



# Chelmsford Water District

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## **Minutes Regular Meeting Wednesday, July 18, 2018**

**Present:** Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance: Todd Melanson  
Recording Secretary: Gail Wilkish

1. Meeting was opened at 1:00 p.m. with the Pledge of Allegiance.
2. **Environmental Compliance Report – Todd Melanson**

A document titled "Environmental Compliance Manager's Report Water Commissioners' Meeting: 07/18/2018" was distributed 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 and Withdrawal, and Outreach.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – July 18, 2018." The report and supporting documentation was reviewed, discussed, and questions addressed, item-by-item. The report included the following items: Riverneck WTP, Crooked Spring WTP Drying Bed, Smith Street WTP/Roof Replacement, Old Garage Metal Roof Repair/Replacement, Service and Water Main Breaks, Hydrants, Turnpike Tank Painting and Rehab, Chelmsford Woods Looping of Water Main, Office Rehab-Old Garage Overhead Doors, Locke Road Tank – Chelmsford Public Safety Communication, and Vac Truck.

Mr. Delaney recommended that CWD award the contract to Rockwell Roof for the Smith Street WTP/Roof Replacement as they were the lowest bidders and they have very good references.

Mr. Wetmore made a motion to award the contract to Rockwell Roof for the Smith Street WTP/Roof Replacement as they were the lowest bidders. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Wetmore, Aye; Mr. Harrington, Aye; and Mr. Martin, Aye. The motion was unanimously approved by the commissioners.

Mr. Delaney recommended that CWD, also, award the contract to Rockwell Roof for the Old Garage Metal Roof Repair/Replacement.

Mr. Wetmore made a motion to award the contract to Rockwell Roof for the Old Metal Roof Repair/Replacement. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Wetmore, Aye; Mr. Harrington, Aye; and Mr. Martin, Aye. The motion was unanimously approved by the commissioners.

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

Ms. Valcich provided updates on the following items: Account 8603, Capital Accounts, Charges and Receipts.

##### Financial Reports and Analysis

FY June 2018 including Expenses, Revenue and Account Summary, were distributed, reviewed, discussed and questions addressed.

##### Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed including the June 2018 Revenue and Expense, Enterprise OPEB Account and the Enterprise Investment Account as of June, 2018.

#### **5. Open Session**

There was no information offered in Open Session.

#### **6. Ronald Wetmore**

##### **CWD Supplied Fire Protection**

Mr. Wetmore suggested redrafting the letter regarding the East Chelmsford buildings in which CWD supplies Fire Protection and bills East Chelmsford with a correction changing pump station to pit meter. Mr. Martin, also, suggested using ECWD is inconsistent.

Mr. Wetmore made a motion to approve the letter with grammatical amendments. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Wetmore; Aye, Mr. Harrington; Aye, and Mr. Martin; Aye. The motion was unanimously approved by the commissioners.

**7. Bill Martin**

Mr. Martin had no new information to report.

**8. John Harrington**

Mr. Harrington had no new information to report.

**9. Old Business/Action Items**

There was no Old Business, Action Items discussed.

**10. New Business**

There was no New Business discussed.

**11. Previous Minutes**

A motion to approve the June 20, 2018 Minutes was made by Mr. Wetmore. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore; Aye, and Mr. Martin; Aye. The Commissioners voted unanimously to approve the minutes.

**12. Upcoming Meetings**

Regular Meeting: Wednesday, August 8, 2018 - 1:00 p. m.

**13. Meeting Adjournment**

The meeting was adjourned at 2:40 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. The Commissioners voted as follows: Mr. Harrington; Aye, Mr. Wetmore; Aye, and Mr. Martin; Aye. The motion was unanimously approved.

Respectfully submitted,

Gail Wilkish  
Recording Secretary