



Minutes Regular Meeting Wednesday, March 13, 2019

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore-(remotely)
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Gail Wilkish
Robert Doak
Pat Wojtas

1. Meeting was opened at 1:00 p. m. with the Pledge of Allegiance.
2. **Environmental Compliance Report – Todd Melanson**

A document titled “Environmental Compliance Manager's Report Water Commissioners' Meeting: 03/13/2019 was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation & Withdrawal, Outreach.

A letter, dated February 25, 2019, from MWWA regarding Revisions to the Massachusetts Drought Management Plan (Draft January 2019) was presented.

3. **Superintendent's Report – Robert J. Delaney**

A document titled, “The Superintendent's Report, March 13, 2019” was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item.

The report included the following items: Riverneck WTP, Locke Road Booster Station, Locke Road Tank/Fire-Police Antenna, Service and Water Main Breaks, Hydrants, Employees-NEWWA Spring Joint Regional Conference Worcester.

4. Business Director/Treasurer's Report – Lisa Valcich

Ms. Valcich provided updates on the following items: Account Notes: East Chelmsford Water District, Time Line for Annual Meeting and Elections, Completed Annual Report with Hilltop Securities, Final Check from Lamplighter Green for payment of deed and legal fees.

Financial Reports and Analysis

February, FY2019 including Expenses, Revenue Snapshot, and Account Summary were distributed, reviewed, discussed and questions answered.

Chairman Martin asked Ms. Valcich to please obtain quote from our Insurance Provider with various deductible scenarios to see if there were savings if we raised our deductible.

Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed including Enterprise OPEB Account, Enterprise Investment Account, and Capital Accounts.

Chairman Martin asked Ms. Valcich to contact Enterprise Bank Investment team and schedule a work session with the commission to review our investments.

5. Ronald Wetmore

Sprint/Nextel Antenna Agreements – Commissioner Wetmore and Bob Delaney discussed the Sprint/Nextel Antenna Agreements regarding Amendment No. 1 which was actually terminated in 2011. Nextel did not put the additional antennas on the tank in 2009 that we had agreed in the 1st amendment.

Someone from Sprint looked closer at the original agreement than the Nextel representative that signed off on amendment #1 in 2009.

It appears there is nothing in the original agreement that limits the additional antenna or equipment they are requesting. They are not welding on tank or not adding any significant weight that could jeopardize the integrity of the tank. It was agreed that Sprint/Nextel could move forward as long as they included in the consent letter a sign off from Sprint representative that they agree to take care of any required painting that is needed on the tank based on the tank recent painting this past fall.

6. Previous Minutes

A motion to approve the February 13, 2018 Minutes was made by Mr. Harrington. Mr. Wetmore seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore; Aye, and Mr. Martin; Aye. The Commissioners voted unanimously to approve the minutes.

Working Session Minutes - Mr. Harrington made a motion to approve the March 6, 2019 Working Session Minutes. Mr. Wetmore seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Harrington; Aye, Mr. Wetmore; Aye, and Mr. Martin; Aye. The commissioners voted unanimously to approve the minutes.

7. Upcoming meetings

Special Meeting: Monday, March 25th, 2019, 1:00 p.m.

Regular Meeting: Wednesday, April 10th, 2019, 1:00 p. m.

Annual Meeting: Wednesday, April 24th, 2019, 7:00 p. m.

The commissioners mentioned that traditionally the District presents to the Chelmsford Selectmen at their second meeting in May. Bob Delaney will coordinate the date with the Town and communicate date back to the commissioners.

8.. Meeting Adjournment

The meeting was adjourned at 2:20 p. m. on a motion by Mr. Harrington. The motion was seconded by Mr. Wetmore. The Commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore, Aye; and Mr. Martin, Aye. The motion was unanimously approved.

Respectfully submitted,

Gail M. Wilkish
Recording Secretary