



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING July 8, 2020

**PRESENT:** Commissioners: John G. Harrington  
Bill Martin  
Ron Wetmore  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Quatralo  
Environmental Compliance: Todd Melanson  
Recording Secretary: Ruth Anne Blair  
Pat Wojtas

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

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

A document titled "Environmental Compliance Manager's Report" dated July 8, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

**ENERGY UPDATE** – Array continues to be above average.

**DISTRICT ISSUES** – Steam Gauge is above the median and well above our low flow limit. Our Drought Level restrictions continue to follow our permits which are stricter than the state requirements. PFOA/PFOS free sampling/analysis of Crooked Spring, Riverneck, Smith St will take place third week of July or second week of August. Concord Permit OTC submittal about half-way complete. Residual handling lagoon clean-out program has resulted in a total estimated savings currently at \$507K (based on 2014 costs).

**TOWN ISSUES** – Opportunity for the town to purchase Misty Meadows and Warren Farm property could give us a new site for possible well/treatment facility.

**WATER CONSERVATION & WITHDRAWALS** – UAW running @23% and RGPCD @48.2

**OUTREACH** – Working on new approach for outreach to the community

Questions were asked and answered, item by item.

### **Superintendent's Report – Robert Delaney**

A document titled "Superintendent's Report" dated July 8, 2020 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered:

**SMITH STREET WTP** – Expecting delivery of G3 Numatics Conversion Solenoid Banks to be shipped to us by week of August 3. Currently only able to use one of the Festo solenoid manifold banks.

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

**Operations**  
Robert J. Delaney, Superintendent  
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**Administration**  
Lisa M. Valcich, Business Director and Treasurer  
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**MILL ROAD #1 REPLACEMENT WELL DEVELOPMENT** – Received only one bid (\$89,800) from Maher Services. Superintendent asked the Commissioners to approve the rewarding of the contract to Maher Services. **A motion was made by Ron Wetmore, seconded by John Harrington to approve the rewarding of the contract at \$89,800 to Maher Services. Motion passed with all Commissioners voting AYE.**

**LOCK ROAD BOOSTER STATION** – Armstrong variable speed motors (all under warranty)– motors for the 3 pumps needed to be replaced. One was replaced May 26. Mechanical Pump waiting on delivery of remaining 2 motors.

**LOCK ROAD TANK ANTENNA** – Verizon completed the replacement of antennas on top of tank.

**TURNPIKE TANK AIR EXCHANGER SYSTEM** – Medora/IXOM completed Air Exchanger System installation on June 12. A six foot high fence will be installed around the ground mounted control panels by Joe's Fence Inc. THM sampling is planned for later in July.

**WOODBINE/CYPRESS WATER MAIN REPLACEMENT** – CHB Excavating installed temporary piping (hydrant to hydrant). Awaiting bacteriological sample results before tying in house to house. Job should be substantially completed by end of month barring complications.

**HALL ROAD 4-INCH WATER MAIN REPLACEMENT** – Within the next three weeks CWD personnel will be installing new hydrant and 3 gates on Hall Road. Preparation for isolation and replacement of 800 feet of 4-inch cast iron water main (1915) on Hall Road will require excavation at the intersection of Boston Road, Hall Road and Putnam to install an insertion. Drawings and specs have been put together to put job out to bid and to be completed this fall. Estimated cost is \$230,000.

**SERVICE & WATER MAIN BREAKS** – four main breaks, two service breaks.

**HYDRANTS** – Flushing of multiple hydrants throughout area of Dalton Road, Westlands, and Westford Road due to increased flow and reversal of water created at Smith Street WTP on June 10<sup>th</sup>.

Questions were asked and answered, item by item.

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

Ms. Quatralle's report for June 2020 activity was presented.

**PAYROLL** – NatPay – ACH transfer company is now requiring payrolls be submitted one day earlier (i.e. Tuesday for Friday pay date). Payroll now processed on Tuesdays. FY21 pay increases have been loaded into payroll system and ready for next pay-period. FY21 stipends will be paid next pay-period.

**BANKING** – OPEB investment account can fully fund our annual retiree health care benefit payments starting July 1. All FY2021 Bond Debt and Middlesex Retirement Annual assessment wires have been completed for July 2020.

