

**NORTH CHELMSFORD WATER DISTRICT**

**64 Washington St.**

**North Chelmsford, MA 01863-0655**

**Tel. (978) 251-3931 | Fax. (978) 251-1181**

The Monthly Meeting of the Board of Water Commissioners (“Board”) of the North Chelmsford Water District (“District”) was held on December 1, 2025, at the District’s office. The meeting was convened at 4:04 PM with Commissioners Bruce Clark, Bob Leavitt (via phone), and David Irvine, Interim Superintendent Aurora Bas, Treasurer/Office Manager Daysha Morell, and Office Assistant Elsa Ramos.

Commissioner Clark made a motion to accept the November 3, 2025, Meeting Minutes, seconded by Commissioner Irvine. The vote was unanimously approved.

Ms. Bas spoke about:

- Gabriel Alvarez and Eric Hannus are both scheduled to take state license exams
- Eric Guerin and Ms. Bas completed their T3 class and are eligible for the state exam
- Continue to receive calls recognizing Eric Guerin and Gabriel Alvarez’s work
- The collectors are reading approximately 87% of the system together; most of the remaining meters are on the meter replacement list
- The District completed the public records requests made by Capital Strategic Solutions (consolidation assessment)
  - The District declined to provide sensitive information (system or personnel wise)

Ms. Morell spoke about:

- Sending in the Superintendent job description on MMA, the MWWA, and our website
- Will start preparing the budget in late January/early February
- Expecting 13-14% increase on health insurance
- Looking into getting 3 quotes from cleaning companies

Commissioner Clark made a motion to appoint Elsa Ramos as the Clerk for the remainder of Ms. Bas’ appointment, seconded by Commissioner Leavitt. The vote was unanimously approved.

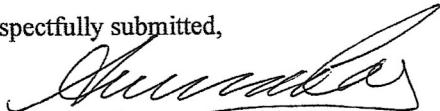
Commissioner Clark made a motion to approve the Superintendent job description with a salary range of \$105,000-125,000, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Leavitt made a motion to give employees the respective Fridays after Christmas and New Year’s off with pay, seconded by Commissioner Irvine. The vote was unanimously approved.

Our next meeting will be on January 5, 2026, at 4:00 PM.

Commissioner Clark made a motion to adjourn at 4:30 PM, seconded by Commissioner Irvine.

Respectfully submitted,



Aurora Bas, Interim Superintendent