



# Chelmsford Water District

20 Watershed Lane • Chelmsford MA 01824-4884 • [www.chelmsfordwater.com](http://www.chelmsfordwater.com)

## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING January 19, 2022

### PRESENT:

Commissioners	John G. Harrington
	Bill Martin
Superintendent	Andy Reid
Business Director/Treasurer	Lisa Quatralo
Environmental Compliance Manager	Todd Melanson
Recording Secretary	Ruth Anne Blair
AECOM	Doug DeNatale

Commissioner Martin called the Regular Meeting of the Commissioners to order at 1:00PM with all reciting the Pledge of Allegiance.

\* Doug DeNatale from AECOM presented his company's Water-Supply Investigation report for Misty Meadows.

The Field Activities they performed were:

- Field Reconnaissance
- Pumping test of Hennessy Well
- Water quality testing Hennessy Well and Misty Meadows brook
- Streamflow measurements of Misty Meadows Brook

The results of field activities – Hennessy Well

- 12 gpm
- 200 ft deep
- Water quality satisfactory

The results of field activities—Misty Meadows Brook

- Summer-Fall 2021 measured flows: 200 to >2,000 gpm
- Dry Summer flows – could be low as 40 gpm
- PFAS>20PPT

The Data Collection Activities consisted of:

- Surficial and bedrock geology
- Review fracture trace analysis
- Yields of private wells
- Land use. Environmental constraints
- Potential contamination sources
- Regulatory issues

AECOM recommended the best next step in the process for exploring drinking water sources on the site is to perform from pilot bedrock borings.

### **Environmental Compliance Report – Todd Melanson**

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated January 19, 2022.

**PEAS6** -- The District has received formal notice from the Mass DEP regarding our non-compliance of

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John G. Harrington

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the PFAS6 at Crooked Spring WTP for our third quarter 2021. Our primary short-term actions would be focusing on bringing the replacement for Mill Road Well #1 on to help balance or reduce RN WTP numbers and focus the majority of our resources (monetary and time) on bringing Crooked Spring WTP online as soon as possible. Long Term – a permanent solution is needed at Crooked Spring and we are working on that, hoping that the CAL RES treatment will be successful. Also looking into obtaining funding for that. Communications to the public -- focusing on explaining steps taken/being taken; the limitations of home solutions; directed them to our PFAS websites; asked them if our information is helpful and for their support when we do build a final solution. **QUESTION: should a newsletter be written explaining the issue, how it must be solved, how much it will cost, how long it will take, etc?** A Timeline will be created and brought to the next Commissioners' meeting, addressing these issues/questions, then brought up at the Annual Meeting.

It was suggested that a separate budget line item be created for PFAS6. Lawsuit – we have been given the claim documents and they are being proofread, reworded and clarified by Andy and myself before we send them back to the lawyers.

**DBR2-DISINFECTION BYPRODUCT RULE 2 CONCERNS** – At this time Mill Road OEL levels have been at 77.9ppb so no further actions are needed until the next sampling in February 2022.

**HIGH SCHOOL INNOVATIVE PATHWAY PROGRAM** – Andy and I met with the High School program leaders and are coordinating with them on the next steps. The High School needs a Memo of Understanding from the District. This is an internship/12-week program for Seniors with no costs to us. A slide presentation has been created to explain the program.

**NATIONAL GAS PROGRAM** – our participation in this program has saved us over \$1000 over the last

#### **Superintendent's Report – Andy Reid**

A document titled "Superintendent's Report" dated January 19, 2022 was distributed to the Board.

#### **AECOM PRESENTATION – \*SEE ABOVE**

**DISTRIBUTION PROPOSED HIRE** – Reviewed offer letter to potential candidate. Mr. Reid asked for and received approval to hire the applicant.

**HAZARD MITIGATION GRANT PROGRAM** discussion – related to the 20 Watershed Lane culvert replacement project. A proposed budget and timeline for the design and construction costs was attached to Mr. Reid's report, detailing deadlines for intermediate applications (March and May 2022), final application (July 2022), permitting and design in FY23, construction in FY24. Estimated project cost \$1.5M. Mr. Reid indicated that FEMA has more money available now that we might want to apply for the HMGP now. Do we need to prioritize our current projects to accommodate the culvert replacement project and other high priority programs (PFAS6, Misty Meadows)? Lisa, Andy and Todd will need to collaborate about these issues.

**NOTE:** the Town will be getting \$400K for repairs to the Stoneybrook Bridge. A portion of the bridge is sitting on the "bell" part of our water main. Would some of those funds be available to go towards our Stoneybrook WTP needs?

#### **Business Director/Treasurer's Report – Lisa Quatralle**

Ms. Quatralle's report for December activity was presented, with backup documentation on FY2022 Expenses vs Revenue, FY22 Article Balances and Enterprise investment and OPEB accounts.

**PERSONNEL POLICY GUIDE (PPG)**–The final copy of the PPG will be submitted to the Commissioners when all three commissioners are available.

**WATER RATES AND FEES CHANGES** – These are progressing on schedule. The first billing based on the new rates will be sent out this week. Vadar has updated our accounting software with a patch and CHS has updated our billing template. A smooth transition is expected.

**FY21 AUDIT** – Maureen Mara and Lisa interviewed the top two candidates and followed up with their references. They recommend Powers and Sullivan, based on pricing, qualifications and references. **A motion was made by Commissioner Martin, seconded by Commissioner Harrington to accept Powers and Sullivan as our auditors. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed unanimously.** Powers and Sullivan will be granted a contract for the next three years and will likely start in the spring. Other local districts also using this firm. The North

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Chelmsford Water District decided to go with Powers and Sullivan based on our research. It was decided that the NC Water District will be invoiced for 50% of Maureen Mara's professional services fee.

**LIEN PROGRAM** – Final lien list (70 accounts) has been sent to the Town to be included on the 3<sup>rd</sup> and 4<sup>th</sup> quarter real estate tax bills. This list totaled \$36,322.79. Payments due back from Town in February and May. None of these customers have been shut off yet.

**MWWA and LIHWAP --** January meeting was postponed and is rescheduled for January 26.

**VACATION CARRY OVER** – Carryover requests were processed and total amount paid out to employees that reached over 80 hours of carryover was \$8,816.98. The new personnel policy guide changes are: Any vacation not eligible for carryover shall be used by December 31, or, if requested by the employee, up to one week will be bought back by the District and paid in the second pay-period in January. Hours in excess of two-week carryover and one week payback are classified as "use it or lose it" and will be forfeited.

**A motion was made by Commissioner Harrington seconded by Commissioner Martin to approve the minutes of the Regular Commissioners' Meeting from the December 15, 2021. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.**

**A motion to schedule the next Regular Commissioners' Meeting be held on the third Wednesday, February 16, 2021 at 1:00PM was made Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.**

**A motion to schedule the next Commissioners' Work Session be held on the third Wednesday, February 16, 2021 at 10:00AM was made Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.**

**A motion to adjourn this meeting at 3:40PM was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed with unanimous support.**

Ruth Anne Blair  
Recording Secretary

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