



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING October 26, 2022

### **PRESENT:**

Commissioners	John G. Harrington
	Bill Martin
Superintendent	Andy Reid
Business Director/Treasurer	Lisa Quatralle
Powers and Sullivan, LLC	James E. Powers, CPA
Powers and Sullivan, LLC	Laura Stone, CPA, MSA
Kauppi Communications, Inc.	Jason Kauppi
Consultant	Robert Delaney
Recording Secretary	Michaela Thompson

Commissioner Martin called the Regular Meeting of the Commissioners to order at 1:00pm with all reciting the Pledge of Allegiance.

### **New Business:** (out of order):

James Powers and Laura Stone, Auditors from Powers and Sullivan, LLC, submitted the results of the FY2022 audit. The results and opinions of the auditing team is there are no weaknesses in the financial policies and reporting of the Chelmsford Water District. They presented to the Board a financial report titled "Report on Examination of Basic Financial Statements Year Ended June 30, 2022" and a Management Letter. The auditors stated that during the audit they became aware of opportunities for strengthening the District's internal controls and operating efficiency. Practical recommendations were made, including creating policy and procedures on the day-to-day administrative processes and accounting maintenance of the capital accounts and grant activity. The Auditors noted that the District's Middlesex County Retirement assessment is in good financial shape and that the OPEB account has a healthy fund balance. Lisa Quatralle said that it has been a smooth transition in providing information to the new auditors and she looks forward to working with them going forward.

### **Open Session:**

Jason Kauppi from Kauppi Communications, Inc. presented the Commissioners with his Public Educational Campaign plan designed for the District. He handed out a packet titled "The PFAS Problem – How Chelmsford Water Plans to Remove the Pollutants & How You Can Help". It will be added to the District's website under the PFAS section. Informative and easy to read, the packet summarizes the issues that the District is facing and how it is currently responding to these issues. It explains the need for federal and state assistance and why the District will seek the support of its consumers to install PFAS removal technology. Discussion ensued and Jason proposed more ideas for consumer education and outreach to our legislators.

Commissioner Martin asked Superintendent Reid for a timeline on the SRF (State Revolving Fund) funding and to clarify what the SRF funding will cover for the PFAS treatment/solution. Mr. Reid stated approval would be sometime between April and June of 2023, with funding available in June. He stated that the funding covers the construction and construction services only, not the design.

Commissioner Harrington suggested that the District hold a Special Meeting in regards to the District's PFAS treatment processes. Commissioner Martin suggested a tentative date of June 15<sup>th</sup>.

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

Mr. Melanson was not in attendance. Superintendent Reid distributed Mr. Melanson's document, titled "Environmental Compliance Manager's Report Summary", dated October 26, 2022.

