



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

DECEMBER 12, 2018

The meeting was called to order at 7:05 PM

PRESENT:

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

The Commissioners agreed to take the agenda out of order in order to hear Appointments, as Matt Hammer (request for water connection 2083 Bridge Street) has another commitment to be at this evening.

APPOINTMENTS:

Community Input:

None

Matt Hammer: Request for water connection 2083 Bridge Street:

Mr. Hammer reported, since he last met with the Board of Commissioners, they have changed their plan from requesting an easement, to extending the water line from Marsh Hill Rd. up Bridge Street. The developer will pay for all labor and permits, the DWSD supplying the equipment and waiving tie-in and inspection fees.

Mr. Hammer stated this project got approval from conservation last week, and confirmed with the Fire Department there is no requirement for a sprinkler system in the building, but a hydrant would be required if they are running the main on Bridge Street. Discussion ensued, and the Commissioners agreed the developer would have to get approval from the Fire Department about where they want the hydrant(s) located.

APPOINTMENTS (Cont'd):

Matt Hammer: Request for water connection 2083 Bridge Street (cont'd):

Commissioner Morin made a motion, contingent upon approval of final set of plans, to grant A.L. Prime Energy Consultants, Inc. of Saugus, MA preliminary approval to extend the water main from Marsh Hill Road to 2083 Bridge Street in accordance with all Rules & Regulations of the DWSD. The developer will provide all labor; the DWSD will provide materials only, and waive the tie-in, tap fee and inspection fee. Seconded by Commissioner Corey. Motion passed unanimously.

Treasurer Debbie Vinal pointed out that work must be done by DWSD authorized installers.

Christopher Baker re 67 Dexter Avenue:

Superintendent Michael Sheu informed the Board Maureen Donnelly contacted Mr. Baker to try to set up a date and time for the District to come in to the house regarding his complaint about low water pressure. Mr. Baker stated he would talk to his wife and get back to Maureen. To date, the District has not heard back from Mr. Baker. District Counsel will draft correspondence stating the District contemplates no further action, to be sent by certified mail, return receipt.

Woodard & Curran re Unfinished Project, SFBPS Discharge Main Upgrades (2016-05):

Jim Rivard, P.E., Senior Vice President, Woodard & Curran was at the meeting to explain the current situation with Aqua Line Utility, relative to the State Forest Booster Pump Station Discharge Main Updates Project. Mr. Rivard reported Aqua Line did some paving, it was not acceptable as it was only temporary binder. They agreed it was not finished, then they said it was finished. They appear to have accepted they are not going to get paid for the unfinished work. They have sent a request for \$4,920, which is one percent of the retainage. Mr. Rivard stated there are two options: to pay the 1% (\$4,920) requested, keep the balance of their retainer, and do the work, which will very likely cost considerably less than the balance of \$96,549 retainage.

Treasurer Debbie Vinal asked if the District hires someone else to finish the work, would they have to do a new bid. All agreed they would not, as the cost would be under \$50,000. Over the next several months, Superintendent Michael Sheu and Field Services Manager John Hudzik will talk to DPW Director Ed Patenaude, to make plans to get the work done.

MINUTES:

The Commissioners agreed to table acceptance of minutes to the next meeting.

CORRESPONDENCE:

None

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending November 30, 2018 pointing out receivables are at 42%, over by 6.18% for collections and expenses are at 34.23%, under by 7.77%.

At the last meeting, the Commissioners asked that the Treasurer look at the budget to see if an article will need to be submitted at Annual Meeting to fund all of the expense for the Superintendent and Commissioners to attend the American Water Work Association (AWWA) Annual Conference in Denver. Mrs. Vinal reported there is money in the budget but not enough in the travel line item to fund all related expenses.

Commissioner Corey stated he does not agree with the Commissioners going to the AWWA Annual Conference because of the cost, and doesn't feel it is the best way to spend ratepayers' money. Commissioner Zielinski explained the District recently won a New England Regional water taste competition at New England Water Work Association Annual Conference, and has been given the opportunity to compete nationally at the AWWA Annual Conference. Commissioner Morin added it is possible the District could potentially bottle water and sell it – the District's water is that good. Treasurer Debbie Vinal stated the District could hold a Special Meeting within the Annual Meeting to vote to appropriate the funds to attend. Commissioner Zielinski and Commissioner Morin agreed, adding that it is an honor to have been invited to compete on a national level. The Treasurer stated earlier there is money in the budget. The flights could be booked now to include insurance in order to save money on the flights, and then let the legislative body vote at the DWSD's Special within the Annual Meeting.

