



# Chelmsford Water District

20 Watershed Lane • Chelmsford MA 01824-4884 • www.chelmsfordwater.com

## **Minutes Regular Meeting Wednesday, May 9, 2018**

**Present:** Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance: Todd Melanson  
Recording Secretary: Gail Wilkish

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: 05/09/2018" 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 and Withdrawal, and Outreach.

Mr. Melanson requested approval from the Board to submit a letter to support the Town of Chelmsford in their pursuit of Municipal Vulnerability Preparedness Grant. Based on the vulnerability map, the District's facilities and infrastructure are in areas that are most vulnerable and could be affected by flooding. With this vulnerability, the District would look most favorably on any program that would help the Town and the District plan to mitigate the effects for climate change. As such, the Chelmsford Water District would like to support and encourages the town's commitment to this effort. The District looks forward to participating in partnership with the Town in the Community Resilience Building Workshop.

Mr. Harrington made a motion to submit the letter to support the Town in their pursuit of Municipal Vulnerability Preparedness Grant with the District involvement. The motion was seconded by Mr. Wetmore. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye; and Mr. Wetmore; Aye. The motion was unanimously approved.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – May 9, 2018." The report and supporting documentation was

Page 1 of 3

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

**Operations**  
Robert J. Delaney, Superintendent  
Tel: 978.256.2931  
Fax: 978.256.7114  
E-Mail: rdelaney@chelmsfordwater.com

**Administration**  
Lisa M. Valcich, Business Director and Treasurer  
Tel: 978.256.2381  
Fax: 978.244.1434  
E-mail: lvalcich@chelmsfordwater.com

reviewed, discussed, and questions addressed, item-by-item. The report included the following items: Riverneck WTP, Crooked Spring WTP Media Replacement, Crooked Spring WTP, Smith Street WTP, Service and Water Main Breaks, Hydrants, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Turnpike Tank Painting and Rehab, Chelmsford Woods Looping of Water Main, Lamplighter Green Sewer Line District Property Update, Meter Calibrations, Back Flow/Cross Connection, and Landscape Management District Property.

After some discussion, Chelmsford Water Department will contract Smart Choice Landscaping for seasonal work.

Also, Chelmsford Water Department will contract Arbor East Tree Service, Inc. to take down trees and remove wood and brush.

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

##### Other Items

Ms. Valcich provided updates on the following items: Account 7431 – Chelmsford Village, Account 8603 – audit of ECWD account, and Gulf – WEX Fleet Credit Card.

##### Financial Reports and Analysis

FY April 2018 including Expenses, Revenue and Account Summary, were distributed, reviewed, discussed and questions addressed.

##### Treasurer's Report

Information relative to the Investment Accounts were distributed, reviewed, and discussed including the April 2018 Revenue and Expense, Enterprise OPEB Account and the Enterprise Investment Account as of April, 2018.

#### **5. Open Session**

There was no information offered in Open Session.

#### **6. Ronald Wetmore**

Mr. Wetmore had no new information to report.

#### **7. Bill Martin**

Mr. Martin had no new information to report.

#### **8. John Harrington**

Mr. Harrington suggested to take a look at the branding on Chelmsford Water Department's dump trucks.

## **9. Old Business/Action Items**

There was no Old Business, Action Items discussed.

## **10. New Business**

There was no New Business discussed.

## **11. Previous Minutes**

A motion to approve the April 11, 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.

A motion to approve the Annual Meeting, April 25, 2018 meeting 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.

## **12. Upcoming Meetings**

Regular Meeting: Wednesday, June 20, 2018 - 1:00 p.m.

Board of Selectman Meeting: Monday, May 21, 2018 - 7:00 p.m.

## **13. Meeting Adjournment**

The meeting was adjourned at 3:15 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 Wilkish  
Recording Secretary