- 1) **PFAS** – Compliance readings for third quarter 2022: Crooked Spring WTP: 18, Riverneck WTP: NT (results from August failed QC and were rejected by MassDEP: results were 17 PPT on both, though. Results were 15, 17, 17 with an average of 16), Smith Street WTP: 11. **Short term required PFAS actions** MassDEP status is same as last update: MassDEP approve bottle rebate program should the District violate the MCL again. Our **Long Term Corrective Action Plan** was approved by MassDEP. **Class Action Suit:** same as last update (Bell Weather case due to start trial January 2023; Initial settlement talks have gained momentum per our recent discussion with firm).
- 2) **Summer Restrictions:** Given our water indices (wells, tanks, stream gage and GW monitoring wells), the Restriction program was allowed to expire on October 15<sup>th</sup>.
- 3) **TAG Grant:** was termed a viable option for the District and submitted earlier this month.
- 4) **Energy Program Update:** **A) Solar REC Credit Sales:** The District received the new contract with Sol Systems, LLC; 510 credits YTD/Oct=33 so far. **B) Solar Array:** Operating well within norms. **C) National Grid Billing:** No overlapping in billing has continued in neither Electric or Gas. **C1) NG Natural Gas Overcharge:** Mr. Melanson is tracking and states that this should be used up this Fiscal Year. **D) Third Party Electric Supply Contract:** working with same company (**Single Source Energy Solutions, Inc.**) should still consider another round of price quotes.
- 5) **DBR2 Concerns:** The next sampling is in November. Mr. Melanson still has concerns with reduced flows from current full ban which may lead to increased numbers. The automatic hydrant has operated continuously and seems to be helping prevent DBR formation and has drastically decreased discolored water issues in the area.
- 6) **Town Issues:** **A) Town Center Improvements:** Same as last update (Continue to monitor the situation and progress of what is being proposed as this section of town has roughly 7 separate RTN's spread out within this area. **A1)** Mr. Melanson has concerns over work done at 1 Billerica Rd with the monitoring well there detecting PFAS above the groundwater threshold. He recommends no private well be allowed for irrigation and should have runoff protections put in place). **A2)** Mr. Melanson states that the 9 Acton Rd project does not have our submitted concerns and requests noted on the project: Monitoring well(s), a Preliminary PFAS sampling and certification on excavated soil and fill brought in. **B) Sewer Moratorium End:** Mr. Melanson has serious concerns about the Town's possible solution to the end of moratorium on sewer connections. There already have been identified incidents of septic systems or these small package plants injecting PFAS into the aquifer. Mr. Melanson has started work on the District's message with Superintendent Reid about this concern and the need for coordination/cooperation with the Town on these systems to better help protect the Zone 1 & 2 of Chelmsford's water resources. **B1)** District Sewer/Septic Letter to the Town. **C) Apollo Drive Development:** Mr. Melanson is maintaining communication with the Town on this site about the District's concerns. **D) Riverneck Road Project:** Mr. Melanson's concern is the near proximity to the Riverneck Road wells and Treatment. He has noted that all stormwater needs to be directed towards the Northeast side of the property. At this time, he is unsure as to the sewer/septic determination for this project.
- 7) **State Drought Status:** The State Drought Task Force met October 6<sup>th</sup> with the following decisions: **A)** Western Regions placed at Normal (no drought). **B)** Central, Conn River Valley and Southeast Regions at Level 1. **C)** The Northeast Region, Cape and Islands Regions place in a Level 3 Drought. Next Meeting scheduled for November 9<sup>th</sup>.

- 8) **Outreach:** **A)** Schools: organizing for this year. **B)** Water Restriction Signs: all signs are in. **C)** Website Email Opt-In: now online. **D)** Meetings with Jason Kauppi: continuing with good progress. Contact made with Congresswoman Trahan's office/staff.

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

A document titled "Superintendent's Report for October 26, 2022 BoWC Meeting" was distributed to the Board.

#### **Items discussed during meeting:**

1. **PFAS communication outreach:** Kauppi Communications update. Discussion took place during Open Session.
2. **Aeration Ball Replacement Solicitation:** Bids came in higher than expected.
3. **Paving and patching costs.** Mr. Reid stated that the costs have placed good dent in the water main budget line item.
4. **Question for discussion: Long-term outlook for water supply.** Mr. Reid stated this is a 100-year outlook.

#### **General notes:**

1. Eagle Nest Private Way: Easements signed; working to replace line by November.
2. Working to determine if sewer and utility easements can be used for alternative route for looping to Somerset Place.
3. Crandall Property on Riverneck. First appraisal available. Awaiting second appraisal at end of October.
4. Locke Road Tank exterior has been pressure washed. All tanks exterior inspected.
5. AECOM has initiated PFAS bench scale testing work.
6. Canal St. Well generator (hopefully) will be repaired and working by end of month.
7. Updated bid results – (table provided in report).
  - a) The IFB cleaning aeration balls at CSWTP and replacing balls at RNWTP failed due to bids coming higher than budget. Will need to budget further funds for project.
  - A. Emergency procurement was implemented to replace sidewalk and brickwork at 6 Central Square for service line replacement - \$17k. Ms. Quatralle discussed concern over significant cost increase for this project that was not budgeted. A typical replacement cost would average around \$1,200. Discussion followed regarding update of our By-Laws to add language that would clarify what the District's responsibility is in regards to this issue. The following recommendations will be made to update by-law language. Water Service Line Repair: The CWD will own the service line from the main to the curb stop. The CWD will repair or replace this section of the service line at no cost to the homeowner, with the following exception. Should the home or landowner install a surface which is more costly than CWD paving with bituminous asphalt (e.g., brickwork, etc.), the owner shall be responsible for the cost of repairing the surface back to its original state.  
Water Main Repairs on Private Ways or Similar: The CWD will repair or replace sections of water mains at no cost to the homeowner, with the following exception. Should the home or landowner install a surface which is more costly than CWD paving with bituminous asphalt as a finished surface (e.g., brickwork, etc.), the owner shall be responsible for the cost of repairing the surface back to its original state.

