



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING MAY 12, 2021

PRESENT: Commissioners: John G. Harrington
Bill Martin
Ron Wetmore
Superintendent: Andy Reid
Business Director/Treasurer: Lisa Quatrale
Recording Secretary: Ruth Anne Blair
Bob Delaney
Pat Wojtas (Town)

Meeting opened at 1:00PM with the Pledge of Allegiance.

Commissioner Martin opened the meeting and extended his thanks to everyone for the kind thoughts and condolences he and his wife received for his mother-in-law's passing.

Superintendent's Report – Andy Reid

A document titled "Superintendent's Report" dated May 12, 2021 was distributed to the Board. Mr. Reid summarized the contents of his report which covered:

EAST CHELMSFORD WATER DISTRICT IMA: The Superintendent provided a signed IMA with the East Chelmsford Water District containing ECWD signatures and Attorney Hall's signature. **A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington that the IMA now be signed by the Chelmsford Board of Water Commissioners. Motion passed unanimously with Commissioner Harrington voting Aye, Commissioner Wetmore voting Aye and Commissioner Martin voting Aye.**

PFAS PILOT TEST: (Grant \$199,999) Contracts with Weston & Sampson and Blueleaf Pilot Testing Services have been signed. Waiting for State approval. Pilot test expected to be up and running late May/early June.

MISTY MEADOWS: AECOM doing ground survey to determine where/what direction fractures are located.

HYDRANT FLUSHING: Moved to the Fall due to summer vacations and summer water conservation program.

MILL ROAD WELL 1R: Mobilization scheduled to start mid-May. Startup and commissioning pushed to end of July.

MEADOWBROOK WELL #3: Motor failed on sub-well #2. Will be replaced under FY22 budget.

WATER DISTRIBUTION TECHNICIAN NEW HIRE: The Superintendent was looking for information about what the CWD hiring process is. Who's involved, how it is advertised, etc. **DISCUSSION:** Three final

Commissioners

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

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applicants are chosen to be interviewed. A commissioner attends each interview. Is there anyone in house with the appropriate certification? This would be entry level. Mechanical skills are desired.

EMPLOYEE REVIEW PROCESS: The Superintendent presented a draft of what he suggests a Performance Review would look like. Yearly team goals would be set and charted by Department Heads. Team goals are given % weights. Compensation will be based on the amount of the team goals achieved. **A motion was made by Commissioner Wetmore, seconded by Commissioner Harrington that CWD pilot test the Superintendent's proposal in FY22, with periodic evaluations being done while it is in place. Motion passed unanimously with Commissioner Harrington voting Aye, Commissioner Wetmore voting Aye and Commissioner Martin voting Aye.**

BACKFLOWS: The person that does our Backflow inspections has indicated he will not be able to do them in the near future. **DISCUSSION:** Should/could we do them in-house? Would this create more work for the office staff? Do we have an employee licensed to do this? Would we have to hire someone to do this? Lisa and Andy feel that it is doable. This would generate revenue. It was decided to do more research, get possible revenue projections and find out what the process entails.

ACTION ITEMS: Workshops-for Personnel Policy/review date; Bylaws, Rules and Regulations review date.

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Quatrale

Ms. Quatrale's report for April 2021 activity was presented.

ACCOUNTS RECEIVABLE – Continue to monitor A/R closely. The water rates' A/R continued to increase. She provided a spreadsheet that showed the increase in A/R from year end June 30, 2019 to year end June 30, 2020.

FREE CASH – Complete - We finally received approval of our Free Cash. As of July 1, 2020 it was \$2,708,556.00.

ANNUAL MEETING – Complete - The date for the District's Annual meeting was April 28. Notices were posted as required. Election results were posted as required.

RUSSELL MILL – Open - The Millstream Foundation had sent CWD a proposal of \$510,000 as a sale price for the 97 and 99 Mill Road property. Attorney Hall indicated that the appraisal of the property may not be a true representation of its true worth as the appraiser was not aware of the costs to maintain this property and the dam restrictions with state testing, etc. The new appraisal outlines the projected costs of annual maintenance of the property as well as liability. The Commissioners have the new appraisal and are reviewing it. Commissioner Harrington will attend the meeting and bring any questions the CWD commissioners have with him.

