



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING January 15, 2020

PRESENT: Commissioners: John G. Harrington, Bill Martin
Ron Wetmore (conference call)

Superintendent: Robert J. Delaney

Business Director/Treasurer: Lisa Valcich

Environmental Compliance: Todd Melanson

Recording Secretary: Ruth Anne Blair
Pat Wojtas
Rick Romano

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

A few minutes were taken to remember Bob Doak and Mr. Martin expressed the Commissioners' gratitude to the District's staff and members for their support shown to the Doak family. It was noted this would be the first meeting in 40 years without Bob's presence.

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated January 15, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered: **ENERGY UPDATE** – as of the end of December the array produced 573 credits for a final total of \$11,450. No National Grid (electrical and gas) issues. Their online billing is now processing two months' worth of billing for the net metering program. **DISTRICT ISSUES** – PFAS schedule now expected to be reviewed and approved by end of January 2020. Todd HAS contacted Duane LeVangie over severe errors on our Concord Basin permit. MWWA is aware and following. Have been coordinating with Attorney Hall relative to Meadowbrook Road encroachment issue onto CWD property. **TOWN ISSUES** – Final Katrina Report to the Town from Ransom Consulting set to be released. Links to the report have been sent to Mr. Melanson. **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.

Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated January 15, 2020 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered:

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

Operations
Robert J. Delaney, Superintendent
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Administration
Lisa M. Valcich, Business Director and Treasurer
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RIVERNECK WTP-WELL—Panel View Plus Board has been replaced. Refurbished CPU processor has been replaced. Mr. Delaney suggested the District have a spare PLC on hand to be used when other failures occur, until a replacement can be purchased and installed.

MILL ROAD WELL #3 – Video inspection revealed holes in well casing just above the stainless well screen. The gravel pack was found to be round and smooth and will be used instead of purchasing beads. Relining material has been ordered. Total cost for the rehab of this well will be approximately \$31,000.

MILL ROAD WELL #1 - PFOS sample results came back fine. Working with Stantec on contractual agreement with DEP submittal process for approval of new well supply.

SERVICE & WATER MAIN BREAKS – eight main breaks, two service breaks. **WESTLAND WATER MAIN REPLACEMENT INFRASTRUCTURE UPGRADE** – Phase two in progress. Dalton Road water quality calls from users have been addressed and customers satisfied with the results/answers. **HOT BOX** – delivered this past Thursday. **MWWA MEETING January 23, 2020** - seven district employees will be attending. Topics to be discussed – PFOS, Lead and Copper, and OSHA.

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich's report for December 2019 activity was presented.

UNEMPLOYMENT TAX – Over budget for FY2020 Unemployment charges

Ms. Valcich was informed by the Department of Unemployment that the District had not been paying the correct amount of Unemployment Tax for the 2nd, 3rd and 4th quarters in the years 2016, 2017, 2018 and 2019. With further investigation Ms. Valcich found that this was a result of multiple factors (1) Our payroll service (Payplus) had not been collecting the appropriate EMAC amount because they were "unaware" of the special tax law for municipalities, (2) notices of these short payments had been sent to Maureen Hamm's defunct email address and were never sent to the District by US mail. The debt we incurred was \$4,623.51 which included \$850 in interest. Payplus has agreed to pay one half of the accrued interest. Ms. Valcich has sent payment to the Department of Unemployment to take care of this debt. She has also requested Payplus provide her with copies of all payroll reports from now on. She will be researching alternative payroll companies that might specialize in municipal payroll support.

VACTION ACCRUAL - Ms. Valcich noted that due to three employees out of work for medical reasons in 2019 and unable to use their vacation time, our vacation accrual payout increased from \$10,320.91 to \$15,354.38.

FREE CASH – Free cash officially certified December 2019.

MIDDLESEX RETIREMENT - Ms. Valcich attended the Middlesex County Advisory Council Meeting in December at which time she requested that Asset Reconciliation for all 71 units be published annually starting with 2018 and that the audited financial statements include what each unit is being charged to fund the County and Hospital benefits.

Her report also included supporting documentation for December FY2020 Expense/Revenue, December 2019 Capital Accounts remaining balances, Investment December 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

OLD BUSINESS

Mr. Delaney brought the Commissioners up to date on the Barnes Terrace property/well project. A copy of the GeoInsight report dated December 31, 2019 was distributed. It gave a detailed report on the history, limitations, permitting process, and conclusions for establishing a bedrock well on our Barnes Terrace property.

BARNES TERRACE PROPERTY ISSUES

- Obtain necessary easements
- Potential purchase necessary Wojtas property (need extension from Wojtas family)

BEDROCK WELL SITE ISSUES

USGS mapping shows a fault line just a few hundred feet south of our proposed well site. The conditions are potentially favorable for a successful bedrock well at that site. For this to happen certain steps need to be taken:

- Obtain Permit Request Approval from DEP
- Excavation/clearing of trees
- Build a gravel access roadway
- Contract with drilling company (drill well, take samples, testing of samples)
- Submit findings to DEP

NEW BUSINESS

Mr. Harrington noted that the property on Princeton Boulevard that used to house the Middlesex County Training School is going to be developed and the North Chelmsford Water District may be interested in speaking to CWD about water access.

Mr. Delaney noted that there will be an industrial shredder on site in the near future.

Mr. Delaney reported that one of CWD's employees may be out of work for an extended period of time and coverage of his duties will be scheduled appropriately.

A motion to accept the minutes of the Regular Meeting dated December 11, 2019 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 the next meeting on February 12, 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 2:30PM.

Ruth Anne Blair
Recording Secretary

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

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