



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING September 8, 2021

<b>PRESENT:</b> Commissioners:	John G. Harrington
	Bill Martin
	Ron Wetmore
Superintendent:	Andy Reid
Business Director/Treasurer:	Lisa Quatralle
Environmental Compliance Manager:	Todd Melanson
Recording Secretary:	Ruth Anne Blair
	Bob Delaney
	Pat Wojtas

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

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

Mr. Melanson distributed a document titled "Environmental Compliance Manager's Report Summary", dated September 8, 2021.

**PFAS6** – Mr. Melanson reported the 1<sup>st</sup> and 2<sup>nd</sup> quarter averaged numbers were Riverneck WTP 14, Smith Street 7.8 and Crooked Spring 20. We have started to see variations in the concentrations at the Crooked Spring WTP. The 3<sup>rd</sup> quarter samples were taken today (9/8/21). Mr. Melanson noted that the MassDEP information system crashed and is offline. Reports are being done on paper or by email for now.

**Disinfection Byproduct Rule 2 (DBR2) concerns:** Mr. Melanson will be writing an Operational Evaluation Level report due to the fact that we have been officially notified by MassDEP NERO that Mill Road site triggered the OEL level of 80ppb. The primary reasons for the increase in TTHM are: (1) color increase due to natural organic matter created by high rainfall amounts; (2) chlorine amounts were increased to maintain disinfection in the systems; increase in rainfall creates less summer movement, resulting in water age; complete shutdown of the mains at the junction of Boston, Concord and Parker Roads for the Stormwater project also resulted in water age.

**Lake Treatment** - The Town is considering treatment of Freeman Lake for aquatic weeds, similar to Heart Pond.

**PILOT STUDY** – ends September 13, 2021

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

A document titled "Superintendent's Report" dated September 8, 2021 was distributed to the Board.

**Patriot Way Easement** – Mr. Michael Murphy of 140 Littleton Road wants to put in a pool on his

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Bill Martin, Chairman  
Ronald W. Wetmore  
John G. Harrington

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property and is concerned that it would be in the Buffer Zone. He wants the Chelmsford Water District to include the cost of wetland delineation as well as 200-foot River buffer on the survey which we did as part of the easement.

Discussion: when CWD takes an easement, does the water taker usually get reimbursed for it? It varies. Should we pay him for the cost of the additional surveying? Should we pay a portion of the additional survey? Hancock indicated they would do the survey and estimated cost for survey would be \$2,000. We still need other surveying done on this part of the property. Should we include this request when we do our survey?

**MOTION: A motion was made by Ron Wetmore, seconded by John Harrington that CWD will procure Hancock Survey to provide a wetland scientist to mark out the wetland and survey the location at 140 Littleton Rd. Commissioner Wetmore voted Aye, Commissioner Harrington voted Aye, Commissioner Martin voted Aye. Motion passed unanimously.**

**Turnpike Tank/T-MOBILE Request** – T-Mobile has requested the use of rental space for a backup generator at the Turnpike Tank site. A condo owner or the Condo Association of the condos next to the tank has complained that they can hear the hum and feel vibrations from the tank blower. The backup generator would run for 15 minutes once a month. This would be located on the same side as the blower. No decision was made at this time.

**Well Cleaning for FY23** – current well cleaning schedule is 5 wells per year, on a 4-year schedule. Superintendent Reid is proposing we go to a schedule of 8 wells per year, on a 3-year schedule. This would increase the yearly budget, but decrease the time schedule, resulting in the problem wells being treated more often. He would like to begin the new schedule in the next budget year. This would need to be discussed at the next Budget Planning Meeting for FY2023 budget.

**Paving** – There is an approved warrant article for paving tanks and well access roads. It was decided to do Meadowbrook 1 this year.

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

Ms. Quatrale's report for August's activity was presented, with backup documentation on FY2022 Expense vs Revenue, FY22 Article Balances, and Enterprise investment and OPEB accounts.

**Personnel Policy Guide** – Attorney Brewer has submitted a draft of her recommendations regarding our Personnel Policy Guide. Ms. Quatrale will review the draft and present to the Commissioners at the next work session.

**Administrative Clerk Position** – A job description for the position of Administrative Clerk (entry level) has been created and will be advertised the week of September 13<sup>th</sup>. Hopefully interviews will begin the week of September 27, and a job offer out mid-October with a targeted start date of October 26<sup>th</sup>, prior to the Thanksgiving and Christmas holidays.

**0 Billerica Road/Randall Property** - the signed and notarized deed was received today (9/8/21) and will be recorded and the assessors updated.

**Water Rate and Fee changes** – Ms. Quatrale has created a rate/fee change notification to be sent to the water takers (independent of water bills). Discussion: when should the changes be implemented? Billing is for previous quarters usage. The District bills 1/3 of it's customer base on a monthly basis which results in quarterly bills being generated in office every month. It was decided to increase the rates as of January 1, 2022, which means that October, November and December usage will be billed in 2022 at the new rate. Notification will be sent in bulk to all customers in September to communicate change in advance of rate increase and usage.

## OPEN SESSION

**Commissioner Harrington** Inquired about the status of the maintenance programs for the water district facility, in particular Turnpike, Summit, Robin Hill, Meadowbrook 1-2-3, and Crooked Spring.

**Commissioner Martin** Proposed a “road trip” on September 15<sup>th</sup> to these locations by himself, Mr. Harrington and Mr. Reid.

**Pat Wojtas** Pat informed the Commissioners that there were plans for a 9-11 ceremony to be held at the Center Fire Station on Saturday, September 11<sup>th</sup>. Plans are also being made to have a Day of Peace at the Center Common on September 25<sup>th</sup>.

**Motion to approve minutes of Commissioners’ Regular Meeting of August 18, 2021 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.**

**Motion to approve minutes of Commissioners’ Work Session Meeting of August 18, 2021 was made by Commissioner Harrington, seconded by Commissioner Martin. Commissioner Harrington voted Aye, Commissioner Martin voted Aye, Commissioner Wetmore voted Aye. Motion passed with unanimous support.**

**A motion to have the next regular Commissioners’ meeting on October 6<sup>th</sup> at 1:00PM was made by Commissioner Harrington, seconded by Commissioner Martin, with Commissioner Harrington voting Aye and Commissioner Martin voting Aye and Commissioner Wetmore voting Aye. Motion passed unanimously.**

**A motion to adjourn the meeting at 3:10PM was made by Commissioner Harrington, seconded by Commissioner Martin, with Commissioner Harrington voting Aye and Commissioner Martin voting Aye and Commissioner Wetmore voting Aye. Motion passed unanimously.**

Ruth Anne Blair,  
Recording Secretary

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