

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 March 2, 2026, at the District’s office. The meeting was convened at 4:06 PM with Commissioners Bruce Clark and David Irvine, Superintendent Aurora Bas, Treasurer/Office Manager Daysha Morell, and Office Assistant/Clerk Elsa Ramos.

Commissioner Clark made a motion to accept the February 2, 2026, Meeting Minutes, seconded by Commissioner Irvine. The vote was unanimously approved.

There were no Legal or Engineering Invoices.

Laura Stone from CBIZ called in to review the Audit & Financial Statements.

Commissioners Clark and Irvine Reviewed and signed the Annual Warrants.

Ms. Bas spoke about:

- Requested quote to offer My360 to our customers to help them monitor their water usage and potential/actual leaks, which would help lower their water consumption and promote water conservation
- Customers who accidentally paid their bill twice having to wait until the following Board meeting for review and approval of their requested refund for the double payment
 - If there is a double payment for an account with an outstanding balance, the payment should be applied to reduce/pay off the outstanding balance

Commissioner Clark made a motion to authorize the Treasurer to issue refunds for double payments at the customer’s request except in the event that there is an outstanding balance on the account beyond the current bill; in which case, the double payment will be used to pay down the account balance to \$0.00, and the customer will be refunded the remaining amount, seconded by Commissioner Irvine. The vote was unanimously approved.

- Creating Employee IDs to present when entering properties (e.g. meter replacements)
- Breaks/leaks (63 Mission Rd., Western Ave. @ Leon St., and Bridgeview Circle)
- Joining Dig Safe; waiting for GIS analyst to return to finalize service coverage map
- Ongoing upgrades to update SCADA
- Shut offs coming up in May
- The Operators requested to increase the number of consecutive sick days required to bring a doctor’s note from 3 to 5 and to use paid time off to go home if temperatures reach over 95°F

Commissioners Clark and Irvine concluded that these situations would be subject to Ms. Bas’ discretion. Ms. Bas advised that the District already provides accommodations during extreme weather conditions and that Operators still need to respond to emergencies.

- The Operators requested to add OSHA 10 Certification to Licenses/Longevity Compensation as a \$250/year stipend

Commissioner Clark made a motion to add OSHA 10 Certification to Licenses/Longevity Compensation as a \$250/year, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Clark made a motion to raise Ms. Bas’ salary to \$120,000 effective immediately with backpay from February 3, 2026, up through and including March 2, 2026, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Clark made a motion to raise Ms. Morell’s salary to \$95,000 effective July 1, 2026, seconded by Commissioner Irvine. The vote was unanimously approved.

Ms. Morell spoke about:

- Talked about 63 Drum Hill Rd. (Kecy Family LTD) reimbursement options

Commissioner Clark made a motion to issue a credit in the amount of \$15,940.41 to the account for 63 Drum Hill Rd. (Kecy Family LTD), seconded by Commissioner Irvine. The vote was unanimously approved.

Our next meeting will be on April 6, 2026, at 4:00 PM.

Commissioner Clark made a motion to adjourn at 5:44 PM, seconded by Commissioner Irvine.

Respectfully submitted,

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

Elsa Ramos, Clerk