

NORTH CHELMSFORD WATER DISTRICT

64 Washington St.

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The Monthly Meeting of the Board of Water Commissioners (“Board”) of the North Chelmsford Water District (“District”) was held on April 13, 2026, at the District’s office. The meeting was convened at 4:04 PM with Commissioners Bruce Clark and David Irvine, Superintendent Aurora Bas, Treasurer/Office Manager Daysha Morell, and Office Assistant/Clerk Elsa Ramos.

Approval of Minutes

- March Monthly Meeting Minutes
 - Commissioner Clark made a motion to approve the March monthly meeting minutes, seconded by Commissioner Irvine.
 - Vote: Unanimous approval
- Annual Meeting Minutes
 - Commissioner Clark made a motion to approve the Annual meeting minutes, seconded by Commissioner Irvine.
 - Vote: Unanimous approval

Board Reorganization

The Board discussed annual reappointments.

- Commissioner Irvine made a Motion to reappoint:
 - Aurora as Superintendent (3-year term)
 - Daysha as Treasurer (3-year term)
 - Bruce Clark as Chairman
- Clerk position previously addressed at Annual Meeting.
- Vote: Unanimous approval

Legal and Engineering Updates

- No significant updates reported.
- Only a few invoices received, all under \$1,000.

Superintendent’s Report (Aurora)

a. Water Usage Monitoring

- Accounts with continuous water usage over 14 consecutive days were identified.
- Notifications sent; residents responded positively.

b. Annual Reports

- ASR and CCR submitted.

c. Dig Safe Membership

- District recently joined Dig Safe.
- Approximately 50 tickets received to date.
- Coordination initiated with Sewer Department (non-member).

d. Staff Licensing Policy

- New policy proposed:
 - Operators hired before Jan 1, 2026 must obtain:
 - Backflow Prevention Device Tester certification
 - Cross-Connection Surveyor certification
 - Deadline: Jan 1, 2027
 - Noncompliance subject to corrective action.

e. SCADA/Cybersecurity Upgrades

- Grant approved.
- Completion deadline: Nov 1, 2026
- Work in progress.

f. Pilot Study

- Delayed until June due to subcontractor availability.

g. Office Maintenance

- Ceiling repaired; door to be installed between lobby & conference room.

h. Intermunicipal Agreements

- Agreement with Lowell expired (originally 1999–2000).
- No current formal agreement in place.
- Plan to negotiate updated agreement.

i. Cross-Connection Control Program

Proposed updates include:

- Eliminating unnecessary backflow device requirements
- Aligning with state regulations for containment policy.
- Removing illegal auxiliary water source provisions
- Revising enforcement policies to ensure legal compliance

j. Risk & Resilience Assessment

- EPA-required assessment underway (due June 30).
- Identified needs:
 - Improved lighting and surveillance
- Initial improvements implemented.

k. Seasonal Water Restrictions

- Approval received to post annual outdoor water restriction signage.
- Anticipated continued drought conditions.

l. Consolidation Discussion

- Concerns raised regarding proposed consolidation of districts:
 - Insufficient system capacity
 - Differences in PFAS treatment
 - Infrastructure incompatibility
 - Loss of redundancy and emergency preparedness
- Board expressed skepticism regarding feasibility.

Financial Matters

a. Reimbursement – 63 Drum Hill Road

- Previously approved as account credit.
- Property owner requested refund instead.
- Commissioner Clark made a motion to issue refund check for \$15,940.41
- Vote: Unanimous approval

b. Abatement Request – 2 Poulten’s Green Way

- Customer reported high usage.
- Investigation findings:
 - No leaks detected
 - Meter functioning properly
 - Commissioner Clark made a motion to deny the abatement request, seconded by Commissioner Irvine,
- Vote: Unanimous approval
- Staff to continue monitoring account.

Treasurer’s Report (Daysha)

- No additional updates beyond items discussed.

New Business

a. ADU (Accessory Dwelling Unit) Bylaw

- Ongoing review.
- Noted that new service lines may be restricted by 5-year road moratorium.
- Information to be incorporated into bylaw.

Next Meeting

- Scheduled for May 4, 2026 at 4 PM

Adjournment

- Commissioner Clark made motion to adjourn, seconded by Commissioner Irvine
- Meeting adjourned at 4:44 PM

Respectfully submitted,



Elsa Ramos, Clerk