The Treasurer informed the Board she met with the District's Auditor Tony Roselli, who recommends putting \$194,300 from free cash (\$434,600) into a reserve account, leaving a balance of \$240,300 in free cash.

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

Superintendent Michael Sheu asked that the Board consider taking the agenda out of order in order to hear the case under New Business for Water Main Improvement at Tennis Plaza while the Treasurer was at the meeting. All agreed.

Water Main Improvement at Tennis Plaza:

Superintendent Michael Sheu reported the Commissioners had previously stated they would like to address the Tennis Plaza Road easement issues. Field Services Manager John Hudzik stated there are huge trees and brush growing up through the easement, there is just no way to get into the easement for leak detection, etc., and that if there were a leak in the easement, the District would have no way of knowing. Mr. Sheu stated

Water Main Improvement at Tennis Plaza (cont'd):

Tighe & Bond could check into the possibility of a change order in order to accomplish this by installing water main from Lakeview Avenue through Tennis Plaza Road.

Treasurer Debbie Vinal stated the District has approximately \$2.4M as of 11/30/2018. After deducting the on-going projects that are budgeted for it, the District still has approximately \$0.73 M in the budget. She is not certain what engineering/construction cost is going to come in at for Nashua Road, and doesn't want to leave the District short in that line item in case the District has any unexpected expenses. Discussion ensued and the Commissioners and Superintendent agreed there is plenty of money in the budget to cover this project, and that the District will be saving a considerable amount of money on this project by doing it now vs. later. Mr. Sheu asked the Board if discussion could be tabled on this until the next meeting, as the engineers would be present and could answer any questions the Board may have. All agreed.

SUPERINTENDENT'S REPORT:

Tyngsboro and New Boston Well Fields:

Mr. Sheu reminded the Board the reasons for replacing Tyngsboro Well #2 and #3. Both wells could only produce 1/3 to 1/4 of the permitted gpm. Well#2 had approximately 1.00 ppm of Manganese. District worked with Weston & Sampson Engineer (W&S) to select the two new well locations. W&S had performed extended water tests on these two monitoring wells prior to the construction work. The new Well #3A was activated in early July 2018. The new Well #2A is under construction. The Manganese levels of the Well#3 have increased from non-detected to current 0.70 ppm. This has restricted the water production of Tyngsboro Wellfield to 930 gpm in order to meet the DEP Water Quality Standards.

The City of Lowell has increased their water rate by 3%. Mr. Sheu stated the District's annual daily average demand is 1,500 gpm and daily maximum demand 2,400 gpm. In order to meet the demand, the District would need to consider finding good wells, providing water treatment, and/or buying more water from Lowell. Tighe & Bond will be at the next meeting to present their master plan recommendations to the Board.

Meter Replacement Project:

Mr. Sheu reported a total of 2,171 meters have been replaced as of today. East National Water is required to install 3,800 meters by mid-January, 2019. Mr. Sheu stated he will update the Board at the next meeting, and added, however, that it is not possible for ENW to finish this project by January 19th.

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

DISTRICT COUNSEL’S REPORT:

Tamarack Road Realignment Project:

Attorney Sullivan informed the Board he and Attorney Milliard have been working with Attorney Tavenner on the easement language relative to Lots 73A, 74A, 78, and 79. Attorney Sullivan explained that if RFM Meadow Creek gives the easement to the DWSD, the District would then have the right to repair the water mains in the easement. Otherwise, the District would not have the right to access the easement. Attorney Sullivan explained that if RFM Meadow Creek gives the easement to the DWSD, the District would then have the right to repair the water mains in the easement. Otherwise, the District would not have the right to access the easement. Attorney Sullivan further explained that the current easement provided by RFM Meadow Creek only gives District the right to access the easement to repair the water mains and not the property owners of Lots 78 and 79; therefore, the property owners of Lots 78 and 79 would have to be on the meter to main program. If the Board disagrees with this arrangement, this easement agreement has to be rewritten. Discussion ensued, and Attorney Sullivan stated in the event of an emergency, the District is covered to access their water mains.

Chairman Zielinski asked where exactly on the plan the water and sewer lines are to be installed, and how wide is the easement? Field Services Manager John Hudzik stated it is a 20 ft. easement, and that he believes the sewer line has already been installed. The Commissioners asked where on the plan the water line is to be installed?

Chairman Zielinski asked if the developer had contacted the property owners at Lot 79 since the last meeting and was informed they had not. Secretary Jayne Boissonneault provided the Board with a copy of the Special Permit which states:

“18. The applicant shall have the option to provide private water and septic systems (subject to applicable Board of Health requirements) for either (but not both) of Lots 78 and 79 until such time as East Richardson Road is constructed, at which time said Lot must be connected to the municipal water and sewer systems within ninety (90) days after the water and sewer lines in East Richardson Road become operational.”

