

**Dracut Water Supply District
Minutes of April 24, 2019
DWSD Main Office Building, Conference Room**

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

Michael Sheu
Superintendent

John M. Hudzik
Field Service Manager
Walter R. Brien
Distribution Operator

Present: William Zielinski, Chairman, Robert Corey, William Morin, Michael Sheu, Superintendent, John Hudzik, Field Services Manager, Kelley Chasse, Office Manager, Manager, Debbie Vinal, Treasurer, Kathy Graham, District Clerk, Attorney Roland Milliard, Attorney Arthur Sullivan, Jr. and Recording Secretary Shannon Rowe

Debra H. Vinal
Treasurer

The Chairman opened the meeting at 5:35 p.m.

The Pledge of Allegiance was recited.

Approval of Minutes:

Motion made by Mr. Corey to approve the Minutes of March 13, 2019. Motion seconded by Mr. Morin. Motion passed unanimously.

Motion made by Mr. Corey to approve the Minutes of March 26, 2019. Motion seconded by Mr. Morin. Motion passed unanimously.

Motion made by Mr. Morin to approve the By-Law Sub-Committee Minutes of March 26, 2019. Motion seconded by Mr. Corey. Motion passed unanimously.

Appointments:

None

Correspondence:

None

Treasurer's Report:

Mrs. Vinal presented the Commission with a worksheet dated April 24, 2019. Mrs. Vinal discussed the land survey and land property accounts.

Mr. Sheu discussed the free cash account.

Mrs. Vinal discussed Warrant Article #16 having no money amount listed and discussed writing up a motion for the floor of the District's Annual Meeting. Mr. Zielinski discussed the \$100,000 in the land survey account and \$100,000 in this year's budget for Warrant Article #16.

Mrs. Vinal discussed the repair and replacement account and estimated figures. Mrs. Vinal discussed Well #5 and gave a rough estimate balance of \$276,358.

Mr. Sheu stated that the District needed to purchase 400 meters.

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Mr. Sheu discussed the work at Well #5 and stated they have not gone out to bid yet.

Mrs. Vinal discussed the revolving funds and capital improvements and stated that she would do a breakdown of operations for the District's Annual Meeting.

The Commission discussed only \$100,000 being taken out of the budget for land and discussed the connection at Birchmont.

Motion made by Mr. Morin to accept the Treasurer's Report. Motion seconded by Mr. Corey. Motion passed unanimously.

District Counsel's Report:

* Attorney Sullivan discussed Other Post-Employment Benefits (OPEB) requirements such as, adopting a Board of Trustees, designating a Sole Custodian, designating a Retirement Board and an OPEB Trust Fund Board. Attorney Sullivan discussed a Retirees Benefit Trust Fund and discussed adopting a Board of Trustees at the District's Special Meeting on May 11, 2019. Attorney Sullivan discussed how the Board of Trustees is created and stated that the Treasurer remains the Sole Custodian of the OPEB account. Attorney Sullivan stated that this is a cumbersome process.

Mrs. Vinal discussed where the OPEB numbers are now and discussed speaking with Ann Vandal, Assistant Town Manager/Finance regarding the Town of Dracut's OPEB account and how it was created. Mrs. Vinal stated that she was already made the Sole Custodian and the Management letter is only a recommendation.

Attorney Sullivan discussed the State OPEB option.

The Commission discussed inviting Ann Vandal to attend a District Meeting to discuss OPEB.

Mr. Morin asked that OPEB and capital projects remain on the agenda for further discussion.

Motion made by Mr. Morin to expend \$500.00 to the Harvey J. Gagnon Harmony Hall for the May 11, 2019 District's Annual Meeting. Motion seconded by Mr. Corey. Motion passed unanimously.

* Attorney Milliard stated that the Defendants for Hearthstone Lane still have not filed their answer and they only have ten days to do so.

* Attorney Milliard stated the letter sent regarding the water main improvements at Tennis Plaza has been ignored and discussed how to move forward. The Commission discussed sending a letter to the Property Manager.

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Mr. Hudzik discussed the need to know where the easement is before they could complete any work. Mr. Hudzik explained the need to hire someone to complete the work.

Motion made by Mr. Corey to accept the District Counsel's Report. Motion seconded by Mr. Morin. Motion passed unanimously.

Superintendent's Report:

* Tyngsboro and New Boston Well Fields – Mr. Sheu stated that the final well test run for Well #2R is scheduled for April 29, 2019 and the DEP inspection is scheduled for May 1, 2019. Mr. Sheu discussed there being no problem with Well #1's motor repair and stated that the O-ring on the pitless adapter was leaking.

