



# Chelmsford Water District

20 Watershed Lane Chelmsford MA 01824 978-256-2381

[www.chelmsfordwater.com](http://www.chelmsfordwater.com)

## Minutes Regular Meeting Wednesday, March 15, 2023

**Present:** Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore-(remotely)  
Superintendent: Andy Reid  
Business Director/Treasurer: Lisa Quatralo  
Consultant: Robert Delaney  
Recording Secretary: Michaela Thompson  
AECOM: Stephen DeFrancesco, PE  
AECOM: Bryan Sadowski, PE  
Town Selectperson: Pat Wojtas

1. Meeting was opened at 1:00 p. m. with the Pledge of Allegiance.
2. Open Sessions:

Steve DeFrancesco, P.E. from AECOM presented the Commissioners with a packet dated March 15, 2023, titled, “**Chelmsford Water District PFAS Improvements Update**”. The report highlighted the costs for the 4<sup>th</sup> option that was proposed at the January 25, 2023 Commissioners’ work session, in which PFAS treatment additions would be constructed at both Crooked Springs and Riverneck water treatment plants, with water piped from the Smith Street water treatment plant to Crooked Springs for PFAS treatment. Four different types of PFAS removal technologies were evaluated in the report with granular activated carbon (GAC) technology showing favored results. Mr. DeFrancesco and Mr. Sadowski explained the differences in the removal technologies and the life cycle costs of each. They also explained the benefits of using granular activated carbon technology as opposed to the other technologies and further supported this recommendation by providing a list of benefits and a decision matrix chart that weighed the comparable variables to all the technology choices. Questions were asked and discussion ensued. The AECOM representatives stated that the District was in the perfect position right now to get the project started, especially in light of the EPA announcement released the previous day, that proposed maximum contaminant level (MCL) regulations requiring every municipal water system to limit down to 4 parts per trillion for PFOA and PFOS. The Commissioners agreed that they were all on the same page and that it was time to move forward with AECOM on the project.

3. Environmental Compliance Report – Todd Melanson was on vacation.

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

**Operations**  
Andrew L. Reid, Superintendent  
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**Administration**  
Lisa M. Quatralo, Business Director

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#### 4. Superintendent's Report – Andy Reid

A document titled, “**Superintendent Report for March 15, 2023 BoWC Meeting**” was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Telecommunication Leases, Town request for irrigation hookup for Center Elementary School, Staffing, Woodbine water main replacement, PFAS public outreach, Grant updates, AECOM PFAS work update, Warren-Pohl Conservation Property update, Land behind 243 Riverneck Road Watershed Protection Land, Board of Health, Breaks and work updates, Drinking Water Board of Certification, and Workshop requests.

##### **Telecommunication Leases:**

Superintendent Reid stated that T-Mobile reached out to him with a proposed amendment regarding the contract for Turnpike Tank that expires October 2025. Commissioner Wetmore stated that there is no reason to change anything now and we should keep it as is. He added that the District doesn’t want to give up any rights and that negotiations should come up during the last year of the contract, not now. Commissioners Harrington and Martin agreed with Commissioner Wetmore.

##### **Center Elementary School Irrigation Hookup:**

Commissioner Wetmore and Commissioner Harrington asked Superintendent Reid to respond back to the Town and let them know that there are other conservation technologies available other than irrigation, that they might consider.

**Staffing:** Superintendent Reid said that he would like to offer the positions to the candidates that applied. The Commissioners agreed with his recommendations.

**Woodbine water main replacement:** Work to begin in April/May timeframe.

**Public Outreach Regarding PFAS:** Superintendent Reid stated that the Warrant Article and Value of Water videos are complete and will be going on the District website. Also, a handout titled “2023 Annual District Meeting Voter Information - A Plan to Remove PFAS from the Drinking Water” is also complete, will be posted on the website and available to handout.

##### **Grant Updates:**

- a) Initiated Water Audit (M36) looking at identifying non-revenue water.
- b) Asset Management Grant: hydraulic model is nearing completion.
- c) Federal Community Funding Grant requested from Congresswoman Lori Trahan’s office for:
  - i. \$1.7M from DHS/FEMA Pre-Disaster Mitigation Grant for the culvert replacement.
  - ii. \$2.2M for PFAS removal (with ECWD and NCWD) from Dept. Interior, Environ., and related agencies: State and Tribal Assist. Grant.
  - iii. Letters of support have been provided by: the Business Association, MEMA (Pre-Disaster only), Merrimac River Watershed Council, Representative Elliott, and Representative Cataldo.

**Warren-Pohl Conservation Property:** Town has a conservation restriction for the property that includes potential public water supply. Conservation Restriction has not been finalized yet. Property will likely be classified as Chapter 97 land.

#### 5. Business Director/Treasurer's Report – Lisa Quatralle

A document titled “**March 15, 2023 – Business Director Report**” was distributed including updates on each topic. The report included the following items: Audit Activity, Meter Program and Vadar Cloud Conversion, Conflict of Interest, Annual Report for Continuing Disclosure, Liens, New Email Aliases, 2023 Elections and Annual Meeting, Lead and Copper Rule Door Hangers, Tampering with Meter, Irrigation SOP Meeting, and District Financial Policy Guidelines.

**Audit Activity:** Free Cash Certified on 02/21/2023.

**Meter Program and Vadar Cloud Conversion:** Go live for Vadar was successfully accomplished on 02/21/2023.

**Annual Report for Continuing Disclosure:** Complete and Submission accepted.

**2023 Elections and Annual Meeting:** Timeline is on track and continuously updated.

**Lead and Copper Rule Door Hangers:** Program for CWD records only.

Ms. Quatrala distributed reports for February, FY2023 which included Expense and Revenue, Expense Breakdown, Capital Snapshot and Enterprise OPEB and Investment Accounts. Reports were reviewed and discussed.

## **6. Previous Minutes**

Motion to approve the minutes of the Commissioners' Work Session of February 13, 2023 was made by Commissioner Wetmore, seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

Motion to approve the minutes of the Commissioners' Meeting of February 15, 2023 was made by Commissioner Wetmore, seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

Motion to approve the minutes of the Commissioners' Work Session of February 16, 2023 was made by Commissioner Wetmore, seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed.

## **7. Next Meeting Scheduled**

Regular Commission Meeting – April 19, 2023 @ 1:00pm.

## **8. Meeting Adjournment**

Motion to adjourn was made by Commissioner Wetmore. The motion was seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Martin, Aye. Motion passed. The meeting adjourned at 3:44p.m.

Respectfully submitted,

Michaela Thompson  
Recording Secretary