**LEGAL** – Annual Meeting held via Zoom on June 24, 2020. FY2021 Budget approved at Annual Meeting and input into Vadar for processing of warrants and payroll. Warrants approved at Annual Meeting have been input into Vadar and can be spent. New reports will not be available in Vadar until books have been closed.

**PROCUREMENT** – Currently processing end of year invoices until July 15<sup>th</sup>. Starting to pay FY21 invoices on new warrant. New mailbox [accountspayable@chelmsfordwater.com](mailto:accountspayable@chelmsfordwater.com) created to accommodate electronic payments. This is monitored by three office employees to assure invoices and payments are timely. Ms. Quatralle will be attending three MCPPO (purchasing certification) classes to renew her certification.

**FINAL WATER READINGS** – New mailbox [finalclosings@chelmsfordwater.com](mailto:finalclosings@chelmsfordwater.com) created to facilitate inquiries and alleviate phone calls regarding finals. This is monitored by three office employees for their information and action. Amy and Jimmy have done an AMAZING JOB taking over and learning the process of this portion of work. 86 final water closings in 2 months.

**STAFF** – Billing Coordinator/Accounts Receivables Clerk opening – plan to interview candidates between July 20-31, observing social distancing requirements. Bill Martin will assist in the interview process. Anticipate new hire on site by August 31, 2020.

**AUDIT** – FY20 audit scheduled for October 2020. Free cash not available until audit complete and DLS certifies our books.

Questions were asked and answered, item by item.

### **OPEN SESSION**

Ron Wetmore	No input
John Harrington	No input
Bill Martin	No input

### **OLD BUSINESS** None

### **NEW BUSINESS**

Ron Wetmore: Bob Delaney, Superintendent, is planning to retire in January 2021. It is time to think about advertising this position to be interviewed by October 1, hired by November 1 and on board by December 1, 2020 allowing Bob to work with him/her. It was suggested the Commissioners schedule a work session, inviting George Allen and Bob Delaney, to strategize and plan. Bill Martin suggested work session be scheduled for July 15 at 10:00AM. **Motion was made and passed.**

Bill Martin: Misty Meadows/Warren Farms – Owner(Doyle) of this property has offered, at no cost, 23 acres of wetlands to town for CPC land; keeping 20 acres for possible residential development. CPC planning to meet July 15 to discuss this issue. CWD could express an interest in this location for future well/WTP development. However, if owner decides to build houses on his portion, CWD would not be interested. Owner would consider selling all 43 acres for \$1M.

Possible scenario- ask town to purchase 43 acres for \$1M, allowing CWD to use 23 acres for future water supply. Town has “first right of refusal” for 120 days (count started in June). If Town not interested (CPC does not seem interested in this property), “first right of refusal” could be passed to CWD and CWD could negotiate with owner.

Next move – Attend ZOOM CPC meeting July 15 to express CWD’s interest in “water” access at Misty Meadow.

Time Line (2-3 years)-Testing of water(would need access to well of current water taker living near this property), permitting process/approval could take 1.5 years, treatment plant approval could take 2 years.

Town could argue that tax revenue would increase with additional six houses. CWD could argue without additional water source, could not support more growth.

Bob Delaney will contact George Allen and Attorney Jim Hall about our intentions regarding Misty Meadows.

**Motion to enter negotiations to purchase Misty Meadows property made by Ron Wetmore, seconded by John Harrington and so voted.**

John Harrington: Asked Bob Delaney to send a letter to Planning Board about CWD's outstanding issues with Harvey Builders regarding water easement, as-builts, HOA, future policy documentation.

Water District has no concern with the water rights of Hart Pond-

District will look into the possibility of selling any portions of the Boston Road Property.

#### **PREVIOUS MINUTES**

**Motion to approve previous minutes of Regular meeting – June 10, 2020 and Annual meeting – June 24 was made by John Harrington, seconded by Ron Wetmore and so voted.**

#### **NEXT MEETING SCHEDULE**

Work Session – July 15, 2020 – 10:00am

Commissioners' Meeting – August 12, 2020, 1:00PM

**A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Martin and so voted. Meeting adjourned at 3:15PM.**

Ruth Anne Blair  
Recording Secretary

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#### **Commissioners**

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

#### **Operations**

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