



# Chelmsford Water District

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## CHELMSFORD WATER DISTRICT REGULAR COMMISSIONERS' MEETING OCTOBER 9, 2019

**PRESENT:** Commissioners: John G. Harrington, Bill Martin  
Superintendent: Robert Delaney  
Business Director/Treasurer: Lisa Valcich  
Environmental Compliance: Todd Melanson  
Recording Secretary: Ruth Anne Blair  
Auditor: Maureen Mara  
Pat Wojtas  
Robert Doak

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

Maureen Mara, Auditor, submitted the results of the FY2019 audit. Questions were asked and answered, item by item. She discussed her concern with Middlesex Retirement assessment for the District specifically about Chelmsford Water District's portion of the MCERS Net Pension liability increasing from 2017 to 2018, from .027562% to .045451%. She believes it is illogical that its portion would increase when it contributed \$391,000 more than the required contribution, which almost no other participant did. This needs to be explained and she will follow up with Lisa and the Commissioners.

### Environmental Compliance Report – Todd Melanson

A document titled "Environmental Compliance Manager's Report" dated October 9, 2019 was distributed to the Board. Mr. Melanson summarized the contents of his report which covered: **ENERGY UPDATE** – the array's production of 588 credits is on track for 2019. National Grid metering issues and net metering program issues have been resolved and continue to be monitored. **DISTRICT ISSUES** - low flow was triggered for two consecutive days in September. One more day would have triggered a "Ban". Expect sampling and analysis of all PWS to start Spring or early Summer of 2020. There continues to be increases in Medora's original bid for the Turnpike Tank Air Exchanger THM Removal System work. No contact or response from 91 Meadowbrook owner regarding encroachment on our Well site. Next step would be to put issue in Attorney Hall's hands. Calculations indicate we saved \$201,185.50 by cleaning one lagoon ourselves. **WATER CONSERVATION & WITHDRAWALS** – numbers continue to be in our favor. **OUTREACH** – preparing three presentations for Middle and High Schools visits. Questions were asked and answered, item by item.

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#### Commissioners

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

#### Operations

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#### Administration

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

A document titled "Superintendent's Report" dated October 9, 2019 was distributed to the Board. Mr. Delaney summarized the contents of his report which covered: **RIVERNECK WTP-WELLS 1 & 2** – Infrastructure upgrades (modifications and reconfigurations) existing piping and gating configuration had remained in place since 2003, prior to plant receiving full operational approval from DEP. Wells #1 and #2 were able to go directly to the system while awaiting DEP approvals. Butterfly valve was operated manually to enable this transition.

The reconfiguration will provide total separation between raw and finished water lines. Material delivered and work to begin next Tuesday. **CROOKED SPRING WTP**

– Lagoon #1 five feet of sludge transferred to frac tank and some residual drained into drying bed.

**MAHER SERVICES** – Performance flow test on our wells scheduled for the week of October 14. We are aware that Smith Street Well #3 and Turnpike Well #2 need to be cleaned. **MILL ROAD WELL #1** –

Maher Services to install two test wells at Mill Road #1 either the week of Oct 21 or Oct 28. **BARNES**

**TERRACE TEST WELLS** – Maher Services has quoted \$49,540 to drive six test wells at 35 feet in area #2 of our property and four additional test wells at 45 feet in area #1 of Pat Wojtas's property. **TURNPIKE**

**TANK AIR EXCHANGER THM REMOVAL SYSTEM** – Medora continues to increase costs for this project. CWD's original budget for this was \$600,000. Despite increased costs this will be sufficient. **SERVICE &**

**WATER MAIN BREAKS** – No main breaks, one service break. **HYDRANTS & GATES** – four hydrant removals and replacements. **HYDRANT FLUSHING** – scheduled for October 22 through November 1.

