



# Chelmsford Water District

20 Watershed Lane • Chelmsford MA 01824-4884 • [www.chelmsfordwater.com](http://www.chelmsfordwater.com)

## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING May 18, 2022

### PRESENT:

Commissioners	John G. Harrington Bill Martin Ron Wetmore
Superintendent	Andy Reid
Business Director/Treasurer	Lisa Quatralo
Environmental Compliance Manager	Todd Melanson
Consultant	Bob Delaney
Recording Secretary	Ruth Anne Blair
Town of Chelmsford	Pat Wojtas

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

### Environmental Compliance Report – Todd Melanson

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated May 18, 2022.

**PFAS** – Compliance readings for first quarter 2022 averaged below 20. MassDEP has determined that the bottled water rebate plan would be the chosen option if the District violates the MCL again. In response to MassDEP's mandated permanent solution to the Crooked Spring WTP contamination, we submitted our Long-Term Corrective Action Plan, which was approved. We now have a stricter timetable and requirements. Class Action Suit – still nothing has been received since our last correspondence with them.

**Legislative Update** – legislation has been passed to allow non-municipalities (independent utilities such as Chelmsford Water District) to apply for MVP Action Grants directly for grants without going through the Town.

**Energy Program** – Solar REC Credit Sales – Vintage 2021 – transferred and sold 559 credits at \$18.50/credit for \$10,341. Vintage 2022 and 2023 will be 550 credits at \$35.00xcredit - \$19,250/year. National Grid billing – still working with their new website which has sped up our process of submitting billings to accounts payable. No double billing issues so far.

**DBR2 Concerns** – Last year's high numbers will continue to be a concern until they come off the OEL calculations. The compliance calculations will clear with the August sampling.

**Lamplighter Green** – Some lawn maintenance people at this complex have been using herbicides and pesticides that are harmful to water resources in protected areas. Mr. Melanson has worked with the HOA to help them create stronger bylaws that would require the landscapers to use organic landscaping protocols. This applies to the individual owners as well as the whole complex.

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Ronald W. Wetmore  
John G. Harrington

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**Apollo Drive Development** – concerns over local re-introduction of wastewater locally. Current regulations only cover de-Nitrification, not new contaminants. Continue to follow and comment.

**State Drought Status** – EEA has verified the Southeast Region has been declared at Level 1 drought. A dry summer would create streamflow concerns.

**Outreach** – PFAS/District - Library presentation went exceedingly well. YouTube link from the library is (72) PFAS and the Chelmsford Water District with Todd Melanson, Environmental Compliance officer – YouTube. Schools – have preliminary dates for High School and Middle Schools presentations. Water restriction signs – signboards are out.

### **Superintendent's Report – Andy Reid**

A document titled "Superintendent's Report" dated May 18, 2022 was distributed to the Board.

**Radio Frequency** - Eversource Energy has informed us that the radio frequency we use is interfering with the frequency they use. FCC granted licenses to CWD and Eversource with a frequencies overlap. Eversource claims they have primacy and want us to move to a non-conflicting signal. This will require reprogramming all CWD's equipment, at a potential cost of \$3,000. This technology is old, but reliable. Superintendent Reid will research if there is newer, compatible technology available.

**Division of Local Mandate Request** – Superintendent Reid reached out to Jennifer Pederson about this request and she will be contacting Carina DeBarcelos for clarity about what the purpose of this request is and how it affects local water districts before requesting a copy of the survey.

**Supply chain delays** – Current supply chain delays are affecting CWD's ability to proceed with current projects in a timely manner as well as acquiring supplies for future needs.

**Emergency Truck** – the truck currently used for emergency calls is slated to be replaced next year. It has significant rust and its road worthiness is questionable. There is a two-year lead time if a new truck were to be ordered now. It was decided to find out what the mileage is and year it is. Then decide if it is worth repairing/patching it until a new one is available.

**Crandall Property/233 Riverneck Rd.** – current plans for this property present concerns about protecting our wells that are in that vicinity. CWD could be interested in the purchase of the 5.5 acres that surround our wells. It was suggested that we find out what Mr. Crandall would sell those 5.5 acres for before appraising or seeking grant funds.

**Facility request** - MWWA has requested the use of CWD's conference room, for 1 day a week, for 3 ½ months as a site for their fall prerequisite training course. The conference room is being used more now and this use might affect its availability to CWD employees. Superintendent Reid will look into how this would affect CWD's use.

**Canal Generator evaporator failure** – The Canal propane generator evaporator has failed. Options were discussed.

Is a generator necessary? It currently powers lights and heat and runs the pump as well as a redundant line to Riverneck pump.

Discontinue generator; put smaller generator in to run just heat and light? Convert to natural gas? Cost to repair could run \$8,000. Replacement could run \$60K. Generator is needed because there are electronics in the building that need the heat. Superintendent will contact Kraft to do a service call.

**Backflow/fire panels** - Letters will be going out to backflow customers with fire panels to see if they would want to have the panels tested at the same time the backflows are tested.

