



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING May 17, 2023

PRESENT:

Commissioners

Ronald W. Wetmore

John G. Harrington

Richard Romano

Superintendent

Andy Reid

Business Director/Treasurer

Lisa Quatralo

Environmental Compliance

Todd Melanson

Consultant

Robert Delaney

Town Selectperson

Pat Wojtas

Recording Secretary

Michaela Thompson

Commissioner Wetmore called the Regular Meeting of the Commissioners to order at 1:00pm with all reciting the Pledge of Allegiance.

Open Session:

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

She stated that the Town signed a new electrical aggregate contract and that as of June 1st the Town has a new Police Chief.

Environmental Compliance Report – Todd Melanson

Mr. Melanson distributed a document, titled “**Environmental Compliance Manager’s Report Summary May 17, 2023**”. Updates from previous monthly report:

- 1) **PFAS** – Compliance quarterly average readings for 1st quarter 2023: Crooked Spring WTP: 14, Riverneck WTP: 14, Smith Street WT: N/A
- 2) **Discolored Water:** Occurred with the water main project on Woodbine, Fern and Juniper. Explanation on website www.chelmsfordwater.com.
- 3) **Innovative Career Pathways Program:** The Innovative Career Pathways Program gives high school students hands-on coursework and work-based learning experiences, providing them with opportunities to explore careers in specific high-demand industries. On April 13th, Governor Maura T. Healy announced an expansion of the program. Mr. Melanson, representing the District, was asked to provide some remarks at the press conference. Chelmsford Water District was spotlighted in the Mass Waterworks Newsletter for its proactive outreach through its partnership with this program.
- 4) **Energy Program Update:** A) **Solar REC Credit Sales:** On track for average production B) **Solar Array:** Drone Inspection/Clean-up scheduled

- 5) **Town Issues:** Board of Health Regulations: Working to finalize changes to better protect the Aquifer Protection District.
- 6) **State Drought Status:** April 1.21" so far, but regional is 3.55"
- 7) **Water Management Legal:** CWD received its 10-year registration renewal for both the Concord and Merrimack Basins.
- 8) **Outreach:** **A) Schools:** High School is completed. Organizing for Middle Schools. **B) Daycares:** For the Lead & Copper Rule Revision, the District will be responsible for testing 20% of the registered daycares each round. **C) EPA Training:** EPA Training at the Crooked Springs Water Treatment Plant consisted of 25 participants from CT, MA, NH, Vermont and Maine drinking water programs who are charged with the responsibility to inspect and review drinking water filtration plants in their respective states. Ronnie Morrisette and Steve Pynn worked diligently and did an excellent job to make the water treatment plant and the Meadow Brook #3 well site presentable. Bob Hayes and Mr. Melanson led the tour and provided explanations to questions. Mr. Melanson received a letter of thanks and sincere appreciation from EPA leadership. **D) Boy Scout Tour:** Tour with local Boy Scout Troop, beginning at Warren Avenue Pump Station, then transitioned to Crooked Spring WTP. Parents were impressed with the differences between the two.

Commissioner Harrington asked if there were any pictures of the event taken. Commissioner Romano stated he thought it would be good publicity.

- 9) Mr. Melanson distributed a flyer from the Town of Chelmsford called "Municipal Open House" being held June 12, 2023 at the public library. Representatives from many Town boards and committees will be present to answer the public's questions.

The Commissioners agreed to have one Commissioner and Mr. Melanson attend.

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report for May 2023 BoWC Meeting" was distributed to the Board.

1. **Telecommunication Leases:** Mr. Reid recommended accepting the bid from Dish Network. Commissioners had concerns regarding the Sprint/Nextel equipment that is still on the tank and needs to be removed.
Commissioner Wetmore made a motion to table the discussion until the next meeting or until more information is available about the removal of the equipment. Commissioner Romano 2nd the motion. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. The motion to table the discussion was unanimously approved.
2. **Electricity Bid:** Town solicited bid which came in at 14.843 cents/kWh for a 24-month period. Mr. Reid's report provided Attachment A: Bid Day Pricing and his preliminary recommendation was to remain with Chelmsford Choice through November 2023 and sign a contract for 36 months with Constellation for a November start date. Discussion ensued regarding Hudson Energy bid that was more favorable than Constellation at 0.11710 for 36 months or 0.11530 for 48 months both to begin with a June 2023 start date.
Discussion ensued between the Board, regarding rates and the day bids presented. Commissioner Romano stated it would be prudent to lock in now. Commissioner Harrington made a motion to contract with Hudson Energy for 48 months at \$0.11530, beginning in June of 2023. Commissioner Romano 2nd the motion. All were in favor, motion approved.
3. **Staffing:** Mr. Reid and Ms. Quatralle will work together on advertising for the current service technician position.
4. **Employee Retention:** Mr. Reid submitted suggestions presented from Treatment and Distribution Managers regarding the On-Call Probation Period, Licensing and Pay. Ms. Quatralle suggested that

documentation on progress each month could be used for the probation period. She suggested that any discussion regarding pay be postponed until next year during a Budget Work Session, since the District already has their current budget in place.

