



Chelmsford Water District

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

CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING July 12, 2023

PRESENT:

Commissioners

Ronald W. Wetmore

John G. Harrington

Richard Romano

Superintendent

Andy Reid

Business Director/Treasurer

Lisa Quatralo

Consultant

Robert Delaney

AECOM

Stephen DeFrancesco, PE

Recording Secretary

Michaela Thompson

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

Open Session:

The Board asked Stephen DeFrancesco from AECOM to clarify the current design plan for the PFAS treatment additions at the Crooked Springs and Riverneck Water Treatment Plants. Specifically, to find out if the buildings will be large enough to accommodate additional treatment, in the event that the new lab testing of the UCMR5 chemicals requires treatment that does not use GAC filters.

Mr. DeFrancesco stated that the current plan is for the buildings to be designed for expandability with dedicated space for an addition, if needed. Chairman Wetmore stated that he does not want to end up with two buildings at each site and cited concern regarding the potential future cost of such additions. Superintendent Reid stated that they will know more once the lab results come back from the UCMR5 testing. Mr. DeFrancesco stated that there is time as the design must be completed by August, 2024. The Commissioners agreed to plan for the bigger buildings to accommodate both GAC filters and Ionic Exchange equipment and, based on the lab results, it can always be downsized.

Environmental Compliance Report – Todd Melanson

Mr. Melanson was not in attendance but his report titled “**Environmental Compliance Manager’s Report Summary July 12, 2023**” was distributed to the Board. Updated sections of report included:

1) PFAS: Individual results for June 2023: Crooked Spring WTP: 19.1, Riverneck WTP: 14.1, Smith Street WT: N/A

a) Precipitation Impact: Mr. Melanson states in his report that he is concerned with the amount of precipitation we have had and if it continues it could cause a MCL violation again at the Crooked Spring Water Treatment Plant. The numbers are similar to what occurred in 2021. He states that

- the District must be prepared for a possible Tier 2 violation notice and the messaging to follow it.
- 2) **State Drought Status:** State Drought Task Force meeting 07/06/23 rescinded the Level 1 drought declaration for the Western and Cape Regions from 6/13/23. Our YTD running average is 39.55" with July at 3.86", so far compared to regional average of 3.49". For the year we are at 14.4", so far.

Superintendent's Report – Andy Reid

A document titled "**Superintendent Report for July 2023 BoWC Meeting**" was distributed to the Board.

1. **Telecommunication Leases:** Chairman Wetmore requested Mr. Reid negotiate with Dish and find out what process needs to occur in order for Dish to take ownership. Discussion involved buying insurance for a short term, in the event the District has to take ownership of the equipment first and then transfer it to Dish.

Commissioner Romano made a motion for Superintendent Reid to be the designee for the District in order to negotiate a settlement and to have Commissioner Ronald Wetmore review and approve such agreement. Commissioner Harrington seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington, Aye. The motion was unanimously approved.

2. **Staffing:** Three interviews are scheduled.

3. **Rules and Regulations Updates:**

- 3a) In conjunction with Attorney Jim Hall, Superintendent Reid provided four proposed draft definitions regarding Private Roads or Ways, as an update to the District's Rules and Regulations regarding Private vs. Public Road Assets. All three Commissioners were in favor of adopting the new language.

Commissioner Romano motioned to adopt the first and fourth paragraphs of the proposed draft language. Commissioner Harrington seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington, Aye. The motion was unanimously approved.

Adopted:

Private Roads or Ways are access points limited to the use of the owner or a group of owners who share the use and maintain the road without help in maintaining the road from the Town, County or Commonwealth. The District considers water utility lines located in private roads as owned by the group of owners who share the use and maintains the road. Examples of private roads are manufactured housing parks, industrial parks, condominium developments, townhouses and similar uses. The owners of such developments will maintain the water lines with the ultimate replacement of the asset at the end of life.

Excepted from this definition of Private Roads are roads, streets or routes that are maintained and/or accepted by the Commonwealth or Municipality as part of the public system. The District considers water utility lines located in these ways as owned by the District, so the District will maintain these water lines.

