



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING November 17, 2021

**PRESENT:** Commissioners

John G. Harrington

Bill Martin

Ron Wetmore

Superintendent

Andy Reid

Business Director/Treasurer

Lisa Quatralle

Environmental Compliance Manager

Todd Melanson

Recording Secretary

Ruth Anne Blair

Town of Chelmsford

Pat Wojtas

Commissioner Martin called the Regular Meeting of the Commissioners to order at 1:07PM with all reciting the Pledge of Allegiance.

Pat Wojtas (Town of Chelmsford) reported that the Town has been awarded a MassWorks grant of \$680,000 to fund upgrades to a water main along Groton Road.

### **Environmental Compliance Report – Todd Melanson**

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated November 17, 2021.

**PFAS6** – Mr. Melanson presented a graph that showed our PFAS6 quarterly compliance numbers for 2021. A Public Notification (PN) will be required, due to a confirmed exceedance of the MCL for PFAS6. Mr. Melanson sent a four-page draft of the PN to MassDEP and he is waiting for their response before issuing the notice to all water takers by mail. Short term required actions would be coming up with an alternative water source for those in the population of concern (pregnant, breastfeeding women and those immunocompromised). Long term is going to require a permanent solution to the contamination issue at Crooked Spring Water Treatment Plant. Class Action Lawsuit – Two environmental attorneys have been assigned to the District and Mr. Melanson has supplied them with requested documentation. The District has had discussions and meetings with Representatives Arciero and Golden regarding the District's need for financial assistance with PFAS6 remediation.

**PILOT STUDY** – The study is nearly complete with a draft report prepared. It appears that the best media for the Crooked Spring water is the ceramic ionic resin (CAL RES).

**DISINFECTION BYPRODUCT RULE 2 (DBR2)** – This Rule has an estimated Operation Evaluation Level (OEL) of 80 ppb. The Mill Road site did violate this level, requiring Mr. Melanson to write an OEL evaluation report showing what we are trying to do to alleviate this issue going forward.

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#### **Commissioners**

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

#### **Operations**

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#### **Administration**

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

A document titled "Superintendent's Report" dated November 17, 2021 was distributed to the Board.

- Operations staff have reached their goals.
- Solicitation for engineering services to build a PFAS removal treatment plant should be based on quality-based selection and price negotiated with the selected firm. The BoWC elected for the solicitation to occur after funding has been appropriated at Annual District meeting.
- Mr. Reid suggested a laptop be purchased to allow the mechanic to develop an online maintenance program. It would be preferable to purchase a desktop computer. This could be located in the rear of the conference room and would also be available to other staff members.
- When will it be a good time to backfill the upcoming open Distribution Operator position? It was suggested that recently interviewed candidates be contacted to see if they qualify and are interested in this position, before advertising the position.
- T-Mobile's response was \$300/mo. for rent and two 5-year extensions in the current cell rental term. The BoWC elected to accept the \$300/mo. and separate out the cell rental space on the tank contract as part of the renewal of the current rental contract coming due in 2025. .
- East Chelmsford Water District has contacted us about the possibility of CWD supplying a temporary water supply at 321 Billerica Road, while owner has their service main replaced. CWD will contact the owner and invoice them directly.
- Mr. Reid distributed a draft offer letter to Mr. Dan Tringale, offering him the position of Geographic Information Systems Technician. He will complete training for this position from the computer at CWD headquarters during his normal working hours, along with attending to his other duties.
- The subject of growth potential for staff members has been raised. Possible considerations for growth? Backflow program- if kept in-house? SCADA Technician? Licensing process/redundancy? Customer outreach – address recent close violations of DBPR2, RTCR and PFAS MCL.
- Backflow inspections are being done in house for the first time this year. Staff has done an outstanding job and they should be finished round one (~430 inspections) by the end of November. The question is whether we should keep doing this in-house or sub it out. Issues being considered – cost effectiveness? Would additional workload result in extra compensation? Hire new employee to perform this function as well as to perform other tasks in free time? Someone would need to be the "lead person" and responsible to keep records up to date? will doing this inhouse help with billing issues? The BoWC requested that a draft standard operating procedure be developed so the BoWC can further consider the benefits vs. costs of performing in house or have outside vendor perform.
- Mr. Reid distributed a draft of his proposed letter to Town Manager Cohen, regarding our request for funding from the funds that the Town will be receiving from the American Rescue Plan Act. It is understood that any funds the District receives will be "matching funds" . Mr. Reid listed five future projects that the District will be considering that could qualify under the State Revolving Fund. Of the five projects, the Board decided that #5 (\$1M-\$1.5M for pipe replacement to select areas of the distribution system with reoccurring water quality issues and #1 (\$5.3M for treatment to remove PFAS from the Crooked Spring Water Treatment Plant). The matching funds for the treatment to CSWTP could help fund the engineering plan. Mr. Reid will redraft the letter to reflect our priorities to be #5 and #1.

