



# Chelmsford Water District

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

## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING NOVEMBER 12, 2020

**PRESENT:** Commissioners: John G. Harrington  
Bill Martin  
Ron Wetmore  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Quatralo  
Environmental Compliance: Todd Melanson  
Recording Secretary: Ruth Anne Blair  
Pat Wojtas

Meeting opened at 1:03PM with the Pledge of Allegiance.

### Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated November 12, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:  
**ENERGY UPDATE** – Array continues to be above average, 548 credits end of October and an additional 12 as of November 9th. We have now achieved our goal of 550. Any additional credits will be a bonus. DeShaw has approached us about updating the array to produce more power. Todd researching what choices and options might be available to us.

**DISTRICT ISSUES** – Stream Gauge is at approximately 160 CFUs which is below the median. USGS ground water wells are tracking lower than our annual average but starting to recover. Our Drought Level restrictions continue to follow our permits, which are stricter than the state requirements. Finalizing our submission for the Concord River Permit OTC.

**TOWN ISSUES** – Making sure all our paperwork is up to date and ready to address any planning approvals and septic concerns when new projects are approved.

**WATER CONSERVATION & WITHDRAWALS** – UAW running @15.9% and RGPCD @58. Watershed withdrawals as of October 2020 compared to last year are: +35MG raw, +27MG MRB, +8MG CRB. Precipitation for the last four months have totaled -3.63

**OUTREACH** – PFAS notification and education. Created a tab on the website for posting PFAS information to the public. Todd will keep this updated.

**PFOA/PFOS** – Todd's report included documentation about what PFAS are, sources of them, some testing protocols, possible remedial actions that are being and can be taken, etc.

Todd reported that the September analyticals had to be thrown out due to QC issues. He resampled. Starting in January monthly sampling will begin. If the results are high for the quarter, the district will have 30 days to do a public notice. He suggested that the Commissioners meet with

**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](mailto:rdelaney@chelmsfordwater.com)

**Administration**  
Lisa M. Quatralo, Business Director and Treasurer  
Tel: 978.256.2381  
Fax: 978.244.1434  
E-mail: [lisa@chelmsfordwater.com](mailto:lisa@chelmsfordwater.com)

representatives of Weston & Sampson to discuss their proposal to complete the paperwork required to apply for a MaDEP Grant for PFAS Remediation. He also noted that there is a class action suit against DuPont, manufacturers of polymers and non-polymers.

The Commissioners, Superintendent and Todd all agreed that the PFAS issue needs to be taken seriously and the district needs to continue to make this a top priority.

Questions were asked and answered, item by item.

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

A document titled "Superintendent's Report" dated November 12, 2020 was distributed to the Board. It was pointed out that this would be his last report on his own as he will begin to train the new Superintendent, who will be "shadowing" him. Mr. Delaney summarized the contents of his report which covered:

**SMITH STREET WTP** – G3 Numatics Conversion Solenoid Banks have been wired and mounted on panel box. However, the power cord provided was not compatible with the unit. Pall will try to find the appropriate cord and if they are not successful, they will construct one in-house. In December High Head Pump#2 will be removed, steam cleaned, disassembled and inspected. Report on pump condition and any needed cost for repairs will follow.

#### **MILL ROAD #1 REPLACEMENT WELL AND BUILDING –**

Maher Services will be installing new pump and motor when building in place. Timetable is January 2021.

**RIVERNECK WTP** – Flow Rite is investigating the cause of the Air Tower Blower motor failure. Issue could possibly be related to excessive heat. Bob would like to keep a couple of extra Auma backup actuator valve motor replacements on hand.

**PROFICIENCY FLOW TESTS RESULTS ALL WELLS** – Recommend that cleaning redevelopment of Turnpike #1 main well, Meadowbrook #1 and #2 be done this coming winter and early spring.

**SUMMIT TURNPIKE REHAB** – DN Tank completed Dome Repairs.

**HALL ROAD 4-INCH WATER MAIN REPLACEMENT** – Commonwealth Construction has completed all water main and service work. They will complete final paving in spring.

**MISTY MEADOWS** - Two test wells drilled - one at 17 feet hit ledge, one at 22 feet hit ledge. Need to move to different location. This will require getting an easement from Mr. Parlee. Mr. Parlee would need an easement from us to run power to where he wants to locate a solar farm. Perhaps the easement issue can be solved by a "swap". Mr. Martin and Mr. Delaney will meet to discuss our plans and requirements regarding our easement needs and then schedule a meeting with Mr. Parlee about his easement needs. The growing and harvesting of hay will be taken care of by Mr. Stott.

