

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 2, 2024, at the District’s office. The meeting was convened at 4:03 p.m. with Commissioners Bruce Clark, Robert Leavitt (via phone), and David Irvine, Superintendent Paul Pires, Treasurer/Office Manager Daysha Morell, and Environmental Engineer Aurora Bas.

Commissioner Irvine served as Temporary Clerk.

Commissioner Clark made a motion to accept the Meeting Minutes of the September 2, 2024, October 7, 2024, and November 12, 2024, meetings, seconded by Commissioner Irvine.

There were no legal or engineering invoices to sign.

Mr. Pires spoke about:

- The Prop Study with the new locations will take approximately 6-8 weeks to complete, so there should be an update during the January 6, 2025, meeting
- The Pilot Study for Water Treatment Plant (“Plant”) upgrades will likely start late Winter/early Spring 2025 pending approval from the Massachusetts Department of Environmental Protection
- The District responded to legal requests from the Town of Chelmsford (“Town”) as part of ongoing communication (we are just waiting on an estimate for the GAC replacement)
- Received funding increase for the Lead Service Line Inventory and Replacement Program
- The Town of Chelmsford is exploring the option of connecting to Massachusetts Water Resources Authority for sewer in the future (~10 years out)
- Waiting for better weather to install the 2 gates for the Middlesex St. Bridge repair project
- CPR and AED training class for employees was held on November 25, 2024
- Applications are coming in for the new position (open until December 10, 2024)
- During the August 2, 2021, Commissioners’ Meeting, the Board appointed Diane Lynch as Assistant Accountant/Auditor; during one of the upcoming meetings, the Board will determine whether to appoint another person for this position for the next Audit
- Raises will be given based upon performance review rather than everyone getting the same percentage raise; during either the January or February 2025 meeting, the Board will advise what the minimum and maximum permitted percentage raise will be (minimum will likely just be to cover the Cost-of-Living Adjustment so may be annually variable)
- Replaced Filter Feed Pump #2 at the Plant and performed preventive maintenance on Filter Feed Pump #1 (may need to replace in the near future since both pumps were installed at the same time)
- CAT from Londonderry will be on December 3, 2024, for preventive maintenance on the backhoe
- Commissioner Clark made a motion to give employees the day after Christmas off (except for the employee responsible for on-call/Plant coverage), seconded by Commissioner Irvine

Our next meeting will be on January 6, 2025, at 4:00 p.m.

Commissioner Clark made a motion to adjourn at 4:25 p.m., seconded by Commissioner Irvine.

After attendees not permitted to be present during Executive Session were dismissed, Commissioner Clark made a motion to convene the Executive Session at 4:28 p.m. Commissioner Clark made a motion to adjourn the Executive Session at 5:15 p.m., seconded by Commissioner Irvine.

Respectfully submitted,


Commissioner Irvine, Temporary Clerk