

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 5, 2025, at the District's office. The meeting was convened at 4:04 p.m. with Commissioners Bruce Clark and David Irvine, Superintendent Paul Pires, Treasurer/Office Manager Daysha Morell, and Environmental Engineer Aurora Bas.

Commissioner Irvine served as Temporary Clerk.

Commissioner Irvine made a motion to accept an amendment to the March 3, 2025, Meeting Minutes, seconded by Commissioner Clark. The vote was unanimously approved.

Commissioner Clark made a motion to accept the Annual Meeting Minutes from March 24, 2025, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Clark made a motion to accept the April 7, 2025, Meeting Minutes, seconded by Commissioner Irvine. The vote was unanimously approved.

There were no legal or engineering invoices to sign.

Mr. Pires spoke about:

- Woodard & Curran ("W&C") performed an assessment of the Water Treatment Plant ("WTP") to identify infrastructure in need of upgrades
 - District wanted to use a firm other than the one that built the WTP to avoid conflict of interest in reviewing the original work done
 - W&C submitted a report detailing which electronic infrastructure should be upgraded (for example, an obsolete piece that has been discontinued by the manufacturer)
 - Upgrades will be completed in phases (action item list has already been triaged)
 - Walter Riley from PC Tech Solutions (the District's IT Support contractor) will be working with W&C on implementing new cybersecurity standards at the WTP
- The District will plan to install the second gate for the Middlesex St. Bridge Repair Project during the last week of May 2025
- The District will pave the two cuts made during the first gate insertion by next Monday
- The District may need to purchase more chemicals for water treatment before the start of the next fiscal year
- Accessory Dwelling Units (ADUs) and how the District should charge for minimum usage and bond
 - 21 Twiss Rd: property has two service lines and two meters and will replumb through one service in the future
 - Owner wanted to know if she would have to pay the bond bill for the second service that was due by April 30, 2025

Commissioner Clark made a motion to have the owner of 21 Twiss Rd pay the bond bill for the second service that was due by April 30, 2025, without penalties, but not pay the bond bill moving forward once the replumbing through one service is complete, seconded by Commissioner Irvine.

Ms. Morell spoke about:

- The audit is going well
- The District is exploring 7 month CD options
- Once free cash is available in July 2025, the District will explore 12/15 month CD options

Our next meeting will be on June 9, 2025, at 4:00 PM.

Commissioner Clark made a motion to adjourn at 4:28 PM, seconded by Commissioner Irvine.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'D. Irvine', followed by a long horizontal flourish.

Commissioner Irvine, Temporary Clerk