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

Ms. Quatralle's report for October's activity was presented, with backup documentation on FY2022

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Expenses vs Revenue, FY22 Article Balances and Enterprise investment and OPEB accounts.

**PERSONNEL POLICY GUIDE (PPG)**– Ms. Quatrale requested the Commissioners approval of the Personnel Policy Guide (Version 7) as updated by Attorney Brewer, Miyares-Harrington Law Firm. The final PPG will be submitted for the Commissioners’ signatures at the December Commissioners’ Meeting.

**ADMINISTRATIVE CLERK POSITION** – Joan Turner has been hired to fill the Administrative Clerk’s Position. She is settling in nicely.

**WATER RATES AND FEES CHANGES** – The new water rates and fees have been mailed and posted on our website. There have been a few calls and inquiries regarding the changes, but the overall response was positive.

**FY21 AUDIT** – An RFP was developed seeking a new auditing firm and sent out to Powers and Sullivan, Melanson Heath, Scanlon and Associates and Clifton Larson Allen. Clifton Larson Allen has booked a meeting with Ms. Quatrale to go over some details.

**LIEN PROGRAM** – Final liens will be sent to the Town on November 30<sup>th</sup>. One hundred and fifty-one delinquent notices were sent out, totaling \$76,000. These notices outlined the timeline and process to the delinquent customers. So far \$20,000 has been received. The remaining delinquent customers have until Friday, November 19<sup>th</sup> to make payment directly before being sent to the Town.

**BACKFLOW INVOICING** – Received backflow report files from Operations on November 16<sup>th</sup>. Will review the reports to see if we can use data contained to produce bills. The reports are not similar to what billing team was accustomed to receiving. In addition, CHS is still currently having problems with small batch billings. Each bill will need to be sent manually from administrative office.

#### **MISCELLANEOUS –**

- Annual sprinkler bills were sent out manually. The CHS small batch billing issue affects this also.
- Personnel issues affecting office morale are being escalated to HR. Now, these issues need to be brought to the Commissioners’ attention. Mr. Reid left the meeting at this time and did not return. Ms. Quatrale requested the commissioners schedule a work session to review strategies for positive change. She distributed to commissioners a survey on employee satisfaction along with strategies that she thought would benefit the team. Commissioners will review and further discussion will take place at work session.
- Vacation carry-over (vacation buy-back) have been issued to employees and are due back to managers by December 1<sup>st</sup>. Amy will submit a spreadsheet to Mr. Reid and Ms. Quatrale for approval of these requests for operations team and administrative team.
- Ms. Quatrale distributed a copy of a Letter of Testimony to the Joint Committee on Municipalities and Regional Government, regarding Senate Bill No. 1348. The District stated its opposition to Senate Bill No. 1348 due to the fact that we must comply with Open Meeting Law; therefore, providing the ratepayers opportunity to participate in the meetings and provide input to our financial decisions.
- The Annual Survey of Local Government Finances was completed and submitted in November. A copy of the survey, in its submittal format, was distributed.

#### **OPEN SESSION**

Mr. Harrington reported that former employee Dave Vigeant’s work files are no longer accessible. They had not been created on the W-drive and consequently were not backed up and were erased. Going forward, the GIS program could result in creating better files.

**A motion was made by Mr. Wetmore, seconded by Mr. Harrington to approve the minutes of**

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the Regular Commissioners' Meeting from the October 6, 2021. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

A motion to schedule the next Commissioners' Work Session be held on Monday, November 22, 2021 at 10:00AM was made by Mr. Wetmore, seconded by Mr. Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

A motion to schedule the next Regular Commissioners' Meeting be held on December 8, 2021 at 1:00PM was made Mr. Wetmore, seconded by Mr. Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

A motion to adjourn this meeting at 3:35PM was made by Mr. Wetmore, seconded by Mr. Harrington. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.

Ruth Anne Blair  
Recording Secretary

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