



CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING JUNE 12, 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
Pat Wojtas
Robert Doak

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

Environmental Compliance Report – Todd Melanson

A document titled “Environmental Compliance Manager’s Report” dated June 12, 2019 was distributed to the Board.

Mr. Melanson summarized the contents of his report which covered – Energy Update, District Issues, Town Issues, Water Conservation & Withdrawal, and Outreach. Attached to the reports were charts, graphs and an aerial map of storm drain locations in support of the data contained in the report. The report was reviewed, questions asked and answered, item by item.

Superintendent’s Report – Robert Delaney

A document titled “Superintendent’s Report” dated June 12, 2019 was distributed to the Board.

Mr. Delaney summarized the contents of his report which covered – Riverneck Well #2, Locke Road Booster Station, Turnpike Tank, Mill Road #3 Pump Station Roof, Service and Water Main Breaks, Hydrants, Water Main Extension & Looping of Armand Drive to Strobel Lane, Repairs to Amble and Hillside Water Storage Tanks, and 2019 Spring/Summer Projects. 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 on activity related to the IMA East Chelmsford Water District, Explanation about the raising of CWD’s credit rating from AA+ to AAA by S&P, Fy19 Audit timeline, Listing of 2018 lien payments received from the Town, Listing of Delinquent Accounts and amounts collected to date, and list and status of the weekly (soon to become bi-weekly) SOP meetings. Her report contained supporting documentation showing

May 2019 YTD expense vs Revenue, Capital Accounts' balances, Enterprise Investment Account balances, and water billed and pumped by gallons comparing FY16, FY17, and FY18.

She noted that reminders to the delinquent customers are sent out monthly, and quarterly and by certified mail multiple times before shutting off service.

OPEN SESSION

Pat Wojtas	No new information to report
Ronald Wetmore	No new information to report
Bob Delaney	No new information to report

Bill Martin:

Mr. Martin indicated his concern about the recent news articles about cities and towns being subjected to "Ransomware" and hacking attacks on their computer systems. He wanted to make sure this issue is brought to the forefront and that CWD's firewall and virus protection is enough to protect us from these attacks.

It was noted that our systems are monitored and maintained by AVAIL Technology Group. They are a local IT Management Services provider. They monitor our servers remotely as well as provide upgrades and quarterly maintenance and reports. They also make recommendations as needed and backups of our files are kept in their facility. If we have a problem they physically come to our site. We are in the process of upgrading our two older servers into one newer, more robust server. This will be done prior to the next quarterly maintenance visit. Mr. Martin indicated a desire to have someone from AVAIL come on site to update the board about their services and the new server upgrade.

John Harrington:

Mr. Harrington presented an aerial map of the Turnpike tank property, to be consulted to locate an appropriate place to put the tree root tailings that accumulate when the trees are taken down on that property.

OLD BUSINESS/ACTION ITEMS

IMA with East Chelmsford Water District: a letter has been drafted by Ms. Valcich and Attorney Hall and sent to Attorney Nyman for a response. There has been no response from Attorney Nyman and the East Chelmsford Water Department Commissioners so far.

Chase Land – this has not been recorded yet.

Lamplighter – town tie in, back on hold. There is a pump issue and town engineering has not agreed with tie in.

Barnes Terrace – water supply is part of town storm water plan.

Cranberry Bog – There has been no activity there for two years. They have three more years before a decision must be made about building a new dam and bringing the bog back into

production. The DEP and Conservation Commission have no problem with us building a new well. No word from Carlisle on the subject of the well.

NEW BUSINESS

A motion to accept the minutes of the Regular Meeting dated May 8, 2019 was made by Mr. Wetmore, seconded by Mr. Delaney. Hearing no further discussion, the motion PASSED with Mr. Harrington voting AYE, Mr. Wetmore voting AYE and Mr. Martin voting AYE.

A motion to accept the minutes of the Working Session Meeting dated May 8, 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.

A motion to accept the minutes of the Special Meeting dated May 29, 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

Regular Meeting scheduled for July 10, 2019, 1:00PM

A motion to adjourn the meeting was made by Mr. Wetmore, seconded by Mr. Harrington and so voted. Meeting adjourned at 2:45PM.

ACTION ITEMS

Short Term Pending (Within a year)

Upgrade access roads to all facilities (Bob Delaney)

Chase Land – The estate is in probate court. Town may have right of first option to buy if it is farmland.

Bond Debt – Infrastructure Service Fee

Long Term Pending (Beyond a year)

Barnes Terrace/New Well: discussing other remedial options for system balance

Clarification of ownership of Canal St. properties

Inter-Municipal Agreements