- 8) Focus of operations for the Month/Summer:

- a) Treatment:
  - i. SSWTP is closed and moving is mainly done.
  - ii. Shifting to finish painting MB No. 1

- iii. NaOH conversion by end of calendar year
  - iv. Maher is currently performance testing all wells. Expect MB 2 and 3 to be selected wells to redevelop. Transmission main from Canal wells shut down for winter.
- b) Distribution:
  - i. GIS (geolocating assets as well as populating pipe characteristics geodatabase)
  - ii. Backflows testing
  - iii. Hydrant prep for winter
  - iv. Meter replacement: Targeting to replace 25 meters (preferably T-140 model series a month.
- 9) Break Report: Generally, no major breaks. Still only minor work such as service lines.
  - a) Proctor Road had a second break within a year which we believe is associated with National Grid cathodic protection. Working with National Grid to correct issue.
- 10) Asset Management Grant: Env. Partners has begun work on water model and targeting hydrant flow tests in early November.
- 11) MassDEP technical assistance grant (TAG) submitted for continuation of public outreach. Also, submitted grant request for MassDEP AWWA M36 Audit for UAW.

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

Ms. Quatrale presented her report titled "Business Director's report for October 2022" which included documentation on FY2023 Expense and Revenue, FY2023 Article Balances and Enterprise Investment and OPEB accounts.

**Audit Activity:** The FY2022 Audit was finalized. Auditor's Management Letter and Report on Examination of Basic Financial Statements Year Ended June 30, 2022 presented to Commissioners.

#### ***District Financial Policy Guidelines:***

Work in progress and first draft was submitted to Superintendent and Commissioners on August 15<sup>th</sup>. Plan is to finalize and have adopted by Board of Water Commissioners FY23.

#### ***FY202 Lien Process:***

Amy is working on the FY2022 lien process. The District will lien properties that have outstanding bills from June 2022 and previous. Notification will be sent out to all delinquent customers outlining action to be taken in order to prevent their account going to lien. Prior year liens total a little over \$3k and the District is working with the Town Treasurer's office on resolution.

#### ***Tampering with Meter – disconnected and bypassed:***

At prior meeting, details of meter tampering on Account #6453 were shared with Board of Water Commissioners and District Attorney. Since that time, two certified letters were sent to homeowner regarding updated billing charges and the need for inspection. District and Town Plumbing Inspector have inspected and all information has been forwarded to the Town's Sewer Department. As of the date of this meeting, balance due on account is \$9,807.70 with interest accruing daily.

#### ***PFAS Communication Plan:***

Continued activity with Jason Kauppi and team.

#### ***TISALES meeting:***

Ms. Quatrale, Mr. Reid and the head of the Meter Department, Jim Rogers, met with the sales manager of TiSales to discuss a price increase on the water meters without notification. When the District budget was developed they asked for an updated quote for the FY23 year budget and those numbers were used to develop the meter program. The recent quote received had significantly increased expectations. The meeting was very constructive and informative. TiSales will work with Mr. Reid and Mr. Rogers to assure that the District is budgeted for future meter replacements, in order to keep the annual replacement scheduled costs and material in-line.

***Irrigation SOP Meeting:***

Amy and Todd are developing a standardized SOP program in regards to permits and irrigation. More information will follow once SOP is completed and accepted.

***Accounting IT Issues:***

Ms. Quatralle is waiting for a quote. TiSales recommended discussion with Vadar regarding the updated Meter program requirements to assure the total package cost is quoted up front.

***Real Estate Activity:*** Still fast and furious. Finals processed in September = 32 properties.

**Motion to approve the minutes of the Commissioners' Work Session Meeting of September 15, 2022 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed.**

**Motion to approve the minutes of the Commissioners' Meeting of September 21, 2022 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed.**

**Motion to approve the minutes of the Commissioners' Work Session Meeting of September 29, 2022 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed.**

**Motion to adjourn was made by Mr. Harrington. The motion was seconded by Mr. Martin. The Commissioners voted as follows: Mr. Martin, Aye, and Mr. Harrington, Aye. Motion passed.**

**Next Meeting Schedule:**

**Commissioner's Regular Meeting November 16, 2022 at 1:00pm**

Meeting adjourned at 3:35pm

Respectfully submitted,

Michaela A. Thompson  
Recording Secretary