- 3b) Superintendent Reid presented language to update the Groundwater Protection section to the District's Rules and Regulations.

Chairman Wetmore called for a motion. Commissioner Romano motioned to adopt the first paragraph of the proposed draft language, including items 1 and 2. Commissioner Harrington seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington, Aye. The motion was unanimously approved.

Adopted:

Groundwater Protection:

If the Chelmsford Board of Health under the provisions of Chapter 201, Board of Health Article VII, "Groundwater Protection Zone," then the Water District will do the following:

1. Review the site application, plans, and material included therewith,
2. Decide from the following what, if anything, the Chelmsford Water District will require for hydrogeologic investigations before it can make its review. Upon Receipt of the required study, it will send its review to the Chelmsford Board of Health.

4. Projects for Discussion:

a) Cybersecurity: Superintendent Reid proposed recommendations from the District's IT provider, StratusPoint, to address deficiencies found during the initial EPA survey assessment.

Commissioner Romano made a motion to contract for the Managed Detection and Response (MDR) Sentinel One approach and to, for a one-time fee, separate the IT network from Operational Technology or SCADA system. Commissioner Harrington seconded the motion. The Commissioners voted as follows: Mr. Romano, Aye, Mr. Wetmore, Aye and Mr. Harrington, Aye. The motion was unanimously approved.

- b. On call contract discussion – not discussed
- c. Status update on IMA with Town for test wells – not discussed
- d. IXOM servicing – not discussed

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale presented her report titled "**June 2023 – Commission Meeting Business Director Report**" which included documentation on FY2023 Expense and Revenue, FY2023 Article Balances and Enterprise Investment and OPEB accounts.

Banking: Ms. Quatrale stated that she has extended an invitation to Enterprise Investments to present to the Commissioners at the August meeting.

Personnel: District Workers Compensation Policy provided to Commissioners.

Year End: Accounts Payable warrants to be processed through July 15th for FY23 expenditures that were shipped or performed in FY23. Next payroll is split with salary rates for 3 days at FY23 rates and remaining 7 days at FY24 rates. Cafeteria Plan updated with new rates and those with money left in FY23 have 75 days to use it or lose it.

New Fiscal Year: FY24 Budget has been loaded into Vadar.

FY23 Audit: Audit requests received, reviewed and uploaded to the Powers and Sullivan Shared Portal.

Actuarial request for FY23 Audit: Working with Actuary, John Ritchie, for updated GASB 74/75 Disclosure. Ms. Quatrale requested a "roll over actuarial".

Cell Tower Lease Payment: Continue to receive monthly payments after notice to cancel contract.

LIHWAP: No forward progress from LIHWAP regarding customer owned condos.

Non-Payment of Accounts – Potential Shutoff: Continuing review. Those accounts not brought up to date for last fiscal year will be sent to lien in November. These accounts have been delinquent for a year with repetitive bills and reminders. Customers will receive advanced notice of lien.

Meter Program and Vadar Cloud Conversion: In progress – Jim Rogers is working with Ti-Sales software team and Vadar to update conversion files.

Irrigation SOP – In progress.

Action Items – Short-Term Pending

Drug Policy: Upon review of the District's current drug policy Workman's Comp Policy the Commissioners agreed not to make any changes.

Time Cards: Commissioners agreed that all but Salary employees should be punching a time card and that the employees working at the treatment plants will have their own time clock.

Motion to approve the minutes of both Commissioners' Regular Meetings held on June 21, 2023 and June 29, 2023 was made by Commissioner Romano, seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. Motion passed.

Next Meeting Scheduled:

Commissioners Regular Meeting – August 16, 2023 at 1:00pm

Motion to adjourn was made by Commissioner Romano. The motion was seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Romano, Aye. Mr. Wetmore, Aye, and Mr. Harrington, Aye. Motion passed.

Meeting adjourned at 3:49pm

Respectfully submitted,

Michaela A. Thompson
Recording Secretary