

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 August 3, 2026, at the District’s office. The meeting was convened at 4:02 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 previous meeting minutes from June 1, 2026
Commissioner Clark made a motion to approve the monthly meeting minutes.

Vote: Approved unanimously.

Financial & Invoices

- The Board reviewed the operating budget and discussed several budget line items.
- The MassDEP assessment budget was reviewed. Actual expenditures have been lower than originally budgeted in recent years.
- Board discussed reducing the budgeted amount from approximately \$5,000 to \$3,000 in future budget cycles while maintaining a conservative budgeting approach.
- Ms Bas noted that the District remained within its overall budget despite several individual line-item variances.

Customer Abatement Request

- 4 Grace Street – postponed to next meeting pending abatement application resubmittal.

Treasurer’s Report

- Ms Morell reported that the District’s auditor, CBIZ, has begun the annual audit.
- An invoice for the first installment of audit services in the amount of \$13,000 was presented.
- Commissioner Clark made a motion to authorize payment of the \$13,000 first installment to CBIZ for audit services.
- Vote: Approved unanimously.

Leak Detection Program

- The MassDEP required leak detection survey was completed.
- All identified leaks were repaired within approximately one month of receiving the report.
- Repairs included water main breaks, service leaks, and one hydrant replacement.

Hydrant Maintenance

- The field staff attended hydrant repair training, and additional training has been scheduled.
- New repair tools will be purchased to try to repair hydrants when feasible instead of replacing them.

Customer Billing Improvements

- Ms Bas proposed redesigning customer water bills to improve readability by:
 - Clearly displaying usage by billing tier.
 - Showing applicable rates.
 - Better identifying meter changes and compound meter readings.
- The Board supported proceeding with the redesign.

Cybersecurity Training

- Employees completed MassDEP Cybersecurity awareness training.
- Cybersecurity remains a priority due to increasing threats against water utilities.

Hazard Mitigation Plan

- The District participated with the Town and other public safety departments in updating the municipal Hazard Mitigation Plan.
- Ms Bas confirmed that required emergency response planning and vulnerability assessments have been completed in accordance with MassDEP and EPA requirements.

Water Treatment Plant Pilot Study

- The PFAS pilot study has commenced.
- MassDEP requirements extended the study duration from approximately 13 weeks to 26 weeks.
- A temporary storage tank was rented to maintain continuous flow during the study.
- Neighboring residents were notified of project activities.

Chlorine Dioxide System

- Ms Bas reviewed proposals for the new chlorine dioxide containment area.
- Ms Bas advised that she would prefer the option of building the containment area inside the WTP for better environmental control and lower construction costs.

Cross Connection Control Program

- Ms Bas is updating the District's backflow prevention device records.
- Plans include:
 - Completing a full inventory audit to improve record accuracy.
 - Evaluating modern software capable of tracking inspections, testing schedules, and MassDEP reporting requirements since the current software is outdated and does not have support

Public Outreach and Education

- Responded to a local boy scout inquiring about water conservation and water restrictions.
- Responded to resident questions about PFAS and drinking water quality.
- Received positive public feedback regarding customer service and education.

Accessory Dwelling Unit (ADU) Bylaw

- Ms Bas presented a proposed ADU bylaw establishing requirements for:
 - New service installations.
 - Detached versus attached ADUs.
 - Service line sizing.
 - Meter requirements.
 - Inspection procedures.
 - Customer responsibilities.
 - District authority during installation.
 - ADU sections pertaining to DPW requirements were sent to Christine Clancy from DPW
- The Board will take more time to review prior to adoption.

Commissioner Vacancy

- The Board discussed the process for filling the vacant Commissioner position.
- Legal counsel advised that:
 - The vacancy should be filled through a special district election rather than appointment.
 - Required notices and nomination procedures will be initiated.

Miscellaneous

- Ongoing coordination with contractors at new developments
- Standpipe at spillway on Freeman Lake

Public Relations

- The Board discussed the importance of public education regarding drinking water quality, PFAS treatment, cybersecurity, and District operations.
- The Board expressed appreciation for staff professionalism and responsiveness to residents.

Upcoming Meeting

Next monthly meeting will be held on September 14, 2026, at 4:00 PM.

Special Meeting will be held on September 14, 2026, at 5:00 PM.

Adjournment

Commissioner Clark made a motion to adjourn at 5:15 PM. The vote was unanimously approved.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'Elsa Ramos', followed by a long, horizontal, wavy line that extends to the right.

Elsa Ramos, Clerk