**Funding sources** – partial grants received from National Grid to upgrade lights to LEDs at CSWTP & RNWTP (total of grants=\$6,960). Potential to save \$5,738 annually. Clean Water Trust grant of \$150,000 was approved. This is a revolving account. We will spend an additional \$170,000. Garage clean out –

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distribution staff cleaned out and reorganized the garage. Unused/unnecessary items were sold on Municibid for a total of \$1,730.

**Beaver dams** – received an emergency permit to address beaver dams at Watershed Lane. One beaver was captured.

**Miscellaneous** – Break report – interconnection with NCWD, 1 Pomfrett Rd, 95 Main St.

Paving bid for MB well #1 is out. Distribution staff have focused on final patching and loaming, preparing for summer construction/raising gate boxes. Initiated hydrant painting. Treatment focused on starting up SSWTP, finishing painting interior of MB1.

**Drug & Alcohol Testing** – should this be mandatory or random? Done where – mobile unit? Is this a state and/or federal requirement? If someone were to fail, what are next steps? More information needed. Commissioners need to decide if CWD will participate and if so, how. Personnel Policy would need to be updated to include this information.

**PFAS Engineering** – PFAS engineering proposals that have been submitted need to be reviewed. Date scheduled for this is May 20, 12noon – 130pm.

#### **Business Director/Treasurer's Report – Lisa Quatrala**

Ms. Quatrala's report for April 2022 activity was presented, with backup documentation on FY2022 Expenses vs Revenue, FY22 Article Balances and Enterprise Investment and OPEB accounts.

**Payroll** – Solved issues employees had logging into their employee-on-the-go accounts. PayPlus had made change to their software security sections without notifying CWD. They provided CWD details about updating employees' login credentials to allow for access.

**HR** – Ruth Anne Blair, CWD notetaker, has submitted her resignation.

**Billing** – Including Backflow billing with the quarterly business billings will reduce extra mailing and postage costs as well as allowing customers to see their backflow billings on-line. Manually entering backflow billing is being eliminated and this will result in cost savings and ease for customers.

**Insurance** - Still working on the Power Loss at Treatment Plant claim submitted to Allied Insurance.

**Audit 2022** – The Powers and Sullivan team have been updated on Ms. Quatrala's establishment of a new infrastructure fee accounting policy. They have received CWD's General Ledger, previous audits and a copy of CWD's Federal Asset Report. In person audit will take place on July 18<sup>th</sup> and 19<sup>th</sup>.

**Election & Annual Meeting** – Election was held on April 11, 2022. John G. Harrington won the election. Annual Meeting Minutes completed and awaiting approval to be sent to Department of Revenue. Each motion that was approved at annual meeting has been input and new accounts have been created in the General Ledger and available for spending.

**Retiree Health Care Benefit** – The motion to pay 100% of the premiums for Medicare-eligible retirees for supplemental group health insurance and 60% of the premiums for non-Medicare-eligible retirees for primary group health insurance passed unanimously at the Annual Meeting. Working with Middlesex Retirement, Town Human Resources and Enterprise Investment team to assure process is in place. A letter has been sent to all retirees under this program.

**Legal** – Ongoing – internal review of all annual adoptions of Mass General Laws to assure compliance of practices. This includes state law related to early voting and no excuse vote by mail.

**Sunny Meadows** – Mr. Jordan's service line to the farm will be up and running in about 3 weeks. Once complete a billing account will be set up for billing to the Town.

**Training** – Vadar Utility Training/administrative staff participated in a full day of training. Vadar Accounting Training/pending scheduling.

**Open Session:**

When PFAS/PFOS action begins, prepare for customers' questions regarding:

Grant money – State Revolving Funds - these funds come with restrictions: they can only be used for what they were asked for. Loans are either low interest or no interest. Not Free Money.

How to get customers more information so they are better educated and their questions are answered.  
Investigate funding available to take advantage of professional media resources.

Police Details/Flagger – Police details are needed for traffic control/road blockage. Flaggers could be used on dead end roads. If no police are available, we will not do the work if road needs to be blocked. Police Department will be called to coordinate details.

**A motion to accept the Minutes of Executive Session on May 11, 2022 as accurate was made by Commissioner Wetmore, seconded by Commissioner Harrington. Commissioner Wetmore voted Aye, Commissioner Martin voted Aye, and Commissioner Harrington voted No. Motion carried.**

**A motion to approve the Minutes of the April 20, 2022 Regular Commissioners' Meeting was made by Commissioner Wetmore, seconded by Commissioner Harrington. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, and Commissioner Martin voted Aye. Motion passed unanimously.**

**A motion to approve the Minutes of the Annual Meeting on April 27, 2022 was made by Commissioner Wetmore, seconded by Commissioner Harrington. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, and Commissioner Martin voted Aye. Motion passed unanimously.**

**Motion to adjourn was made by Commissioner Wetmore, seconded by Commissioner Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye and Commissioner Wetmore voted Aye. Motion passed unanimously.**

Meeting adjourned at 3:40PM.

Ruth Anne Blair  
Recording Secretary

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