



Chelmsford Water District

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CHELMSFORD WATER DISTRICT

Work Session

JULY 21, 2021 at 10:00 a.m.

PRESENT: Commissioners: John G. Harrington
 Bill Martin
 Ron Wetmore
 Superintendent: Andy Reid
 Business Director/Treasurer: Lisa Quatrale

Meeting Opened at 10:00 a.m. with the Pledge of Allegiance.

Andy Reid and Lisa Quatrale presented revised personnel guide for review with the Board of Water Commissioners. Each line item was reviewed and updated as discussed. The Board approved the revised personnel guide and requested that it be sent for legal review before final approval. Ms. Quatrale will contact Attorney Donna Brewer, on the recommendation of Attorney Hall for review.

Lisa Quatrale submitted a power point document that reviewed rates, bond debt, and Aging Infrastructure both historical and future outlook. Ms. Quatrale recommended an increase of 5% to water rates to align with our approved FY22 expense budget which will bring us to almost break even point. Expenses have increased over the past years and the District has not had a rate increase in six years. A final recommendation, along with communication to our rate takers will be reviewed at the next District meeting in August.

In addition to rates, Ms. Quatrale recommended a 60% decrease to rate takers for bond debt fee which is due to expire in FY2027. This reduction should bring the District to break even for repayment.

In addition to this reduction, Ms. Quatrale recommended an infrastructure fee be implemented to support our future capital plans. She recommended that since rate payers were going to see a reduction in Bond Debt payments that the infrastructure fee be analyzed and reviewed to help support a portion of our infrastructure demands in future years with future increases needed to support capital plan for aging infrastructure. She also indicated with this reduction of bond debt fee and the creation of infrastructure fee, the rate takers would see a slight decrease in the quarterly bills.

Rates, Bond Debt reduction and creation of infrastructure fee will be discussed and finalized in August of 2021.

Meeting adjourned at 11:55 a.m.

Submitted by Lisa Quatrale, Business Director, Treasurer.

Commissioners

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

Operations

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Administration

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