13 2021, 10:00AM**

**Present:**

Commissioners: Bill Martin, John Harrington, Ronald Wetmore (remote)  
Superintendents: Robert Delaney, Andy Reid  
Business Director/ Treasurer Lisa Quatrale

**Meeting opened at 10:00 AM with the Pledge of Allegiance.**

2021 Holiday Schedule was reviewed with commissioners outlining the addition of Juneteenth. For 2021, Juneteenth falls on a Saturday and does not affect our Monday through Friday Holiday schedule this year. Next year, it falls on a Sunday and will be recognized on Monday. Christmas 2021 and 2022 New Year is on a Saturday and will recognize on previous Friday.

The commissioners asked status of Russell Mill Pond Dam. Lisa Quatrale indicated that she has received from Evelyn Thoren a copy of annual expenses associated with the property. In addition, we were given a copy of the Emergency Action Plan for Russell Mill Pond Dam which was developed by Weston & Sampson. Todd Melanson has reviewed the document. Ms. Quatrale indicated that she requested from Evelyn a formalized sale price for the property. Ms. Thoren indicated that there have been a couple of appraisals on the property and sale price to the District was to be discussed at a meeting with Historical Millstream Foundation on Thursday, January 14, 2021 and she would contact Ms. Quatrale with a number. The Commission thanked Lisa for the update and tabled it until they have a number.

**Commissioners**

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

**Operations**

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**Administration**

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Andy Reid and Lisa Quatrale presented a draft of the Personnel Guide, Revision Number 7. All topics of the personnel guide were discussed and draft was updated with suggestions. The Commission did not have enough time to finalize the draft guide and asked for it to be continued at a work session to be held on Wednesday, February 10<sup>th</sup> at 10:00 a.m.

The work session was running later than expected. Seeing that the same team of people were participating in work session and regular commission meeting and there were no outside participants, the Chairman voted to continue work session until and immediately start regular commission meeting at 2:00 p.m.

**Meeting Adjourned at 2:00 p.m.**

**Respectively submitted,**

**Lisa Quatrale**  
**Business Director, Treasurer**

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**Commissioners**

Bill Martin, Chairman  
Ronald W. Wetmore  
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