



Chelmsford Water District

20 Watershed Lane Chelmsford MA 01824

www.chelmsfordwater.com

CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING JULY 17, 2019

PRESENT: Commissioners: John G. Harrington, Bill Martin, Ronald Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
AVAIL Technology Group: Matt Serpone
Pat Wojtas
Robert Doak

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

AVAIL Technology, represented by Matt Serpone, was present in response to a concern the Commissioners had by recent news reports about Ransomware attacks on municipal entities around the country. AVAIL is the IT Technology company that maintains and supports the Chelmsford Water District's information technology systems/services.

Matt gave the Commission an information technology overview as it relates to Ransomware threats, prevention, and how their support and services protect the CWD's systems. Matt did suggest that some additional safeguards the CWD could put in place would be locking/securing the server room, strict password management, and user training. The Commissioners were satisfied that the CWD's IT infrastructure was well protected.

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated July 17, 2019 was distributed to the Board.

Mr. Melanson summarized the contents of his report which covered – Energy Update, District Issues (it was noted that we need to keep ahead of budgetary needs for future DEP self-certification requirements), Town Issues, Water Conservation & Withdrawals, and Outreach. The report was reviewed, questions asked and answered, item by item.

Superintendent's Report – Robert Delaney

Commissioners

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

Operations

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Administration

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A document titled "Superintendent's Report" dated July 17, 2019 was distributed to the Board.

Mr. Delaney summarized the contents of his report which covered – Smith Street WTP Well #3 Pit less Adaptor (shutdown was thought to be related to pump, but was found to be impellers and VFD), Smith Street WTP Generator (generator failed). It was installed in 2012, Scope of work to fix motor is \$22,462.. Question was raised about whether we should consider running all generators "under-load" on a regular basis – twice yearly, quarterly, etc, to ensure they are running properly), Turnpike Tank, Service & Water Main Breaks, Binder & Finish Paving, Water Main Extension & Looping of Armand Drive to Strobel Lane, Westford-Chelmsford Emergency Tie-In (some foreseeable issues could be water pressure differences and fluoride treatment between districts). Repairs to Amble & Hillside Water Storage Tanks

MOTION WAS MADE BY RON WETMORE, SECONDED BY JOHN HARRINGTON, TO AUTHORIZE THE AWARDING OF THE CONTRACT TO DN TANKS TO MAKE REPAIRS TO AMBLE & HILLSIDE WATER STORAGE TANKS FOR THE SUM OF \$174,000. **MOTION PASSED WITH MR. WETMORE VOTING AYE, MR. MARTIN VOTING AYE AND MR. HARRINGTON VOTING AYE),**

and

The report was reviewed, questions asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich's report contained - Account Notes referencing the completion of the IMA with the East Chelmsford Water District to relinquish and transfer of rights and services, MWWA notice regarding SJC seeking Amicus Briefs, How the CWD office is handling the resolution of customer issues with regard to recording payment dates, Installation of the new Server and issue of printer access, Fiscal year closed with all FY2019 invoices paid, meter change out letters sent, FY2019 audit due in September, List of delinquent accounts to date, and Weekly SOP meetings on hold until after summer and upcoming audit.

Her report contained supporting documentation showing June 2019 YTD Expense vs Revenue, Capital Accounts' balances, Enterprise Investment Account balances, and water billed and pumped by gallons comparing FY16, FY17, and FY18.

OPEN SESSION

Ronald Wetmore	No new information to report
Bill Martin	No new information to report
John Harrington	No new information to report

Bob Delaney:

Eagles Nest Water Main Leak. **This is a private road**, and therefore private property. In February 2015 the water service line on this **private** road froze. The Chelmsford Water District made an emergency service call after hours to thaw the line and found the line had ruptured and was leaking. An emergency repair to the line was made to restore water to the affected residences. Now, a new leak to the same OLD service line has occurred and they have contacted CWD for service. The Superintendent provided contractor paperwork to resident, Mr. Powers, to enable them to find someone to fix the issue. Mr. Powers feels that, because the town of Chelmsford made emergency repairs and installed a grinder pump in 2015, without charge, that we should make repairs, without

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charge. He is of the opinion that he could get a lawyer to force the District to pay for the new repairs.

Personnel Policy – Licensing. Current policy is that licensed personnel are given a pay rate increase based on their obtaining certain professional licenses. This policy is based on -obtaining ONE license per year. If an employee obtains more than one license in particular year, the additional license does not change/increase salary until the following year per the **ONE license** policy.

John Harrington:

Carlisle Cranberry Bog Reservation. The Carlisle Conservation Commission has hired Whitman & Bingham to do an assessment of the current dam.

Mr. Harrington believes the District should pursue the purchase of Barnes Terrace property. Ms. Valcich will draft a letter to the Carlisle Alternative Bog Subcommittee to indicate that CWD has engaged an engineering firm to restart/resurrect our original proposal to go forward with the well system.

OLD BUSINESS

East Chelmsford IMA signed by Commissioners from ECWD and CWD as well as attorneys representing both Districts. Effective July 1, 2019, CWD is responsible for all water services in this geographical location

A letter indicating this change will be mailed to each Business effected.

NEW BUSINESS

Mr. Harrington made a motion that the CWD building be pressure washed. Motion was seconded by Ron Wetmore. Motion passed with AYE votes by Mr. Harrington, Mr. Wetmore and Mr. Martin.

A motion to accept the minutes of the Regular Meeting dated June 12, 2019 was made by Mr. Wetmore, seconded by Mr. Harrington. Hearing no further discussion, the motion PASSED with Mr. Harrington voting AYE, Mr. Wetmore voting AYE and Mr. Martin voting AYE.

UPCOMING MEETING

Lisa Valcich requested August meeting date be changed to August 21, 2019. All in attendance were agreeable to this request.

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Wetmore and so voted. Meeting adjourned at 3:30PM.

Ruth Anne Blair
Recording Secretary

Commissioners

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

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