



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING OCTOBER 14, 2020

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

Meeting opened at 1:10PM with the Pledge of Allegiance.

Auditor's Report – Maureen Mara (remote call)

Maureen reported that the audit went well. In her letter to the Commissioners she indicated that the Free cash had been averaging over \$3M, allowing the District to use \$1M for the purchase of the Misty Meadow property. As of June 30th, the Enterprise Investments were a bit lower, but at the end of September they had dramatic returns. OPEB saw a gain by the end of June 30. The OPEB account has been consistent since 2016. We can continue to use the OPEB account to fund the Retiree Health Insurance account (withdrawing \$5,000/month), as long as OPEB remains fully funded.

Accounts Receivables - saw an increase of more than \$200,000. More people staying home, resulting in an increased demand for water during the COVID-19 period, affected this number. She suggested we keep current on collections. The East Chelmsford Water District's delinquent account of \$26,000 contributed to the A/R balance.

Maureen broached the subject of water rate hikes. Lisa will review the historical data related to rate hikes and our financial status before making any decisions. It might not be in our best interest, given the COVID-19 issues (loss of jobs, rent/mortgage payments) to raise rates at this time.

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated October 14, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

ENERGY UPDATE – Array continues to be above average (511 credits end of September). We have been approached 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 88cfs which is below the median and below our low flow limit. USGS ground water wells are tracking lower than our annual average currently. Our Drought Level

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Ronald W. Wetmore
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restrictions continue to follow our permits, which are stricter than the state requirements.

PFOA/PFOS numbers were up at Crooked Spring WTP; Jordan and Meadowbrook3 were down. Looking at possible scenarios to offset Meadowbrook's numbers. (1) activate Smith Street full time – would need to upgrade facilities for workers and be able to operate it remotely. (2) could water be treated at Meadowbrook3 before it goes to treatment? We may need to obtain outside expertise to assist with creating a solution. Budgeting will be an issue. DEP may have funds available to help offset engineering costs. At some point the public will need to be notified (website?, newspaper?, newsletter?)

Working on our submission for the Concord River Permit OTC. Expect to submit a response by end of September. Residual handling program results – no removal required which allowed us to just switch over the drying bed and lagoon. To date, and, considering Smith St WTP residual handling savings (as of Sept 2018), total estimated savings currently at \$573K.

TOWN ISSUES – Stormwater Bylaw Draft almost complete. 243 Riverneck Rd (Princeton Properties) is up for development again (36?? town houses). Met with new owners, engineers, Town and Engineering firm on September 10, 2020. It seems they misunderstood what our requirements are. The old Tedeschi's is looking to change from retail to residential/condos. This would affect/increase water usage. This increase could not be accommodated by the current water supply. Meeting with Town on the Radisson converting to Assisted Living/Elderly Housing.

WATER CONSERVATION & WITHDRAWALS – UAW running @23% and RGPCD @56. Watershed withdrawals as of August 2020 compared to last year are: +34MG raw, +23MG MRB, +11MG CRB. Precipitation for last four months have totaled a -4.26.

OUTREACH – PFAS notification and education.

Questions were asked and answered, item by item.

Superintendent's Report – Robert Delaney

A document titled "Superintendent's Report" dated October 14, 2020 was distributed to the Board. 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. After CIP has been performed plant will be back online. 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. A comprehensive report on the Smith Street should be done, as it relates to possible activation to assist with PFOA/PFOS issues.

MILL ROAD #1 REPLACEMENT WELL AND BUILDING – Bid opening is on October 15, 2020

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

RIVERNECK WTP – repairs and maintenance done to backflow control gate, air tower blower motor, KMN04 day tank pump, sub drain and catch basin.

SUMMIT TURNPIKE REHAB – DN Tank scheduled to start Dome Repairs next week.

WOODBINE/CYPRESS WATER MAIN REPLACEMENT – CHB Excavating completed switchover from temporary line to new main within the 90 day deadline. They have not submitted the proper payroll paperwork and statement of compliance to allow us to issue payment.

HALL ROAD 4-INCH WATER MAIN REPLACEMENT – Commonwealth Construction has started. Residents switched over to temporary pipe. Water main has been installed at Boston/Putnam/Hall Rd. intersection. Paving started on October 14, 2020

DEP MISTY MEADOWS - Purchase/Sale and Deed recording completed September 30th. Sewer agreement with Stott signed September 29th.

SERVICE & WATER MAIN BREAKS – No main breaks, Two service breaks.

HYDRANTS – Four removals/replacements. Winterizing scheduled for November.

140 LITTLETON ROAD EASEMENT (to Patriots Way) – Waterline easement agreement executed October 13.

ACCESS ROADWAY IMPROVEMENTS – (Spring 2021) Receive quotes for repair and repaving of Meadowbrook#1. Watershed Lane repair and culvert replacement. (by November 2020) grinding, paving and repairs done at office driveway.

Questions were asked and answered, item by item.

Business Director/Treasurer's Report – Lisa Quatrala

Ms. Quatrala's report for October 2020 activity was presented.

PROCUREMENT – Completed MCPPO Training for Chapter 30B terms, Misconceptions and Best Practices course. One more class to complete. November 17 & 18 Recertification Expect three-year recertification in December.

LIENS – Lien letters have been sent to FY20 customers in arrears (most were shut-off notices), with follow-up reminders bi-monthly. Copy of Lien Notice attached.

FINAL WATER READINGS – Forty-Five final water readings done in the past 24 work days. This process has been streamlined by the office staff.

AUDIT – Complete. Maureen Mara will present at October 14 meeting.

SPECIAL PROJECT – Misty Meadows - Purchase and Sales agreement signed on September 8, 2020. Deposit was processed. Deed was recorded on September 30, 2020 and final payment processed on September 30, 2020.

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

Questions were asked and answered, item by item.

OPEN SESSION

Ron Wetmore – MISTY MEADOWS – CWD may need to obtain an easement from Mr. Parlee (owner of abutting property) to access our Misty Meadows acreage. Mr. Parlee has raised some questions about his future use of his property that could affect his granting an easement to CWD.

(1) remove the solar farm, (2) construct homes on it, (3) return property to agriculture status. If we were to plan for a well field, we would no longer need an easement. It would be in the best interest of CWD and Mr. Parlee to come to a mutual decision. Mr. Parlee will be invited to come to a Commissioners' Meeting to present his case.

John Harrington – MILL POND – CWD is interested in any future building plans on the Green Property as it pertains to water usage.

Bill Martin – none.

OLD BUSINESS/ACTION ITEMS

No changes

NEW BUSINESS

No changes.

PREVIOUS MINUTES

Motion to approve previous minutes of March 4, 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 September 9, 2020 was made by Ron Wetmore, seconded by John Harrington and approved by unanimous vote.

NEXT MEETING SCHEDULE

Commissioners' Work Session – October 19, 10:00AM, to award Mill Rd. #1 contract.

Commissioners' Meeting – November 18, 2020, 1:00PM

A motion to adjourn the meeting was made by Mr. Wetmore, seconded by Mr. Harrington and so voted. Meeting adjourned at 3:30PM.

Ruth Anne Blair
Recording Secretary

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