



Chelmsford Water District

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Minutes Regular Meeting Wednesday, November 8, 2017

Present: Commissioners: John G. Harrington and Bill Martin
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance Manager: Todd Melanson
Recording Secretary: Debra Belden

Ronald W. Wetmore joined the Chelmsford Water District ("CWD") meeting remotely via speakerphone.

1. Meeting was opened at 4:00 p.m. with the Pledge of Allegiance.
2. **Environmental Compliance Report-Todd Melanson**

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 11/08/2017" was distributed. The report and supporting documentation was reviewed item-by-item, discussed and questions addressed. The report included the following items: Solar Update, District Issues, Town Issues, Water Conservation & Withdrawal and Outreach.

Mr. Melanson reported that he has been approached to pre-sell 2018 and 2019 solar Renewable Energy Credits for \$20 per credit. Those present discussed the details of the proposed arrangement and the advantages and disadvantages of the offer. After discussion, Mr. Harrington made a motion to accept the proposal to lock in a pre-sale rate of \$20 per Renewable Energy Credit for 2018 and 2019. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

Mr. Melanson provided an update on the status of the acquisition of the VAC truck.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – November 8, 2017". The report and supporting documentation was reviewed item-by-item, discussed and questions addressed. The report included the following items: Mill Road #2 Well Replacement, Service and Water Main Breaks, Hydrants, Crooked Spring WTP, Smith Street Treatment Plant, Looping Water Main Wiggins-Ideal-Woodlawn-Miland, Municibid Sale of 1997 – 6 Wheel Dump Truck, Turnpike Well Culvert Replacement to Access Roadway, Verizon Wireless – Lease of Space for Telecommunications Tower and Generators/RNWTP Louvers – Wind Rain Storm.

There are several trees located near the CWD office scheduled to be removed due to infestation problems in the next ten days.

With regard to the Wiggins-Ideal-Woodlawn-Miland Looping Recommendation for Award of Contract, Mr. Delaney distributed a letter from Stantec Consulting Services, Inc. dated November 2, 2017. Stantec recommends awarding the contract to the low bid in the amount of \$236,311.40 as submitted by C. Naughton Corp. Those present reviewed and discussed the letter. After discussion, Mr. Harrington made a motion to award the contract to C. Naughton Corp. in the amount of \$236,311.40, as recommended by Stantec Consulting Services, Inc. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

With regard to the Municibid Sale of the 1997 – 6 Wheel Dump Truck, Mr. Delaney distributed a document titled “1997 International 4900 4X2” detailing the bid results. Those present reviewed and discussed the results. After discussion, Mr. Wetmore made a motion to except the high bid of \$7,300 as submitted by Craig Weinstein to purchase the 1997 International 4900 4X2 Dump Truck. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

With regard to the Verizon Wireless – Lease of Space for Telecommunications Tower, Mr. Delaney received a written notice dated October 16, 2017 from Victor Manougian, of McLane Middleton, representing Verizon Wireless. The notice requested, in part, that the notice be read into the record at the next regularly scheduled meeting of the CWD. Mr. Delaney read the notice in its entirety.

Mr. Delaney has contacted National Grid with regard to replacement of a pole near Canal Street that is leaning. He will follow up.

4. Business Director/Treasurer’s Report - Lisa Valcich

Financial Reports and Analysis

The monthly Financial Report and Analysis through October 2017 including Expenses, Revenue and Capital Account Balances year-to-date through October 2017 was distributed, reviewed, discussed and questions addressed.

Treasurer’s Report

Information relative to the Investment Accounts was distributed, reviewed and discussed including the Enterprise OPEB Account and the Enterprise Investment Account as of October 2017. Ms. Valcich and Mr. Harrington will have a discussion with Enterprise Bank with regard to Unrealized Losses and Cash Equivalent Percentage.

Other Items

Ms. Valcich provided updates on the following items: Building Update, Liens, Investments, Audit, Treasurer Update, Massachusetts Public Procurement Certification, Middlesex Retirement Training and Notice Regarding Water Turn Off and Turn On for Winter Months.

Ms. Valcich discussed the remaining issues relative to the recent office renovation. Floor tiles installed contain some color variations. There is a plumbing issue in one of the rest rooms. The contractor is aware of the issues. Those present discussed the issues. The third and final payment for the contract to the General Contractor, Elite Construction, is due. The flooring subcontractor has indicated that the unacceptable tiles will be replaced. Those present discussed the options to proceed including issuing the final payment and retaining \$15,000 until the issues are resolved. Mr. Wetmore suggested reducing the payment by the change order amount and the upgrade amount and possibly deducting an additional 10% of the flooring cost because the floor is not what was expected. Ms. Valcich and Mr. Delaney will proceed to attempt to resolve the issue.

With regard to Liens, Ms. Valcich indicated that any liens that the CWD would like to include on tax bills are due in November. Ms. Valcich and Mr. Harrington will review a list of approximately 20 problem accounts. Mr. Wetmore made a motion to allow Ms. Valcich and Mr. Harrington to continue with the account review process and assess liens on the properties where appropriate. Mr. Harrington seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

Mr. Harrington made a motion to accept the report provided by Ms. Valcich, as presented. Mr. Martin seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

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 asked Mr. Delaney to discuss additional details regarding the recent power outage and generators used. Mr. Delaney reviewed the details.

8. John Harrington

The new Dig Safe arrangements were discussed. The program seems to be working out well.

Unaccounted for water was briefly discussed.

9. Old Business/Action Items

Action Items, Short Term and Long Term Pending, were reviewed, discussed and revised where necessary.

10. New Business

Mr. Delaney discussed Barnes Terrace, Carlisle and the Cranberry Bog Memorandum of Understanding. The Cranberry Bog is on the November 21, 2017 Conservation Commission meeting agenda. Those present discussed the situation.

11. Previous Minutes

Mr. Harrington made a motion to approve the minutes of the July 12, 2017 meeting, as drafted. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

Mr. Harrington made a motion to approve the minutes of the October 11, 2017 meeting, as drafted. Mr. Wetmore seconded the motion. Hearing no further discussion, the Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The motion was approved.

12. Upcoming Meetings

Work Session: To be determined

Regular Meeting: Wednesday, December 13, 2017 at 3:00 p.m.

13. Meeting Adjournment

The meeting was adjourned at 6:18 p.m. on a motion by Mr. Harrington. The motion was seconded by Mr. Martin. The Commissioners voted as follows: Mr. Harrington, Aye; Mr. Martin, Aye and Mr. Wetmore, Aye. The meeting was adjourned.

Respectfully submitted,

Debra Belden
Recording Secretary