



Chelmsford Water District

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CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING SEPTEMBER 9, 2020

PRESENT: Commissioners: John G. Harrington
Bill Martin
Ron Wetmore
Superintendent: Robert Delaney
Business Director/Treasurer: Lisa Quatrale
Environmental Compliance: Todd Melanson
Recording Secretary: Ruth Anne Blair
Pat Wojtas

Meeting opened at 1:00PM with the Pledge of Allegiance.

Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated September 9, 2020 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered:

ENERGY UPDATE – Array continues to be above average (454 credits end of August). We have been approached about updating the array to produce more power. Todd researching what choices and options might be available to us.

DISTRICT ISSUES – Stream Gauge is at 68.9cfs which is approximately below the median and below our low flow limit. USGS ground water wells are tracking lower than our annual average currently. Our Drought Level restrictions continue to follow our permits, which are stricter than the state requirements. PFOA/PFOS second round samples were taken on the week of 9/14/20. We should know the results by end of September. Making every effort to find the source of any Teflon contaminants that might exist and contribute to PFOA/PFAS in our water supply. Working on our submission for the Concord River Permit OTC. Expect to submit a response by end of September. Residual handling program results – no removal required which allowed us to just switch over the drying bed and lagoon. To date, and considering Smith St WTP residual handling savings (as of Sept 2018), total estimated savings currently at \$315K.

TOWN ISSUES – Stormwater Bylaw Draft almost complete. 243 Riverneck Rd (Princeton Properties) is up for development again (36?? town houses). Meeting with new owners, engineers, Town and Engineering firm on September 10, 2020. We need to make sure new owners are aware of what our requirements are. Met with Thermo Scientific 9/8/20 concerning 220 Mill Rd. development plans and usage. We need their water usage projections.

Commissioners

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

Operations

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WATER CONSERVATION & WITHDRAWALS – UAW running @23% and RGPCD @52. Watershed withdrawals as of August 2020 compared to last year are: +39.9MG raw, +24.7MG MRB, +15.2MG CRB. Precipitation for last four months have totaled a -3.92”.

OUTREACH – Awaiting quotes from RedMill graphics and QPL for the printing of a newsletter. Questions were asked and answered, item by item.

Superintendent’s Report – Robert Delaney

A document titled “Superintendent’s Report” dated September 9, 2020 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered:

SMITH STREET WTP – G3 Numatics Conversion Solenoid Banks have been delivered and will be installed end of this week or first of next week.

MILL ROAD #1 REPLACEMENT WELL DEVELOPMENT – Casing installation completed at 51 feet. Nine feet of Slot screen to be installed from 42-51 feet.

LOCK ROAD BOOSTER STATION –Mechanical Pump replaced the bearings on three pumps.

TURNPIKE TANK AT&T – Penta Communication completed installing 5G antenna upgrade. American flag placed on AT&T triangle mounted frame. Warning light on control panel replaced on solar bee unit.

SUMMIT TURNPIKE REHAB – Dome Repairs bid – DN Tank \$48,000, Utility Services Co. \$48,270. **Motion made by Commissioner Ron Wetmore, seconded by Commissioner John Harrington that bid be awarded to low bidder, DN Tank. Motion passed.**

WOODBINE/CYPRESS WATER MAIN REPLACEMENT – CHB Excavating completed switchover from temporary line to new main within the 90 day deadline.

HALL ROAD 4-INCH WATER MAIN REPLACEMENT – Pre-construction meeting to be held September 10, 2020, with Commonwealth Construction.

DEP MISTY MEADOWS LAND ACQUISITION – Public hearing via Zoom being held 9/17/20 at 10:00AM (just a formality).

SERVICE & WATER MAIN BREAKS – No main breaks, One service break.

HYDRANTS – One extension and one removal/replace.

140 LITTLETON ROAD EASEMENT (to Patriot’s Way) – Owner consented to land survey. Superintendent will draft Memorandum of Understanding regarding supply of service corporation and gate box to additional lot, as well as other items agreed upon.

ALPHA WATER MAIN EXTENSION – Looping of 210 ‘ of 8” water main from 104 Turnpike Rd to Alpha being installed this week.

Questions were asked and answered, item by item.

Business Director/Treasurer’s Report – Lisa Quatralle

Ms. Quatralle’s report for September 2020 activity was presented.

PROCUREMENT – Completed MCPPO Training for Chapter 30B terms, Misconceptions and Best Practices course. Currently on Module 5 of virtual class “Supplies and Services Contracting for Chapter 30B”. Scheduled for two additional classes in August (Advanced Topics) and November (Recertification). Expect three-year recertification in December.

FINAL WATER READINGS – Forty water readings done in the past 18 work days.

Commissioners

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STAFF – Billing Coordinator-Accounts Receivables Clerk position has been filled. Michaela Thompson has been hired and has been in place for two weeks.

AUDIT – Scheduled for 9/28 through 10/9

SPECIAL PROJECT – Misty Meadows. A unanimous vote at the Special Meeting approved the purchase of Misty Meadows property. P&S signed on 9/8/20 and Attorney Hall will process the deposit check according to the approved timeline.

Additional information presented with Ms. Quatralle's report was August Revenue vs Expense Snapshot (Sprinkler bills were mailed late and may be the reason the report showed a negative balance of **-\$2,609**), Enterprise OPEB and Investment figures, Capital Balances, August Investment Summary and Account Summary.

Questions were asked and answered, item by item.

OPEN SESSION

Ron Wetmore – noted that there did not seem to be many inquiries for the Superintendent's position. He wondered if the position should be reposted. It was decided to contact the preferred applicants to let them know interviews will be held soon. Those applicants not being considered will be contacted also. Interviews will be held between October 1 – 21. The Commissioners will each create a list of their preferred candidates, with their ratings. A list of questions and subjects will be created prior to the interviews. Commissioners will then meet and compare their notes. This meeting will be at **9:30** ~~1100~~am on September 16th.

John Harrington – inquired about who and when fire hydrants get painted. Hydrants on private property, commercial or building complexes are maintained, painted or serviced by the owners. The condition of our hydrants is assessed when they are inspected and prepared for the winter. He has received inquiries about the potential uses of the open land on Misty Meadows i.e. will there be special sections designated for wildlife? (it's open land), haying? bow hunting? walking trails? The more activities occurring on the property, the higher our insurance rates.

Bill Martin – Mr. Martin generated discussion pertaining to CWD's long term relationship with Stantec Engineering Services. He felt that CWD was not getting serious attention from Stantec. They are not providing us with the same level of service we had in the past. Seem to be more concerned of with having service agreements in place then communicating and providing experienced engineering assistance. ~~seem to be taking us for granted, not always adhering to service agreements.~~ He wondered if CWD should consider looking for a new vendor. Ms. Quatralle will check regulations that pertain to bid requirements to make sure we are compliant, especially for the Misty Meadows project.

OLD BUSINESS/ACTION ITEMS

What is status of Chase Land?

NEW BUSINESS

Mr. Harrington pointed out that the canopy over the door between the office and garage needs to be replaced.

PREVIOUS MINUTES

Motion to approve previous minutes of Regular meeting August 12, 2020 was made by John

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Ronald W. Wetmore
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Harrington, seconded by Ron Wetmore and approved by unanimous vote.

NEXT MEETING SCHEDULE

Commissioners' Work Session – September 16, 2020 at 11:00AM

Commissioners' Meeting – October 14, 2020, 1:00PM

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Wetmore and so voted. Meeting adjourned at 3:00PM.

Ruth Anne Blair
Recording Secretary

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