**POWER PRODUCTS GENERATORS** – major maintenance service on six generators being performed this week. **TURNPIKE ALTITUDE VALVE** – Stonkus Hydraulic will perform preventive maintenance and

calibration confirmation on altitude valve while still under warranty. **NEW VEHICLES** – Delivered on September 28, 2019. **MUNICIPAL POSTING** – for 2010 F150 vehicle closes November 12. Two internal

applicants for a WTP operator are being interviewed. Both are certified. **WESTLAND'S WATER MAIN REPLACEMENT BIDS** – Superintendent requested the award for the Westland Avenue Water Main

Replacement go to the low bidder, Cedrone Corp. at \$157,926.51.

Westford is making infrastructure upgrades at the intersection of Main St and Joy St. CWD will be installing an insertion valve at the Main St/Joy St location. This will allow Westford to make the interconnection with CWD. Only seven CWD customers will be without water during the tie-in. Without the installation of the insertion valve, up to thirty CWD customers would have been without water during this project.

Questions were asked and answered, item by item.

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#### **Commissioners**

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

#### **Operations**

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

Ms. Valcich reported that the FY2019 audit went smoothly due to the outstanding work of the Administrative staff. Recognition was given to Rick Tansino's crew and Alison and Amy for the preparation done to prepare for the Special Meeting held to appropriate money to the Barnes Terrace Project.

Recent issues with a computer virus brought to light that our email program and support provided by Network Solutions was no longer sufficient for our needs. Avail will move us to a hosted exchange environment with Outlook that will include advanced security spam filtering . This will be expensed through our system security capital account.

Copy/fax/scanner machine in administrative office has been replaced

Meter change-outs are on track.

Delinquent accounts remaining will be notified about lien processing after October 16.

Ms. Valcich's report contained September 2019 YTD Expense VS Revenue, Bond Debt Snapshot, Account Category Listing, OPEB and Investment balances, Gallons pumped VS Billed information.

Questions were asked and answered, item by item.

### **OPEN SESSION**

Bill Martin                      No new information to report

John Harrington              No new information to report

Superintendent, Bob Delaney requested the award for the Westland Avenue Water Main Replacement go to the low bidder, Cedrone Corp. at \$157,926.51. Commissioner John Harrington made a motion that the award for the Westland Avenue Water Main Replacement go to the low bidder, Cedrone Corp. Commissioner Bill Martin seconded the motion and motion passed.

Pat Wojtas informed the Commissioners that the town has received a \$200,000 Grant and they are now soliciting bids for its use.

### **OLD BUSINESS**

Commissioner Martin said he spoke to the Chairman of the Carlisle Conservation Board after the Special Meeting held on September 25<sup>th</sup> and emphasized to him that we are definitely planning on proceeding with the well project on the Barnes Terrace site. He stressed to him that we need to be informed by Carlisle now, not in the future, about their plans.

Commissioner Martin asked if we had the ability to use water takers' email addresses to do notifications. Ms. Valcich indicated that there is no complete list.

Commissioner Harrington asked if the East Chelmsford Water District has been sent reminders about the balance they still owe the CWD. The answer was Yes.

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**NEW BUSINESS**

Some residents on Lemay Way have contacted CWD about tree limbs that are hanging over their homes near CWD property lines. The location of these trees is not accessible by large equipment. The trees are healthy. The homeowner does have the right to trim the limbs himself. There is also a shed on a Lemay Way property that is encroaching on our property. The Property Manager will notify the resident to move it.

A motion to accept the minutes of the Regular Meeting dated September 25, 2019 was made by Mr. Harrington, seconded by Mr. Martin. Hearing no further discussion, the **MOTION PASSED WITH, MR. MARTIN VOTING AYE, AND MR. HARRINGTON VOTING AYE.**

A motion to accept the minutes of the **Special** Meeting dated September 25, 2019 was made by Mr. Martin, seconded by Mr. Harrington. Hearing no further discussion, the **MOTION PASSED WITH, MR. MARTIN VOTING AYE, AND MR. HARRINGTON VOTING AYE.**

Next meeting was scheduled for November 13, 2019 at 1:00PM.

A motion to adjourn the meeting was made by Mr. Harrington, seconded by Mr. Martin and so voted. Meeting adjourned at 3:30PM.

Ruth Anne Blair  
Recording Secretary

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