**SERVICE & WATER MAIN BREAKS** – Two main breaks, Two service breaks.

**HYDRANTS** – One hydrant extension. Winterizing/inspections in progress .

**140 LITTLETON ROAD EASEMENT (to Patriots Way)** – Surveyors completed field work. Waterline easement executed October 13.

**ACCESS ROADWAY IMPROVEMENTS** – (Spring 2021) Received quotes for repair and repaving of Meadowbrook#1 (ALLIED PAVING \$41,945). Watershed Lane repair and culvert replacement (PROPOSALS BETWEEN \$55,000 TO \$120,000). Grinding, paving and repairs done at office driveway.

**BACKFLOW INSPECTION TESTING DEVICES** – should be completed by end of November.

**VEHICLES** – Transit and Ford Escape due here next week.

Questions were asked and answered, item by item.

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

Ms. Quatrale's report for November 2020 activity was presented.

**PROCUREMENT** – One more MCPPO Recertification class to go. Will be finished by mid- November

**OFFICE** – Amy and Michaela have set up a “contract” file cabinet to help Lisa and the Superintendent to keep current on contacts and renewal dates.

**LIENS** – Lien letters have been sent (first letter in September, second letter October) to FY20 customers in arrears by more than \$100. Copy of letter was attached. Liens remaining will be included on tax bills

**ACCOUNTS RECEIVABLE** – The Auditor had noted in our audit that our accounts receivable balance had risen. This is probably a result of higher water usage with more people staying home during COVID quarantine, people watering illegally, and slow-pays due to job losses. Lisa will create a letter encouraging users to take advantage of our on-line bill payer system to set up automatic monthly payment plans, thus avoiding unanticipated higher quarterly bills. She will also investigate how other districts are handling the issues of shutoffs, liens and late payments.

Additional information presented with Ms. Quatrale's report was September Revenue vs Expense Snapshot. Enterprise OPEB and Investment figures, Capital Balances, September Investment Summary and Account Summary.

**PERSONNEL POLICY – VACATION** – A snapshot of employees' vacation time balances was given to the Commissioners and Superintendent. The yearend carryover and payout figures are higher than normal. Personnel did not take much time off this year, some due to COVID created issues and some due to personal preference. Discussion ensued about possibly changing the policy as it is written now to a “use or lose” policy. Perhaps make allowance this time because of COVID. It was decided to rethink this policy the next time the personnel policies are updated.

Questions were asked and answered, item by item.

### **OPEN SESSION**

Bill Martin – Mr. Martin asked about the ability to obtain the reports from each meeting in electronic form (at home). This will be investigated.

Superintendent's Position – Andy Reid, Superintendent of Fire & Water in Wareham has been hired. His last day in Wareham is 11/27/20. His first day at Chelmsford Water District will be 12/1/20. He will be training with Bob Delaney (shadowing, site visits) until Bob's last day on 1/12/21. There were four outstanding candidates for the Commissioners to pick from. Mr. Reid came highly recommended.

John Harrington – MILL POND – CWD is interested in any future sale of or building plans on the Green Property as it pertains to water usage and levels. Need to look at how obtaining this property could be beneficial to CWD (we would be able to control development, water use, etc). John will do more research into the status of this property.

Water Insurance – Insurance policies covering water main leaks on a user's property “as seen on TV”. After discussion about the possibility of adding a small amount to the water rates to be used if water takers have breaks/leaks on their property so they don't have to pay for the repairs, it was decided to schedule a work session in the future to discuss possible scenarios/solutions to this issue.

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#### **Commissioners**

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Ronald W. Wetmore  
John G. Harrington

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**PREVIOUS MINUTES**

**Motion to approve previous minutes of October 6, 2020, Commissioners' Work Session, was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.**

**Motion to approve previous minutes of October 14, 2020, Commissioners' Work Session, was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.**

**Motion to approve regular meeting minutes of October 14, 2020 was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.**

**Motion to approve previous minutes of October 19, 2020, Commissioners' Work Session, was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.**

**NEXT MEETING SCHEDULE**

Commissioners' Work Session – December 9, 10:00AM

Tom St. Germain, Mill Pond/Green property, will be invited to join the meeting at 10:00AM.

Blake Martin, from Weston & Sampson, will be invited to join the meeting at 11:00AM.

Commissioners' Meeting – December 16, 2020, 1:00PM

**A motion to adjourn the meeting was made by Mr. Wetmore, seconded by Mr. Harrington and so voted. Meeting adjourned at 3:50PM.**

Ruth Anne Blair  
Recording Secretary

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