

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 May 4, 2026, at the District's office. The meeting was convened at 4:20 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

- Minutes from the April 13, 2026, meeting were reviewed.
- Commissioner Clark made a motion to approve the May monthly meeting minutes, Seconded by Commissioner Irvine.
- Result: Approved unanimously

Financial & Invoices

- Reviewed invoices:
- Mirick Law: \$1,500
- Tata & Howard: \$334
- Discussion noted that larger invoices are expected in the future related to ongoing projects.

Engineering & Project Updates

- Awaiting subcontractor scheduling updates.
- Amendment received for initial project work.
- Further updates to be provided at next meeting.

Shut Offs & Outstanding Account Balance Notices

- New process implemented
 - Advance notices sent prior to 72-hour shutoff notices.
 - Allows customers more time to pay or establish payment plans.
- Payment plan structure: 10% of outstanding balance every two weeks.
- Early results:
 - Increased customer response.
 - Reduction in shut offs anticipated.
 - High-balance accounts will be pursued more aggressively.
- Goal: Try to collect overdue balances ASAP instead of letting them get seriously overdue.
- January balances were collected this year
- New process expected to prevent write-offs (reviewed by Auditors)

Employee Recognition

- Staff recognized for exceptional service:
 - Joe Caron and Eric Guerin were praised by the homeowner of 159 Wellman Ave, who had called us to say that she couldn't get her irrigation valve open. She was very happy with their help.
 - The property owner of the parcel off Marose Ave recognized Eric Hannus for his knowledge and helpfulness with installing the water infrastructure.

Training & Certifications

- Backflow and cross-connection training to be done after June.

Plant & Infrastructure Updates

- Drum system replacement:
 - Sodium chlorite requires separate containment building due to chemical reactivity.
- Options under review: new standalone structure inside the plant or building addition.
- Carbon vessel inspection reports from Mass Tank being reviewed by Tata & Howard.
- Pilot study scheduled for June (pending final approvals).

Legal & Administrative Matters

- Public Records Request:
 - Request received for detailed delinquent account data.
 - Legal counsel determined the request to be exempt due to personal info.
 - Legal counsel advised denial; response issued accordingly.
- Intermunicipal Agreement with Lowell Regional Water Utility.
 - Currently under legal review.
- Cross-Connection Control Program
 - Continuing to work on revisions.
- Water Management Act Compliance:
 - Signage posted.
- Additional ordinance updates planned but not finalized

Grants & Settlements

- PFAS settlement funds:
 - Additional \$103,000 received
 - Deposited into dedicated account.
- Cybersecurity grant:
 - Separate account established per audit requirements.
- Remaining PFAS grant funds (about \$7,000–\$8,000) identified for eligible expenses.

68 Meadowbrook Rd

- Ongoing issue with resident reporting flooding:
 - Determined not related to District operations.
 - Stormwater/groundwater concern.
 - Case referred to appropriate department.

Interconnections & System Mapping

- New mapping layer created for system interconnections to comply with MassDEP mapping requirements.

Budget Review

- Overall budget in good standing.
- Minor overages in general expenses to be reviewed and adjusted if possible.

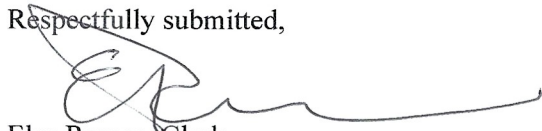
Upcoming Meetings

- Next scheduled meeting: June 1, 2026
- Possible additional meeting late June if required.

Adjournment

- Commissioner Clark made a motion to adjourn, seconded by Commissioner Irvine
- Meeting adjourned at 4:55 PM

Respectfully submitted,


Elsa Ramos, Clerk