CLASS ACTION – Completed and forwarded to Attorney Hall A conference call was held with members of the Napoli Law Firm, Clinton, MA, lawyers in the class action suit against the manufacturers of the chemicals creating PFAS found in drinking water that can potentially cause severe health issues. A draft retainer agreement was forwarded to Attorney Jim Hall for his opinion. He had concerns about the contract as it was a New York template. Contract was forwarded to District Attorney for review and he suggested not to sign the NY template contract as presented. Attorney Hall contacted Hank Naughton of Napoli Law Firm and Mr. Naughton had the contract changed from NY to MA and removed language associated with expenses. A certified letter was received by Chairman Bill Martin from M. Sandman of Rodman, Rodman and Sandman, PC (a second law firm associated with the PFAS class action suit) located in Malden MA. This was forwarded to Attorney Hall, who recommended CWD vet both candidates and then choose the best of the two. Rodman, Rodman, and Sandman would receive 30% plus incurred costs. Napoli would receive 25% with no incurred costs. An email was sent to Rodman,

Rodman, and Sandman requesting an agreement be forwarded to us for review. Agreement received and reviewed by Attorney Hall.

PFAS TREATMENT GRANT – Documents signed and forwarded. The district has received a PFAS Treatment Grant of \$199,999. Superintendent Andy Reid will be the Project Manager of this grant. Ms. Quatralle will be responsible for submitting paperwork for reimbursements. Clerk's signature is required.

RANDALL PROPERTY/0 Billerica Road – P&S signed by both parties. Closing scheduled for June 11, 2021. Purchase and Sale Agreement for this property is in the amount of \$6,000. This was included on warrant as follows:

Article 14 To see if the District will vote to raise and appropriate, borrow or to authorize the Board of Water Commissioners to transfer from available funds the sum of \$10,000.00 to purchase property located at 0 Billerica Road, Chelmsford, Massachusetts (Map 1119 Book 0001, Lot 49785) MassDEP Zone 1 requirements and take any action relative thereto.

MASSWATERWORKS CALL/LIHEAP – Low Income Housing Water Assistance Program Attended a call with other water districts and the Director of LIHEAP to provide LIHEAP input on the structure of the program and what obstacles they might encounter as they roll out the plan to provide the homeowners funding to assist in paying their water bills.

FY2020 LIENS – A spreadsheet of current liens was included. Progress has been made in accessing the facilities and locating the source of the leak at 10 Independence Drive. They have made partial payments on their lien and final payment is anticipated soon.

FINAL WATER READINGS – Thirty-nine final readings were completed in April.

MISCELLANEOUS –

- Employee Open Enrollment (May 1-May 30, 2021) notices were sent to all employees
- Hope to have new water rates ready for the September billing.
- Having some issues with the vendor that prepares the invoices.
- The Warrant Articles approved for payment at the Annual Meeting were not able to be paid until the Free Cash approval was received.
- A breakdown of the Election and Annual Meeting expenses was included in Ms. Quatralle's report. The total cost was \$2,679.64.
- There was some discussion about whether or not the dates of the upcoming Election and Annual Meeting should be listed in the Rate Payer Message block on each invoice. If this were to be done, the existing messages would have to be consolidated to make room for any additional messages.

Questions were asked and answered, item by item.

OPEN SESSION

- It was noted that almost all other districts hold their elections with the Town Elections. Should CWD look into how our elections are done? Should we research past bylaws and Mass General Laws?
- The question was raised as to whether the Baptist Pond, Carlisle, property has lost their water rights by now. Todd should check to see if this has happened.

NEW BUSINESS

John Harrington – Commissioner Harrington would like to see the new dump truck dump box be painted the same color as the cab. He will consult with the Superintendent about this.

Bill Martin – None

Ron Wetmore – None

PREVIOUS MINUTES

Motion to approve minutes of Commissioners' Meeting of April 14, 2021 was made by Commissioner Wetmore, seconded by Commissioner Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

Motion to approve minutes of Annual Meeting of April 28, 2021 was made by Commissioner Wetmore, seconded by Commissioner Harrington. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support.

NEXT MEETING SCHEDULE

Commissioners' Work Session June 9, 2021 at 10:00AM

Commissioners' Meeting June 9, 2021 at 1:00PM

A motion to adjourn the meeting was made by Commissioner Harrington, seconded by Commissioner Wetmore. Ron Wetmore voted Aye, Bill Martin voted Aye, John Harrington voted Aye. Motion passed with unanimous support. Meeting adjourned at 3:33PM.

Ruth Anne Blair
Recording Secretary

Commissioners

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