



### **Minutes Regular Meeting Wednesday, October 10, 2018**

**Present:** Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore (remotely)  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance: Todd Melanson  
Recording Secretary: Gail Wilkish  
Former Superintendent: Bob Doak  
Selectman: Pat Wojtas  
Attorney: James Hall  
Attorney: William Harvey  
Alan Costos

1. Meeting was opened at 1:00 p.m. with the Pledge of Allegiance.

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

A document titled “Environmental Compliance Manager's Report Water Commissioners' Meeting: 10/10/2018” was distributed and supporting documentation was reviewed, discussed, and questions addressed item-by-item. The report included the following items: Energy Update, District Issues, Town Issues, Water Conservation and Withdrawal.

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

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled “Superintendent's Report – October 10, 2018.” The report and supporting documentation were reviewed, discussed, and questions addressed, item-by-item. The report included the following items: Riverneck WTP, Smith Street WTP/Roof Replacement, Old Garage Metal Roof Repair/Replacement, Mill Road #3 Roof Repair, Service and Water Main Breaks, Hydrants, Turnpike Tank Painting and Rehab, Paving of Turnpike Access Roadway, Crack Filling and Seal Coating Office Parking Lot, Meadowbrook Wells, and Smith Street WTP.

#### **4. Business Director/Treasurer's Report – Lisa Valcich**

Ms. Valcich provided updates on the following item: Account 8603.  
Fiscal year 2018 audit is complete. September 2018 Expense and Revenue.

## **5. Open Sessions**

### **Subdivision Policy – Ready Way**

Attorney Harvey came before the Chelmsford Water District regarding looping policies of water flow to the 4 single house lots on a residential private way property at 160 Mill Road. A water line was put in from Mill Road to Ready Way. The looping policy was reviewed again and discussed as well as a possible easement thru an adjoining home owner's property located on Ruthellen Road. Mr. Wetmore would like a quote regarding the easement and the HOA's responsibility for funding for maintenance of flushing by the Chelmsford Water District every three months.

The commission took all information that was discussed and presented by Atty. Harvey and let him know they would take it under advisement and he would be notified of their decision promptly. The Commission agreed that the following fees would be subject to 160 Mill Road. The commission discussed the assessment fee which is a component of policy of \$70 per foot for water main (in this case 487 feet) for a total fee of \$34,090. The commission were all in agreement that they would waive this fee for this property and all other fees listed below were subject to be paid before water would be turned on.

A motion was made by Mr. Harrington to allow:

\$10,000.00 (\$2,500.00 x 4)

\$10,000.00 6 inch main

\$10,000.00 legal fees

\$ 5,000.00 future maintenance fees

\$35,000.00 Total

In addition, HOA will be responsible for maintenance flushing costs to be determined. A 30-foot-wide water utility only easement with an agreement granted to both parties.

Mr. Harrington made the motion as stated above, Mr. Wetmore seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Wetmore, Aye; Mr. Harrington, Aye; and Mr. Martin, Aye. The motion was unanimously approved by the commissioners.

Mr. Harrington will reassess looping policy for CWD's next meeting

## **6. Ronald Wetmore**

Mr. Wetmore had no new information to report.

## **7. Bill Martin**

Mr. Martin had no new information to report.

## **8. John Harrington**

Mr. Harrington had no new information to report.

## **9. Old Business/Action Items**

Discussion of IMA between East Chelmsford Water District and Chelmsford Water District with Attorney James Hall. Attorney Hall has presented the IMA to Attorney Nyman and is waiting for response. Previous benchmarks discussed.

Mr. Harrington and Gary Kinney had a conversation regarding the IMA and Mr. Kinney has expressed a desire for Chelmsford Water District to take back the buildings in total and to bill customers directly.

Ms. Valcich suggested an IMA should still be in place if East Chelmsford Water District has possession of the buildings or if Chelmsford Water District takes them back in entirety as there are specific details that would need to be documented regarding property and maintenance, etc. Mr. Wetmore suggested that IMA should be spelled out regarding responsibilities such as hydrants. The commission will wait for Atty. Nyman's response back to Atty. Hall which should be forthcoming.

## **10. New Business**

There was no New Business discussed.

## **11. Previous Minutes**

A motion to approve the September 5, 2018 Minutes was made by Mr. Wetmore. Mr. Harrington seconded the motion. Hearing no further discussion, the commissioners voted as follows: Mr. Harrington, Aye; Mr. Wetmore; Aye, and Mr. Martin; Aye. The Commissioners voted unanimously to approve the minutes.

## **12. Upcoming Meetings**

Regular Meeting: Wednesday, November 14, 2018 - 1:00 p. m.

## **13. Meeting Adjournment**

The meeting was adjourned at 4:00 p. m. on a motion by Mr. Wetmore. The motion was seconded by Mr. Harrington. The Commissioners voted as follows: Mr. Harrington; Aye, Mr. Wetmore; Aye, and Mr. Martin; Aye. The motion was unanimously approved.

Respectfully submitted,

Gail Wilkish  
Recording Secretary