

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 June 1, 2026, at the District's office. The meeting was convened at 4:03 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

The Board reviewed the minutes from the May 4, 2026, meeting.

Commissioner Clark made a motion to approve the monthly meeting minutes.

Vote: Approved unanimously.

Financial & Invoices

- The Board reviewed invoices and warrants for Tata & Howard, including several expenditures related to PFAS treatment and ongoing research and development activities.
- The Treasurer noted that some invoices had not yet been paid and requested authorization to process payment for \$16,631.81

Customer Abatement Request

- The Board reviewed a water bill abatement request for 119 Wightman St, related to unusually high consumption.
- The customer's water meter was replaced in December 2025.
- Data from the new meter indicated continuous water consumption between mid-December and mid-January.
- District staff reviewed usage records and found evidence consistent with a plumbing leak or continuous water use.
- Ms Bas contacted the customer to inquire about plumbing repairs or fixture replacements but received no response.
- Continuous consumption ceased on January 15, 2026.
- The Board determined that the meter recorded accurate usage with continuous consumption.

Commissioner Clark made a motion to deny the abatement request based on meter data indicating continuous consumption.

Vote: Approved unanimously

Customer Water Usage Complaint

- Ms Bas advised the Board about the property owner of 14-20 Quigley Ave, who has repeatedly disputed water bills for a four-unit residential building.
- Multiple onsite inspections have been conducted by District staff
- Dye testing performed by District staff found no toilets leaking.
- Staff also advised that the customer could contact a plumber for further investigation.
- The water meter was replaced at the owner's request and continued to show similar consumption patterns.
- Consumption levels are consistent with occupancy of a four-unit building and this property's history.
- No evidence of meter malfunction (both old and new).
- The Board concurred that the meter is functioning properly and no billing adjustment is warranted.

Commissioner Vacancy

- The Board discussed the recent passing of Commissioner Bob Leavitt.
- District Counsel advised that a vacancy must be filled through a meeting called specifically for that purpose.
- Need to schedule a special meeting to elect a commissioner to serve the remainder of the unexpired term.
- Legal notice and meeting postings will be prepared in accordance with statutory requirements.

Community Outreach and PFAS Education

- Ms Bas reported responding to inquiries from a local high school student conducting a civic engagement project regarding PFAS contamination and water quality.
- The Board was informed that educational information was provided and a treatment plant tour was offered.

Procurement Certification Training

- Ms Bas and Ms Morell reported plans to pursue Massachusetts Certified Public Purchasing Official (MCPPO) certification.
- Training consists of three required courses and examinations.
- They will enroll when classes are available.

Delinquent Accounts and Water Shutoffs

- Ms Bas reported on recent collection efforts and water service shutoffs.
- Approximately 150 delinquent accounts were identified.
- Several customers paid outstanding balances in full, and others entered into payment agreements.
- Three active service shutoffs were completed.
- Payment plan compliance will continue to be monitored.
- The Board expressed support for continued collection efforts.

Distribution System Improvements

- Approximately 26 curb stops require repairs/replacement.
- Staff is using GIS to document necessary system repairs.

Water Main Break and Service Leaks

- Service leak was repaired at 109 Dunstable Rd.
- Water main break was repaired at 3 Marguerite Rd.
- Ms Bas noted that the water main on Marguerite Rd. should be considered for future capital replacement planning.

Leak Detection Survey

- The District's systemwide leak detection survey is currently underway.
- A leak detection survey is required every two years by MassDEP regulations.
- Approximately half of the distribution system has been surveyed so far.
- Any identified leaks will be prioritized and repaired based on severity.

Water Management Act Compliance

- The District remains under Level 3 drought restrictions.
- Ms Bas confirmed that all required notifications and public communications have been issued in accordance with MassDEP guidance.

PFAS Pilot Study Update

- Ms Bas provided an update on the PFAS treatment pilot study.
- Pilot testing is expected to begin in July.
- Additional water quality testing is required by MassDEP.
- A laboratory proposal from Pace Analytical was selected at an estimated one-time cost of approximately \$744 to assess certain parameters at the point of entry to the pilot study setup connection.
- Funding applications remain under review.

- The Board expressed support for proceeding with the required testing and pilot study preparations.

Water treatment plant

- Tata & Howard reviewed the inspection reports for the granular activated carbon vessels.
- No critical structural deficiencies were identified.
- Additional evaluation will determine whether future replacement should include conversion from horizontal to vertical vessel configurations.
- Tata & Howard is developing a replacement plan for the chlorine dioxide system.

Freeman Lake Herbicide Proposal

- The Board discussed a proposed herbicide treatment program for Freeman Lake.
- Previous engineering review concluded that the treatment, if applied according to regulations, would not threaten the District's water supply.
- Historical studies indicate District wells are not under the direct influence of Freeman Lake.
- The Board agreed that the matter falls outside the District's jurisdiction.

Future Rate Study

- Ms Bas discussed pursuing a comprehensive water rate study in the future.
- A rate study would evaluate long-term financial sustainability and capital planning needs.
- The effort should follow completion of the sanitary survey and updates to the capital improvement plan.
- The Board supported further exploration of the concept.

GIS Program Recognition

- Ms Bas reported that the District's implementation of GIS technology has received positive recognition from industry representatives.
- The Board acknowledged the improvements in recordkeeping, asset management, emergency response planning, and operational efficiency resulting from the GIS program.

Water Tower Lease Proposal

- The Board reviewed information from a company seeking long-term leasing rights for District water towers.
- Proposed terms included a 99-year agreement.
- The Board expressed concerns regarding the length and structure of the proposal.
- Existing tower lease agreements will be reviewed before any further consideration.
- The Board asked Ms Bas to compare proposal terms with current tower lease agreements and consult neighboring utilities regarding their experience with similar companies.

Water District Consolidation

- The Board discussed recent public comments regarding possible consolidation of local water districts.
- The Board expressed concerns regarding operational feasibility and financial impacts.

Treasurer's Report

The annual audit is scheduled to begin in July.

Miscellaneous Business

- Upcoming roadway paving projects and coordination with Dig Safe activities.
- Potential future special meeting dates.
- PFAS treatment facility operations.
- Workforce development and student job-shadowing opportunities.
- General infrastructure planning and maintenance.

Commissioner Clark made a motion to approve a half-day on July 2, 2026, in observance of Independence Day.

Vote: Approved unanimously.

Upcoming Meeting

There will be no meeting in July.

Next scheduled meeting: August 3, 2026

Adjournment

Meeting adjourned at 5:19 PM

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'ER' followed by a long, horizontal, wavy line.

Elsa Ramos, Clerk