5. **Private vs. Public Road Asset Discussion:** Mr. Reid recommendation is to modify the current definition to a proposed definition or some hybrid of the proposed definition.

Commissioner Romano asked that the proposed definition be worked on more and to come back to the Board with the revision.

6. **Project Updates: A) PFAS** – Commissioner Romano asked Mr. Reid what year did he think the PFAS filtration would be in place. Mr. Reid responded by saying the end of 2027. **B) Westland Pipe**

Replacement Project: Mr. Reid stated the Distribution team did very well.

7. **Misty Meadows:** Mr. Reid reported that there had been some vandalism on the house on Misty Meadow Road. He stated that he has an RFP scheduled to have the house demolished.

Commissioner Harrington stated that possibly the Fire Department could use the building for training. Discussion ensued regarding a controlled fire and other options. Commissioners instructed Mr. Reid to look into options and report back at next meeting.

Business Director/Treasurer's Report – Lisa Quatrale

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

Banking: Ms. Quatrale met with Stephen Cochrane, Senior Cash Management Advisor, Enterprise Bank SVP to review accounts and services and discuss the safety of the District's deposits. The District accounts are fully insured.

Personnel: Recommendation made and accepted by current Chief Plant Operator to become “acting” Water Quality Management indefinitely. Drafted employee FY24 Goals and Objectives and completed employee's FY23 review forms.

Cell Tower Lease Payment: Payment received in May for both April and May payments after contract expiration. Waiting to hear in regards to equipment removal from tank.

Low Income Water Assistance Program (LIHWAP): Ms. Quatrale attended a meeting with the LIHWAP coordinator. She indicated that based on the low-income District customers being “current” on their bills, they do not qualify for the program. However, she did expect in the future for a potential one-time lump sum to be available to our low-income customers who have applied. To be determined.

Burton Lane – North Chelmsford access to water: As of 5/12/23, North Chelmsford used 185,478.60 gallons of water, approximately \$1,230.00 (billed at lowest tier).

Woodbine Deeds: Michaela assisted Mr. Reid with research regarding property ownership on the street.

Nonpayment of Accounts/Potential Shutoff: Water Distribution Manager will move forward with shutoffs on June 7th for the accounts that received certified letters. Ms. Quatrale reviewed action taken by Mr. Reid with the Board of Health and his suggestion to update the existing SOP to include notification to Board of Health regarding shutoffs. Ms. Quatrale asked the Board if they would like to update the SOP with notification to the Town's BOH regarding scheduled shutoffs. **Chairman Wetmore said it is not required and recommended not changing the SOP regarding shutoffs. Commissioner Harrington and Commissioner Romano agreed.**

Notary: in addition to Michaela, Joan Turner is also a Notary.

District Financial Policy Guidelines: Work in progress. Significant progress made on auditor's recommendation for guidelines.

Vendor Price list for materials for services: Vendor pricing reviewed and updated for accuracy for materials the District uses to provide services to customers.

Meter Program and Vadar Cloud Conversion: In progress.

Lead and Copper Rule Door Hangers (in conjunction with Andy Reid): In progress.

Irrigation SOP Meeting: In progress.

Ron Wetmore:

Riverneck Road Update: Commissioners discussed and agreed no further action should be taken and it was agreed that Mr. Reid should rescind all previous offers. Commissioners reviewed other options and suggestions for Mr. Reid to investigate.

John Harrington:

Unmetered Accounts: Commissioner Harrington spoke with Jim Rogers about the accounts.

Beaver Dams: Mr. Reid told Commissioner Harrington that the District got the permit to trap the beavers.

Mr. Reid left the meeting and when he returned, he notified the Board that he just received notification that Hudson Energy rescinded their bid.

Commissioner Harrington made a motion to rescind the earlier approved motion to contract with Hudson Energy for 48 months, beginning in June, 2023. Commissioner Romano 2nd the motion. All were in favor, motion approved.

Commissioner Harrington made a motion to contract with Constellation for 48 months for \$0.12300 per kWh, starting November 2023. Commissioner Romano 2nd the motion. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. The motion was unanimously approved.

Motion to approve the minutes of the Commissioners' Regular Meeting of April 19, 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 approve the minutes of the Annual Meeting of April 26, 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 adjourn was made by Commissioner Romano. The motion was seconded by Commissioner Harrington. The Commissioners voted as follows: Mr. Wetmore, Aye. Mr. Harrington, Aye, and Mr. Romano, Aye. Motion passed.

Next Meetings Scheduled:

Commissioners Regular Meeting – June 21, 2023 at 1:00pm

Meeting adjourned at 3:45pm

Respectfully submitted,

Michaela A. Thompson
Recording Secretary