* Project of a New 16" Water Main from TWF through Norris Road/Lawrence Ave to Lakeview Ave – Mr. Sheu stated that DWSD has accepted the agreement with Tyngsboro. A Change Order Under the 16" Water Main Improvement Project – Mr. Sheu stated that Granese has tentatively scheduled to start the work around the 2nd week of May. Mr. Sheu stated that they only need two weeks to finish the project.

* Metering Replacement Project – Mr. Sheu stated that a letter was sent to the resident at 15 Cedar Grove Ave, but no response has been received. Mr. Sheu stated that they would start the shut-off process.

Motion made by Mr. Morin to Accept the Superintendent's Report. Motion seconded by Mr. Corey. Motion passed unanimously.

Old Business:

* Tighe & Bond – Master Plan – Mr. Sheu discussed the email invitation for the site visit of a biological treatment plant in Putman, CT called Blueleaf. Mr. Sheu asked if the Commissioner has had any interest on visiting the site? Mr. Morin stated that he was available on May 6, 2019 to go for a site visit. Mr. Sheu discussed the green sand treatment plant in Middleborough, MA that the Commission could visit as well. Mr. Sheu stated that they could visit both sites and/or just one site.

Mr. Sheu stated that Weston & Sampson would provide their proposal in late April and would be attending the Board meeting on May 22, 2019 to present their proposal.

* State Revolving Fund List – Mr. Sheu discussed Project 1 (2018 to 2020) and stated that Tighe & Bond has provided a chart that shows a 20-year SRF loan with 2% interest. Mr. Sheu discussed the Mass DEP classifying Project 1 as tier 2 and filing a memorandum with the DEP to explain that Project 1 should be classified as tier 4 rather than tier 2. Mr. Sheu stated that the DEP has finalized the SRF list and the District is not on the list. Mr. Sheu stated that the DEP would review the list in May and they should know by mid-May.

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Motion made by Mr. Corey to Accept Old Business as Presented by the Superintendent. Motion seconded by Mr. Morin. Motion passed unanimously.

New Business:

* Proposal of Operating Kenwood Water System – Mr. Sheu reviewed his letter to Jay Reynolds, Kenwood Water District, dated April 19, 2019 with the Commissioners. Mr. Sheu stated that if the contract were accepted, DWSD would start July 1, 2019. Mr. Sheu stated that any updates from the Commissioners could be reviewed at their May 11, 2019 meeting and then having Mr. Reynolds review the proposal and contract and the Commission would discuss it further at their May 22, 2019 meeting.

* State Forest Storage Tank Repair Project – Mr. Sheu explained that the interior work is scheduled for April 29, 2019 and they isolated the tank last week and all went well. Mr. Sheu explained that there was almost no impact on the distribution pressure and the work will take one week to complete.

* 2019 NEWWA Annual Conference, Rockport, ME September 22-25, 2019 – Mr. Sheu distributed information regarding the NEWWA Annual Conference in September and suggested that they go on Sunday and come home on Tuesday.

* Vote on Comp Time Policy – Mrs. Chasse provided the Commissioners with the “final draft” of the Comp Time Guidelines. The Commissioners discussed and reviewed the document.

Motion made by Mr. Morin to Accept the Dracut Water Supply District Standard Operating Compensatory Time Guideline. Motion seconded by Mr. Corey. Motion passed unanimously.

* 166 Frost Road Appraisals – Mr. Sheu stated that the first appraisal came in at \$346,000 from Boutin Appraisals, Inc. Mr. Sheu stated that per Attorney Millard, two more appraisals would be completed. Attorney Sullivan stated that the property owner thinks there is an easement on the property, which would allow for two additional lots. Mr. Sheu stated that he would continue to work with the property owner.

* Next Meeting – The following meetings were scheduled:

May 11, 2019 at 7:30 a.m.

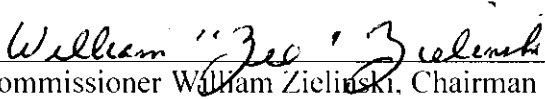
May 22, 2019 Sub-Committee 5:30 p.m. and Regular Meeting 6:30 p.m.

Adjournment

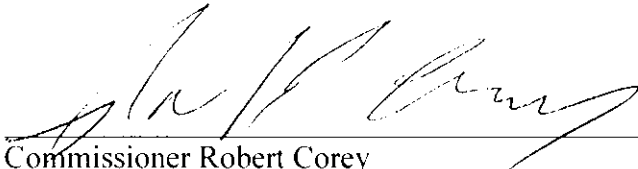
Motion made by Mr. Corey to adjourn the meeting. Motion seconded by Mr. Morin. Motion passed unanimously.

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The meeting adjourned at 7:23 p.m.


Commissioner William Zielinski, Chairman


Commissioner William Morin


Commissioner Robert Corey