



Chelmsford Water District

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Minutes Regular Meeting Wednesday, March 14, 2018

Present: Commissioners: John G. Harrington and Bill Martin
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance Manager: Todd Melanson
Recording Secretary: Alison Laraba

1. Meeting was opened at 1:04 p.m. with the Pledge of Allegiance.
2. **Lisa Marrone-Town of Chelmsford Director of Business Development**

Lisa Marrone came before the Board to introduce herself as the new Director of Business Development for the Town of Chelmsford. She gave a brief history of her background which includes working in manufacturing and, for the past 12 years, as the Economic Development Coordinator for the City of Leominster, MA. Her job functions were varied- liaison for the City and the State, grant writing, roadway improvements, business needs/complaints as well as job creation/retention. She is looking forward to bringing her knowledge in those areas to Chelmsford. As part of the Economic Development Committee she is working on branding and marketing strategies for the town. A brief conversation about the Route 129 Corridor Development followed. Topics included the receipt of a \$90,000 Mass Development Grant that will be used to produce a Market/Development Plan and System Maintenance Impact Study. Key questions will be: what type of businesses can use the area, can empty buildings be repurposed, how to revitalize the area and who is looking for space. Time line for this information is 6-9 months. Environmental Compliance Manager asked that if any bioscience or scientific product manufacturing companies are looking at moving into Chelmsford that the Chelmsford Water District be included in the conversations to ensure that integrity of the water distribution system.

At this time Mr. Martin asked the body if there were any objections to taking an agenda item out of order. Hearing no objections, Mr. Martin moved to the Open Session.

6. Open Session

Before the Board came Brenden Conte, President of the Board of Directors at Chelmsford Village Condo Association. Mr. Conte explained that the recent water break of the line servicing Units 1-4 at the complex resulted in an extremely large bill. On behalf of his Board he is asking for some financial relief of this bill and for the ability to conduct monthly meter readings. He explained that the Association has replaced approximately \$100,000 worth of underground pipes that were leaking and worked with

residents to find leaks in individual units in an effort to be water conscious. He also felt that the Association should have received information about the break earlier than they did. Those present discussed the history of water loss at this property and Ms. Valcich referenced historical meeting minutes dated 11.19.2010, 12.8.2010 and 2.17.2011 which outlines the Chelmsford Village Boards representation in previous years at the District to seek relief from high water bills due to leaks. At the time, the District worked closely with the Village Board, Management Company and residents to educate them on how to identify leaks, prevent leaks and repair. At that time, Superintendent Delaney installed Ecoder meters at the Village and the District trained the staff how to manually collect readings and track usage as well as the ability to request a data download of usage information 90 days back from any point in time. Further discussion was about previous steps that the District has already taken to assist the Association which included: water conservation/leak detection presentation and education by the District's Environmental Compliance Manager, Todd Melanson, agreement of a payment plan, adjustment to tiered rate based on Chelmsford Village's future diligence on managing leaks on their private property. In addition, Ms. Valcich reviewed for the Commission that about a week prior to the leak that Mr. Conte was there to discuss, a leak was found on the property BEFORE the meter and had been leaking for a significant time into the brook on their property. This unreported leak has added to the District's unaccounted for water needed to be reported on the ASR to the DEP, as well as the District having to absorb the costs of this treated water. There was conversation about the role of the Association's Management Group-they should be vigilant and following up on resident reports of running water. The Board offered to send the Environmental Compliance Manager for another presentation and left that to Mr. Conte to schedule. Board agreed to take the matter under advisement.

3. Environmental Compliance Report - Todd Melanson

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 3/14/2018" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation & Withdrawal, and Outreach.

A document titled "Summary of Proposed Updates to the Massachusetts Water Conservation Standards February 2018" was distributed. Mr. Melanson stated that the document had just been released and that he is in the process of reviewing the Standards. Some of the changes are fairly significant and will require some changes by the District. These Standards will be tied the conditions of the WMA permit. He will report his findings at a later date.

Two graphs were presented showing Depth to water level, feet below land surface from the Ground Watering Monitoring Wells. The graphs were reviewed, discussed and questions addressed.

4. Superintendent's Report – Robert Delaney

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – March 14, 2018". The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Riverneck Well #1, Service and Water Main Breaks, Hydrants, Crooked Spring WTP – Media Replacement, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Turnpike Tank Painting, Meadowbrook Well #2 and Generators.

5. **Business Director/Treasurer's Report - Lisa Valcich**

Financial Reports and Analysis

The monthly Financial Report and Analysis through February 2018 including Expenses, Revenue and Capital Account Balances year-to-date through February 2018 was distributed, reviewed, discussed and questions addressed.

Treasurer's Report

A document from T-Mobile titled "First Amendment to PCL Lease" was reviewed and discussed. A motion was made by Mr. Harrington to: **Not accept the amended agreement as presented**. Motion was seconded by Mr. Martin. There being no further discussion the Commissioners voted unanimously to approve the motion.

Other Items

Ms. Valcich provided updates on the following items: Chelmsford Village, East Chelmsford Water District, 276 Mill Rd Condo's, Liens, Aging Report, W.B. Mason, and First Southwest Disclosure Report.

7. **Ronald Wetmore**

No items submitted for discussion.

8. **Bill Martin**

No items submitted for discussion.

9. **John Harrington**

Mr. Harrington discussed the paving of Smith St and Turnpike. He also asked when the crusher units would arrive to remove the spoils and how long would they be needed. Mr. Delaney responded that the area needs to be dry and the process will take 4 days. At this time he is looking at late spring.

10. **Old Business/Action Items**

Action Items, Short Term and Long Term Pending, were reviewed, discussed and revised where necessary.

11. **New Business**

A motion was made by Mr. Harrington to: **Accept the Warrants as presented**. Motion was seconded by Mr. Martin. There being no further discussion the Commissioners voted unanimously to approve the motion.

A motion was made by Mr. Harrington to: **Accept the FY2019 Budget as presented.**

Motion was seconded by Mr. Martin. There being no further discussion the Commissioners voted unanimously to approve the motion.

12. Previous Minutes

Previous minutes were not available at this time. They will be voted on at the April 11, 2018 meeting.

13. Upcoming Meetings

Regular Meeting: Wednesday, April 11, 2018 at 4:00 p.m.

14. Meeting Adjournment

The meeting was adjourned at 3:50 p.m. on a motion by Mr. Martin. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to adjourn the meeting.

Respectfully submitted,

Alison Laraba
Recording Secretary