



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING June 21, 2023

PRESENT:

Commissioners

Ronald W. Wetmore

John G. Harrington

Richard Romano

Superintendent

Andy Reid

Business Director/Treasurer

Lisa Quatralle

Environmental Compliance

Todd Melanson

Consultant

Robert Delaney

Town Selectperson

Pat Wojtas

AECOM

Stephen DeFrancesco, PE

Recording Secretary

Michaela Thompson

Commissioner Wetmore called the Regular Meeting of the Commissioners to order at 1:04pm with all reciting the Pledge of Allegiance.

Open Session:

Commissioner Wetmore asked Selectperson Pat Wojtas for an update on Town news.

She stated that Standard and Poor's Financial Services updated the Town of Chelmsford's bond rating to AAA.

Stephen DeFrancesco, PE from AECOM updated the Commissioners on the status of the District's PFAS project. He stated that they have finalized and submitted the Alternatives Analysis Technical Memorandum to CWD and DEP and will have an update on the project's design within the next two months.

Environmental Compliance Report – Todd Melanson

Mr. Melanson distributed a document, titled "**Environmental Compliance Manager's Report Summary June 20, 2023**". Updates include:

- 1) **PFAS:** Individual results for May 2023: Crooked Spring WTP: 18.9, Riverneck WTP: 16.7, Smith Street WT: N/A
Mr. Melanson said the Labs are projecting extended turnaround times for analysis. He will continue to have discussions with MassDEP about lab capacity.
- 2) **Discolored Water:** Limited calls. Most were easily explained and related to things within the home.
- 3) **Innovative Career Pathways Program:** On summer break.
- 4) **Energy Program Update:** A) **Solar REC Credit Sales:** On track for average production B) **Solar Array:** Operating well within norms. C) **Third Party Electric Supply Contract:** The District did better than the Town on their pricing.
- 5) **Town Issues:** Town Center Improvements: Continuing to monitor the proposed situation.

- 6) **State Drought Status:** April 1.21" so far, but regional is 3.55"
- 7) **Water Management Legal:** Revised Water Management Act Regulations imposed conditions on registered-only water systems to restrict non-essential use upon regional drought declarations that were published in the Massachusetts Register on January 20th.
- 8) **Outreach: Municipal Day:** Participated in the Town's Municipal event at the Chelmsford Library. Quite a few residents responded to the booth.

Superintendent's Report – Andy Reid

A document titled "**Superintendent Report for June 2023 BoWC Meeting**" was distributed to the Board.

1. **Telecommunication Leases:** Continuing with the previously tabled discussion from the prior meeting, Mr. Reid distributed a draft Equipment Transfer Agreement from Sprint. After review, the Commissioners agreed that they do not want the liability of the equipment without proper financial compensation from T-Mobile/Sprint should the District have to take the equipment down at later date. Chairman Wetmore told Mr. Reid to get a new agreement that states the equipment transfers to Dish and not the District. He also added to have Attorney Hall review any and all agreements.
2. **Staffing:** Ad for a water service technician with expanded benefits.
3. **Bid:** Mr. Reid requested the Commissioners review and vote to accept low apparent bidder or reject bids regarding the Misty Meadows House.

Commissioner Harrington made a motion to demolish the house and accept the low bidder McEnnis & Sons Excavation, LLC. Commissioner Romano seconded the motion. The Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye and Mr. Romano Aye. The motion was unanimously approved.

4. **43 Bartlett:** Referred to Town, waiting for decision.
5. **Projects:** Mr. Reid updated the Board on the status of the various current projects underway.
6. **Rules and Regulations:** Mr. Reid presented updated language to the Groundwater Protection and is working with Attorney Hall on updated language regarding Private vs. Public Road Asset Discussion.
7. **Reviews** – Finalizing employee reviews by end of month.

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale presented her report titled "**June 2023 – Commission Meeting Business Director Report**" which included documentation on FY2023 Expense and Revenue, FY2023 Article Balances and Enterprise Investment and OPEB accounts.

Banking: Established new account with Enterprise Bank with 4% interest for 10 months and transferred 1.9M to this account. Remaining accounts have now been upgraded to 2.0%.

Personnel: HR Attorney Donna Brewer provided updated language regarding employee drug testing, should the Commissioners vote to amend.

Cell Tower Lease Payment: Continue to receive monthly payments after notice to cancel contract.

LIHWAP: Ms. Quatrale is working to assist a customer in arrears. LIHWAP has not provided an answer if the program applies to condo owner. Customer has been advised that they have an account and it is no different than any other account owners.

Burton Lane – North Chelmsford access to water: Waiting on payment. Calling to assure payment is made in FY23.

Non-Payment of Accounts – Potential Shutoff: All five accounts that were notified by certified mail that their water would be shut off if payment was not received by June 7th have paid their arrears from FY22 and back for a total of \$13,040.

Drug Policy: Discussion ensued regarding the current drug policy and potential updates. Chairman Wetmore asked Ms. Quatrale to review the District's Workman's Comp Policy and report back.

District Financial Policy Guidelines: Ms. Quatrale presented the initial Financial Policy Guide to the Board.

Chairman Wetmore called for a vote. Commissioner Harrington made a motion to approve the initial Financial Policy Guide. Commissioner Romano seconded the motion. The Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye and Mr. Romano Aye. The motion was unanimously approved.

Ron Wetmore:

Eagle Nest Invoice: Because it is a private way, Chairman Wetmore stated that the policy regarding water main replacement needs to be changed and asked Mr. Reid to come with verbiage to deal with this type of issue going forward.

Well conversions at properties that are stubbed: Chairman Wetmore stated that for those properties that are already stubbed at the main, the fee to connect should be the same price it was when stubbed.

Commissioner Harrington made a motion for well conversions at properties that are already stubbed at the main, the fee to connect should be the same price as when it was stubbed. Commissioner Romano seconded the motion. The Commissioners voted as follows: Mr. Harrington, Aye, Mr. Wetmore, Aye and Mr. Romano Aye. The motion was unanimously approved.

Motion to approve the minutes of the Commissioners' Regular Meeting of May 17, 2023 was made by Commissioner Harrington, seconded by Commissioner Romano. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. Motion passed.

Motion to change the date for the July Regular Commission Meeting was made by Commissioner Romano, seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Romano, Aye. Mr. Wetmore, Aye, and Mr. Harrington, Aye. Motion passed.

Motion to adjourn was made by Commissioner Romano. The motion was seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Romano, Aye. Mr. Wetmore, Aye, and Mr. Harrington, Aye. Motion passed.

Next Meetings Scheduled:

Commissioners Regular Meeting – June 29, 2023 at 10:00am

Meeting adjourned at 3:30pm

Respectfully submitted,

Michaela A. Thompson
Recording Secretary