

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 February 3, 2025, at the District’s office. The meeting was convened at 4:00 p.m. with Commissioners Bruce Clark (via phone) and David Irvine, Superintendent Paul Pires, Treasurer/Office Manager Daysha Morell, Environmental Engineer Aurora Bas, and Distribution/Treatment Operator Joseph Caron.

Commissioner Irvine served as Temporary Clerk.

Commissioner Clark made a motion to accept the Meeting Minutes of the January 6, 2025, meeting, seconded by Commissioner Irvine.

Commissioner Clark made a motion to amend the Meeting Minutes of the December 4, 2023, meeting to include the \$1.00 *new* service fee charge to cover increased infrastructure costs. This item was approved but was accidentally left out of the Minutes.

There were no legal or engineering invoices to sign.

Mr. Pires and Ms. Morell spoke about the FY 25-26 Budget, including:

- Health insurance costs are estimated to increase between 17.5-20%
 - The District may want to start exploring other insurance plans to lower costs
- Having to increase fees effective July 1, 2025, but to try to avoid increases on the lowest tier so as not to severely impact low users
 - Will aim to send out mail inserts with this information in the April Bond Debt Fee bills
- The District’s free cash was recently certified
 - Using some of this to pay down the OPEB account

Commissioner Clark made a motion to wait to further discuss raising rates until all three Commissioners could be present to provide input, seconded by Commissioner Irvine.

Mr. Pires spoke about:

- Linda Liguori of 171 Middlesex St came to the office to discuss her water bill, which was higher than usual because of a leak she previously had which crossed over into the new billing cycle
 - The leak was fixed, which was visible in the data log
 - When the leak was reflected in the first bill: the Commissioners voted to award her a \$2,000 reduction in her bill during the September 9, 2024, Monthly Meeting
 - The District can calculate an estimated bill based upon her average daily use (taken from a data log of her meter)
- Performance reviews are complete; raises will be awarded based upon performance reviews

Commissioner Clark asked Mr. Pires what other towns/utilities/districts do for awarding pay raises. Mr. Pires responded that most surrounding towns/utilities/districts have unions, which makes them incomparable to the District, but that he would be happy to look into it.

Mr. Pires spoke about:

- Two recent water main breaks at the intersection of Worden Rd @ Tyng Rd and on Groton Rd in front of the Senior Center
 - Called Stormwater Solutions for vactor truck, which significantly reduced the time spent on repairs

- Funds from the Lead Service Line Inventory and Replacement Program grant will help replenish the District's labor budget by reimbursing for time spent working on that project
- The District and the Town both had third party engineering representatives meet to discuss the District's Pilot Study
- The Prop Study was finalized; adding a third collector to increase the reading capacity by 5% was not worth the price tag, so will start with installing two collectors and see how coverage goes
 - May need to start installing MIUs on the outside of the building for better reception
 - Exploring the possibility of adding WaterSmart option for customers, which would allow them to sign up for notifications and view their own usage

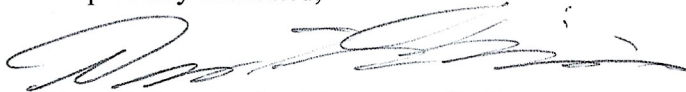
Commissioner Clark made a motion to set the maximum raise at 5%, based upon performance reviews, for raises effective July 1, 2025, seconded by Commissioner Irvine.

Commissioner Clark asked if there was an update on the Chapter 40B Project off Marose Ave. Mr. Pires advised that the Applicant had requested a continuance for the previous Zoning Board of Appeals meeting.

Our next meeting will be on March 3, 2025, at 4:00 p.m.

Commissioner Clark made a motion to adjourn at 4:37 p.m., seconded by Commissioner Irvine.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. Irvine', written in a cursive style.

Commissioner Irvine, Temporary Clerk