



## Chelmsford Water District

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### **Minutes Regular Meeting Wednesday, January 10, 2018**

**Present:** Commissioners: John G. Harrington and Bill Martin  
Superintendent: Robert Delaney  
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.

Pat Wojtas, Chairman of the Board of Selectmen, was present at the meeting. Mr. Martin asked if there are any articles on the draft Spring Town Meeting warrant that would require the attention of the CWD. Ms. Wojtas indicated that there does not appear to be at this point.

Those present briefly discussed several residential and retail projects proposed in the Town.

2. **Environmental Compliance Report-Todd Melanson**

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 01/10/2018" 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.

Those present discussed the process when there is a broken water pipe at a space occupied by a business. During the past few weeks there have been issues with frozen pipes breaking. There seems to be a problem with timely notice being given to the CWD by the Chelmsford Fire Department of an event. Accounting for the water lost was briefly discussed. Mr. Melanson distributed an email dated January 10, 2018 to Fire Chief Ryan regarding the issue and Chief Ryan's response. The Commissioners agreed to discuss the issue further at a future meeting.

Those present discussed various suggestions for publicizing the Adopt-a-Hydrant program.

### **3. Superintendent's Report – Robert Delaney**

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – January 10, 2018". The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Mill Road #2 Well Replacement, Service and Water Main Breaks, Hydrants, Crooked Spring WTP – Media Replacement, Smith Street Treatment Plant, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Municibid 2006 Truck-2500 GMC Diesel, Turnpike Well Culvert Replacement to Access Roadway, Riverneck WTP Backwash Building, Locke Road Booster Pump Building, Sleigh Road Pressure Readings, Employees – Course Completion Drinking Water Treatment T-2, Dave Pulsifer – Mass. Certified Public Purchasing Official Program, Capital Expenses and Budgetary Items.

A document titled "Municebid – 2006 GMC 2500, 6.6L Duramax Diesel, Allison Transmission" was reviewed and discussed. Cassandra Brumber submitted the high bid in the amount of \$14,800. After review, Mr. Harrington made a motion to accept the high bid and approve the sale of the vehicle for \$14,800. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Harrington, Aye and Mr. Wetmore, Aye. The motion was unanimously approved.

Those present discussed the process and authorization for sale and/or disposal of vehicles in the future including determination of a minimum bid amount, who should be authorized to execute the transaction and if the CWD Commissioners should vote at their regular meeting to accept the high bid and approve the transaction. After discussion, Mr. Harrington made a motion, that upon the CWD Commissioners voting to purchase a new vehicle and/or sell a currently owned vehicle through Municebid, the CWD Commissioners authorize the Superintendent to finalize the sale of any vehicles to the high bidder. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Harrington, Aye and Mr. Wetmore, Aye. The motion was unanimously approved.

Those present discussed the possibility of painting the exterior of the Turnpike Road water tank. Mr. Delaney has met with a representative from Tnemec Company, Inc. (paint manufacturer), along with Consulting Engineers from Tighe & Bond Engineering Services. Fall would be the best time for a painting project. Funds have been appropriated for limited improvements to the Turnpike Road tank. Funding for additional improvements will be necessary through a warrant article.

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

Lisa Valcich was not able to attend today's meeting due to illness. She will forward the Business Director/Treasurer's Report to the Commissioners. She indicated that the Free Cash certification has not been finalized. Additional information should be provided next week.

### **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 no new information to report.

8. **John Harrington**

Mr. Harrington discussed the Commissioners plaque. He suggested that since Mr. Wetmore served as a Commissioner of the South Chelmsford Water District for a number of years prior to merging with the CWD that the plaque should reflect all of his years of service.

Mr. Harrington asked if there were any known employee retirements and if there will be a need for hiring additional staff. Mr. Delaney indicated that there are none known at this time.

9. **Old Business/Action Items**

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

10. **New Business**

Mr. Delaney indicated that the East Chelmsford Water District usage for the last quarter showed a slight increase relative to the Route 129 corridor. Mr. Martin commented that there have been no discrepancies since representatives from the CWD and the East Chelmsford Water District have been reading the pit meter together. The interest owed by the East Chelmsford Water District will have to be addressed at some point. Mr. Martin asked that the item be included on the February 2018 agenda.

The Employee Appreciation event discussed at a previous meeting will be scheduled when the weather improves. Mr. Harrington and Ms. Valcich will continue to work to organize an event.

Mr. Delaney indicated that an email regarding Chelmsford Woods has been forwarded to the Commissioners for their review. Those present briefly discussed the information.

11. **Previous Minutes**

Mr. Wetmore made a motion to approve the minutes of the December 13, 2017 meeting, as drafted. Mr. Harrington 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.

Mr. Wetmore made a motion to approve the minutes of the Work Session held on December 27, 2017, as drafted. Mr. Harrington 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: To be determined

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

**13. Meeting Adjournment**

The meeting was adjourned at 5:13 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. 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