

**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 November 3, 2025, at the District's office. The meeting was convened at 4:02 PM. with Commissioners Bruce Clark, Bob Leavitt (via phone), and David Irvine, Superintendent Paul Pires, Treasurer/Office Manager Daysha Morell, Environmental Engineer Aurora Bas, and Office Assistant Elsa Ramos.

Commissioner Clark made a motion to accept the September 2, 2025, Meeting Minutes, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Irvine made a motion to accept that September 2, 2025, Executive Session Minutes, seconded by Commissioner Leavitt. The vote was unanimously approved.

Commissioner Clark made a motion to approve the legal invoice totaling \$7038.00 for Mirick Law, seconded by Commissioner Irvine. The vote was unanimously approved.

Mr. Pires spoke about:

- The collectors are both up and running, but we won't know the final count of how many meters are being read by both until the next bill run is uploaded into Neptune360 with updated meter/MIU information
- Submitted the Water Management Act Permit renewal application to MassDEP
- GAC will be replaced in early December
- Received thanks from the neighbor across the street for removing the damaged trees
- Capital Strategic Solutions, the contractor hired by the Town to perform the consolidation assessment, approved our request to extend the due date for their request for records to November 14, 2025
  - Some of the requested records cannot be distributed, as they contain sensitive information
- Eric Guerin and Gabriel Alvarez were both commended by numerous residents for their professionalism during meter changeouts
- Ms. Bas will continue working on outstanding projects

Ms. Morell spoke about:

- Allocating funds for Water Treatment Plant upgrades
- The owner of 63 Drum Hill Rd., Kecy Family LTD Partnership, had extremely high usage; the cause of the high usage was determined to be a mismatched meter body and head. The District reached out to the meter manufacturer to ascertain the corrected readings and calculated the dollar amount owed to the customer.
- Cleaning up outstanding invoices in the Special Services account (only 3 couldn't be collected and had to be written off)

Commissioner Clark made a motion to approve an abatement of \$12,963.40 to Kecy Family LTD Partnership, seconded by Commissioner Irvine. The vote was unanimously approved.

Commissioner Irvine commended Mr. Pires for his years of service to the District.

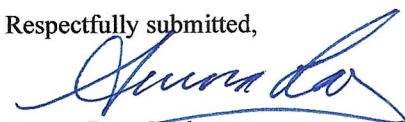
Commissioner Clark made a motion to appoint Ms. Bas as Interim Superintendent for the duration of 3 months at the annual salary rate of \$104,000, seconded by Commissioner Leavitt. The vote was unanimously approved.

Ms. Bas noted that she could not serve as Clerk while serving as Interim Superintendent in honor of the Conflict of Interest Law and that she would return the pro-rated sum of money for the Clerk position to the District.

Our next meeting will be on November 3, 2025, at 4:00 PM.

Commissioner Clark made a motion to adjourn at 5:17 PM, seconded by Commissioner Irvine.

Respectfully submitted,



Aurora Bas, Clerk