



Chelmsford Water District

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Minutes Regular Meeting Wednesday, September 5, 2018

Present: Commissioners: John G. Harrington, Bill Martin, and Ronald Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Valcich
Environmental Compliance: Todd Melanson
Recording Secretary: Gail Wilkish
Attorney: James Hall

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: 09/05/2018" 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, and Cost Tracking.

3. Superintendent's Report – Robert Delaney

The Superintendent's Report was discussed next. Mr. Delaney distributed a document titled "Superintendent's Report – September 5, 2018." The report and supporting documentation were reviewed, discussed, and questions addressed, item-by-item. The report included the following items: Crooked Spring Lagoon, Smith Street WTP/Roof Replacement, Old Garage Metal Roof Repair/Replacement, Service and Water Main Breaks, Hydrants, Locke Road Tank, Turnpike Tank Painting and Rehab, Lamplighter Green Sewer Line, Vac Truck, and Turnpike Access Roadway.

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

The Business Director's Report was discussed next. Ms. Valcich distributed a document titled "Business Director's Report Ms. Valcich reviewed the Inter-Municipal Agreement that was drafted by her and Bob Delaney, with input from Attorney Hall. This version of the IMA was discussed and agreed upon. The Commissioner's reviewed with Attorney Hall that he should present this Inter-Municipal Agreement to East Chelmsford Attorney with a cover letter outlining timeline for signature no later than December 31, 2018. This deadline is non-negotiable. Historical delays have contributed to the need for a steadfast deadline. Further, Commission agrees if December 31, 2018 has passed without signature, the District will move forward with taking back ownership of these customers which will include budgeting for FY2020, re-opening existing closed accounts and notifying the customers.

In addition, Ms. Valcich reviewed the upcoming audit deliverables and dates, office cleaning contract, and eye insurance coverage. Financials will be reviewed once audit is complete.

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 had no new information to report.

8. John Harrington

Mr. Harrington had no new information to report.

9. Old Business/Action Items

Mr. Wetmore made a motion to accept the IMA as presented to Attorney Hall. 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 motion.

10. New Business

There was no New Business discussed.

11. Previous Minutes

A motion to approve the August 8, 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, October 10, 2018 - 1:00 p. m.

13. Meeting Adjournment

The meeting was adjourned at 2:20 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