The Commissioners agreed they are not going to approve the easement this evening, as they have questions that cannot be answered this evening. Further, the developer must put in writing they will connect the municipal water service as stated in the special permit, and should put money in escrow for the completion of that work.

New Office Building Close-Out/Coughlin Heirs:

District Counsel sent correspondence on this matter to Town Counsel James Hall, and has not heard back yet.

Acts/Bylaws Update:

Tabled

DISTRICT COUNSEL’S REPORT (Cont’d):

Hearthstone Lane – Total cost to the District:

Ongoing – nothing new to report

Commissioner Morin made a motion to accept the District Counsel’s Report as presented. Seconded by Commissioner Corey. Motion passed unanimously.

OLD BUSINESS:

Proposal of a new position – HR/Office Manager:

Organizational Chart:

Superintendent Michael Sheu provided the Board with a revised DWSD Organizational Chart. Commissioner Corey made a motion to accept the revised DWSD Organizational Chart as presented. Seconded by Commissioner Morin. Motion passed unanimously.

OLD BUSINESS (Cont’d):

Proposal of a new position – HR/Office Manager (cont’d):

HR/Office Manager Job Description:

Superintendent Michael Sheu provided the Board with a new HR/Office Manager job description at the last meeting for review and vote at this evening’s meeting. With the Board’s approval, Mr. Sheu stated that he would like to post the position internally effective January 1, 2019.

Commissioner Corey made a motion to accept the HR/Office Manager job description as presented. Commissioner Morin seconded for discussion. Under discussion, Commissioner Morin stated there should be a minimum 90 day probationary period for this new position. All agreed. Mr. Sheu informed the Board he would like to have at minimum two Commissioners sit in on interviews for this position. Chairman Zielinski asked if there was any further discussion on the motion. Seeing and hearing none, the Chairman called for the vote. Motion passed unanimously.

The Commissioners agreed the starting salary should be a minimum of \$60,000 annually, to be reviewed in six months.

Posting:

Commissioner Corey made a motion to authorize the Superintendent to post the position of HR/Office Manager internally, at a starting salary of \$60,000 annually, with a 90 day probationary period, and six month review. Seconded by Commissioner Morin. Motion passed unanimously.

NEW BUSINESS:

Superintendent and Treasurer Reviews:

Tabled

Water Main Improvement at Tennis Plaza:

Discussed earlier this evening under Superintendent's Report

Solar Net Metering:

Mr. Sheu informed the Board the District saved approximately \$3,000 with solar net metering credits in one month.

Unfinished Project – SFBPS Discharge Main Upgrades (2016-05):

Discussed earlier this evening under appointments. Chairman Zielinski instructed the Secretary to take this item off the agenda.

Letter from Tyngsboro Water District regarding Territorial Limits:

District Counsel reported on this in a previous meeting; there is nothing new to report. Chairman Zielinski instructed the Secretary to take this item off the agenda.

Tighe & Bond – Master Plan:

Tighe & Bond will be at the next meeting to present their master plan.

AWWA Annual Conference:

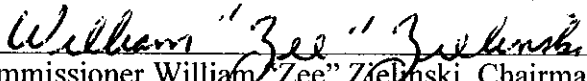
Discussed earlier this evening under Treasurer's Report.

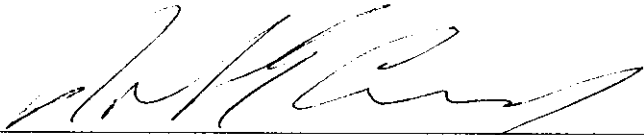
Meeting Schedule:

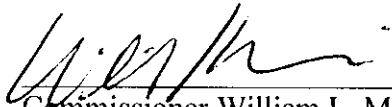
Chairman Zielinski announced the next meetings are scheduled as follows:

Wednesday, January 9, 2019 Bylaw Subcommittee Meeting	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, January 9, 2019 Regularly Scheduled Meeting	7:00 PM	DWSD/Main Office Conference Rm.
Wednesday, February 13, 2019 Bylaw Subcommittee Meeting	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, February 13, 2019 Regularly Scheduled Meeting	7:00 PM	DWSD/Main Office Conference Rm.
Wednesday, February 27, 2019 Bylaw Subcommittee Meeting	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, February 27, 2019 Regularly Scheduled Meeting	7:00 PM	DWSD/Main Office Conference Rm.

Commissioner Corey made a motion to adjourn the meeting at 8:45 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin