



Commissioners
Robert E. Corey
William L. Morin
Chairman - William "Zee" Zielinski

Michael Sheu
Superintendent

John M. Hudzik
Field Service Manager
Primary Distribution Operator

Debra H. Vinal
Treasurer

MINUTES

APRIL 11, 2018

The meeting was called to order at 6:10 PM

PRESENT:

Commissioners William Zielinski/Chairman, Robert E. Corey/Vice-Chairman, and William L. Morin. Superintendent Michael K. Sheu, Treasurer Debbie Vinal, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, District Clerk Kathleen Graham, and Recording Secretary Jayne Boissonneault.

MINUTES:

Commissioner Morin made a motion to accept the Work Session Minutes of February 21, 2018 as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey abstained as he was absent from the February 21, 2018 meeting.

Commissioner Morin made a motion to accept the Minutes of February 21, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey abstained as he was absent from the February 21, 2018 meeting.

Commissioner Corey made a motion to accept the minutes of March 27, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

APPOINTMENTS:

Community Input:

Superintendent Michael Sheu informed the Board the neighbor to the right of the DWSD Office requested the District take down a very tall tree on the DWSD's property. The neighbor is concerned about the height of the tree and damage it could cause if it were ever to fall. Mr. Sheu and John Hudzik will measure the property in question and report back to the Board at the next meeting.

CORRESPONDENCE:

None

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed written report, pointing out as of March 31, 2018 revenues were at 79.29%, over by 4.29% and expenses were at 62.04%, under by 12.96%. Mrs. Vinal stated shut off notices will be going out next week, which will also increase revenues.

All agreed to take New Business – “Review and Motion to sign DWSD Election & Annual Meeting Warrant” out of order on the agenda, in case anyone had questions for the Treasurer. All articles were reviewed, and motion made by Commissioner to accept and sign the 2018 DWSD Election & Annual Meeting Warrant as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Treasurer's report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

District Counsel Arthur Sullivan informed the Board District Clerk Kathleen Graham has been helping with the Coughlin Heirs matter by checking on tax takings. Commissioner Morin stated if the Clerk needs any help with this project, he would be happy to help research record as well. Attorney Sullivan will update the Board as this matter moves forward.

Acts/Bylaws Update:

Nothing new to report

Hearthstone Lane – total cost to the District:

Nothing new to report

State Forest Legislative Filing:

Nothing new to report

Security Issues Tyngsboro Wellfield and State Forest Pump Station:

Chairman Zielinski instructed the Secretary to take this off the agenda as it was addressed at the last meeting.

DISTRICT COUNSEL'S REPORT (Cont'd):

Contract with Tyngsboro & DWSD Service Boundaries:

Superintendent Michael Sheu informed the Board he has had a preliminary discussion with Dale Thompson, Superintendent of the Tyngsboro Water District regarding boundaries. Mr. Sheu informed Mr. Thompson the District is happy to sit down to discuss the boundary between Tyngsboro and DWSD at some point in the near future. As District Counsel pointed out at the last meeting, once an area becomes a part of the DWSD, the District is obligated to service that area at some point. Attorney Milliard added that the statutes allow us to sell & service water.

Discussion ensued, and the Commissioners agreed to hold a work session meeting at some point in the near future to review the boundaries as surveyed by Mr. Aho several years ago and move forward from there.

Commissioner Corey made a motion to accept District Counsel's report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

SUPERINTENDENT'S REPORT:

Tyngsboro & New Boston Well Fields:

Superintendent Michael Sheu informed the Board Weston & Sampson submitted a change order to increase the capacity of the pump in order to have the ability to pump more water out of Well #3A. Commissioner Morin made a motion to approve the change order for Well #3A in the amount of \$7,075.00. Seconded by Commissioner Corey. Motion passed unanimously.

Proposal of 16" Water Main from TWF through Norris Rd./Lawrence Rd. to Lakeview Ave:

Superintendent Michael Sheu informed the Board RFS Corp was the apparent low bidder on this project at the time of the bid opening, however, upon review of the bid forms and making corrections to discrepancies, Tighe & Bond determined that N. Granese & Sons was the low bidder. District Counsel agreed, stating once the numbers were added correctly, N. Granese & Sons was the lowest bidder. District Counsel stated RFS Corp can still protest, though it is very clear in the specs and there is no ground to protest.

Discussion ensued, and Commissioner Morin made a motion to award N. Granese & Sons the bid for Norris Road and Lawrence Road Water Main Project in the amount of \$2,280,283.25. Seconded by Commissioner Corey. Motion passed unanimously.

Mr. Sheu will update the Board on the time frame for this project at the next meeting.

Mr. Sheu informed the Board the Tyngsboro Town Administrator would like to have a paving bond agreement in place. District Counsel will draft the agreement and will also talk to the Treasurer. The DWSD will cover the 2nd year of the bond.

The Commissioners agreed to put \$50,000.00 in an escrow account named Norris Road and Lawrence Road Water Main Project to cover the 2nd year of the bond.

SUPERINTENDENT'S REPORT (Cont'd):

Metering Replacement Project:

Mr. Sheu reported the District budgeted \$1.3M for this project. Weston & Sampson is reviewing the bid and will attend the next meeting to present their recommendation.

Commissioner Corey made a motion to accept the Superintendent's Report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

OLD BUSINESS:

Water Management Act Application – Water Conservation:

Mr. Sheu stressed the importance of having a drought and water conservation plan in place in order for the District to move forward with applying for a new Water Management Act permit.

Commissioner Corey made a motion to award Tighe & Bond a lump sum fee of \$39,700.00 for the completion of a Water Conservation Plan and Drought Management Plan for the DWSD. Seconded by Commissioner Morin. Motion passed unanimously.

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Vacancy – Field Services Operator:

The Commissioners agreed the applicant recommended by the Superintendent for the Field Services Operator's position must provide a doctor's note stating he can perform the duties outlined in the job description without restriction, and must also have an independent medical exam (IME)/pre-employment physical stating the applicant can perform the duties as outlined in the job description without restriction. Mr. Sheu will update the Board at the next meeting.

NEW BUSINESS:

Mr. Sheu informed the Board J.P. Cardillo & Sons Inc. filed four claims relative to the 2016 Undersized Main Improvement Project, Phase 2. This will close out the project after final paving in the spring. Commissioner Morin made a motion to authorize payment in the amount of \$19,743.49 to J.P. Cardillo & Sons for unanticipated ledge relative to the 2016 Undersized Main Improvement Project, Phase 2. Seconded by Commissioner Corey. Motion passed unanimously.

Memorial Day Parade:

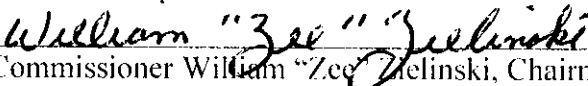
All agreed to discuss participation in the Town's Memorial Day Parade next year (2019).

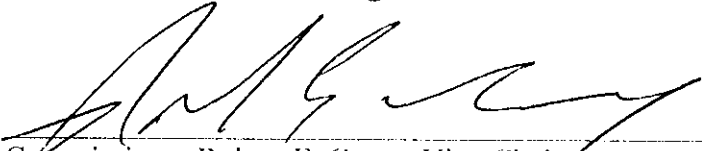
Meeting Schedule:

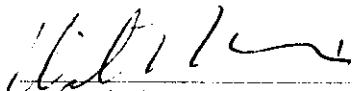
Chairman Zielinski announced the next meetings are scheduled as follows:

Wednesday, April 25, 2018	6:00 PM DWSD/Main Office Conference Rm.
Saturday, May 12, 2018	7:30 AM Harmony Hall, 1600 Lakeview Avenue

Commissioner Morin made a motion to adjourn the meeting at 7:35 PM. Seconded by Commissioner Corey. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin