



Chelmsford Water District

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Minutes Regular Meeting Wednesday, October 11, 2017

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

1. Meeting was opened at 4:00 p.m. with the Pledge of Allegiance.
2. Mr. Martin asked if there was any objection to taking the agenda item for “Waite Farms – Four Proctor Road – Parlee” out of order. Hearing no objection, the Commissioners continued with hearing the agenda item.

Waite Farms – Four Proctor Road – Parlee

A request for discussion of a water issue with regard to the property located at Four Proctor Road was heard. Charlene Parlee was present on behalf of the property owner. Gail Wilkish, mother of present tenant Carleen Wilkish, was also present.

A proposal was submitted to the Board of Health by the property owner to install a second well on the property, an Irrigation Only well, for agriculture/horse farm on July 27, 2017. Subsequently, the Board of Health has denied the request. Email correspondence, as well as the denial by the Board of Health dated September 8, 2017, were distributed and reviewed by those present.

Ms. Parlee indicated that she is quite disappointed with the denial. Mr. Harrington suggested to Ms. Parlee that the CWD meeting might be an appropriate forum to discuss the issue. Those present discussed the issue at length. Item #4, “Potable wells (Private drinking water supplies) are allowed only when the Municipal water supply is not available to the property.”, as well as private wells used for public consumption at a commercial premises, were discussed. CWD bylaws do not require property owners within the CWD to tie into the district water system. However, the Board of Health and the Massachusetts Department of Public Health also have regulations relative to public consumption of water on properties for commercial use. Their regulations may be stricter than the regulations of the CWD. The second well requested would also act as a backup to the main well. Those present discussed options including the possibility of separating irrigation usage from domestic water usage, testing requirements, and a cost to tie-in to the CWD water system (not the specific cost). The property owner should be able to contest the denial with the Board of Health. After discussion, the CWD Commissioners

suggested to Ms. Parlee that the best way to proceed may be to leave the existing well as is and run CWD service for the restrooms and possibly to use as a backup irrigation water source, if needed.

Ms. Parlee and Ms. Wilkish thanked the CWD Commissioners for their time.

3. Environmental Compliance Report-Todd Melanson

A document titled "Environmental Compliance Manager's Report – Water Commissioner's Meeting – 10/10/2017" was distributed. The report and supporting documentation was reviewed, discussed and questions addressed. The report included the following items: Solar Update, District Issues, Town Issues, Water Conservation & Withdrawal and Outreach.

Under District Issues, the purpose, process and estimated cost of Ice Pigging to clean the lines was discussed in detail. Tank THM removal was also discussed. Under Town Issues, the CWD may assist with the planning for water usage with regard to the Roberts Field proposed improvements.

4. Superintendent's Report – Robert Delaney

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – October 11, 2017". The report and supporting documentation was reviewed, discussed and questions addressed, item-by-item. The report included the following items: Mill Road #2 Well Replacement, Service and Water Main Breaks, Hydrants, Cooked Spring WTP, Smith Street Treatment Plant, Looping Water Main Wiggins-Woodlawn-Miland-Ideal, CWD/Dig Safe, Storage Tank Dome Repairs Summit and Amble Road Tanks, AD Instruments Pit Meter Calibration, Town of Chelmsford Police Surveillance Cameras and Six Wheel Dump Truck.

The possibility of participating with purchasing surveillance security cameras to monitor CWD locations through the Police Department was discussed. Cost has not been provided.

Mr. Delaney recommended evaluation of the water storage tanks to determining necessary repairs.

Mr. Delaney reported that the roof of the Smith Street facility is in need of repair or replacement.

An update on the approval process for the VAC truck was provided.

5. Business Director/Treasurer's Report - Lisa Valcich

Financial Reports and Analysis

The monthly Financial Report and Analysis through September 2017 including Expenses, Revenue and Capital Account Balances as of 10/10/17 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 through September 30, 2017.

Other Items

Ms. Valcich provided updates on the following items: Building Update, Investment Account, Audits Scheduled, Insurance Meeting Scheduled, Middlesex Retirement, Fiscal Year 2017 Audit, Treasurer Update, Massachusetts Public Procurement Certification and Middlesex Retirement Training.

Ms. Valcich discussed the New Structural Header item – Change Order #7 with the Commissioners. A disagreement with the Architect has been documented. After discussion, Mr. Martin recommended that Ms. Valcich offer to the Architect that the CWD will pay the amount due for Change Order #7, with the 20% upcharge removed. The Commissioners agreed.

Mr. Martin asked that Ms. Valcich tell her staff that the Commissioners appreciate their cooperation during the renovation project.

6. Open Session

Mr. Martin welcome Patricia Wojtas, Chairman of the Board of Selectmen, to the meeting and asked if she had any news to report with regard to the Town Meeting scheduled for Monday, October 16, 2017. Ms. Wojtas reported that there are no warrant article items affecting the CWD. There is a warrant article included to remove and relocate \$1 million that had previously been allocated by Town Meeting representatives for implementation of new Storm Water Management regulations. Implementation of the Storm Water Management regulations has been deferred.

There was no other discussion offered in Open Session.

7. Ronald Wetmore

Mr. Wetmore had no new information to report.

8. Bill Martin

Mr. Martin indicated that Maureen Maura, Auditor, will evaluate the refinancing of the bond debt and provide a recommendation regarding any necessary adjustments. She will provide this information at the November meeting.

9. John Harrington

The agenda item for Waite Farms – Four Proctor Road – Parlee was discussed earlier in the meeting.

10. Old Business/Action Items

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

Review of the Abatement Policy should be included in a future work session.

The CWD Bylaw document is in need of review. This is a large project. Changes to the Bylaw document require approval at the CWD Annual Meeting.

Mr. Delaney has met with the Conservation Commission with regard to the culvert crossing Turnpike Road.

11. New Business

Mr. Delaney commented that T-Mobile will pursue a cell tower.

There have been some changes to the Massachusetts Open Meeting Law; the most significant change is that effective October 6, 2017, meeting minutes are required to be approved within 30 days or three subsequent meetings, whichever time is longer. Previously, the law required approval within a reasonable period of time.

12. Previous Minutes

Approval of the July 12, 2017 meeting minutes was deferred until the next CWD meeting.

13. Upcoming Meetings

Work Session: Tentatively scheduled for November 8, 2017

Regular Meeting: Wednesday, November 15, 2017 at 3:00 p.m. (at the request of Maureen Maura, Auditor)

14. Meeting Adjournment

The meeting was adjourned at 6:15 p.m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. The Commissioners voted unanimously to approve the motion.

Respectfully submitted,

Debra Belden
Recording Secretary