

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

FEBRUARY 13, 2019

The meeting was called to order at 6:35 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, and Recording Secretary Jayne Boissonneault.

MINUTES:

Commissioner Corey made a motion to accept the Minutes of January 16, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Minutes of January 9, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Minutes of November 26, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Bylaw Subcommittee Minutes of October 24, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

APPOINTMENTS (Cont'd):

6:40 PM: Tara McManus/Weston & Sampson re Meter Replacement Project:
Tara McManus, Project Manager-Team Leader for Weston & Sampson informed the Board East National Water (ENW), the contractor on this project, was granted an extension to February 19, 2019 as voted by the Board of Water Commissioners at their last meeting. Ms. McManus reported the project is 95% complete, with 59 of 77 commercial meters and some repairs, lock-outs, and no reads remaining, and asked if the District is interested in extending ENW's contract further to finish the project.

Field Services Manager John Hudzik recommended ending the contract at the cut-off date of February 19th, stating there have been several complaints and it is in the best interest of the District to complete the project on their own. Ms. McManus assured the Board the District is not paying for any meters that were not installed correctly. There are 36 more appointments already scheduled. Ms. McManus will instruct ENW not to make any additional appointments; to finish up with those 36 appointments already scheduled, and the repair list.

Ms. McManus stated she understands the DWSD is not happy with ENW's performance, and assured the Board of Commissioners Weston & Sampson is not happy with their performance either, and will not be giving ENW a good reference. As far as the engineering budget for the project, Ms. McManus reported Weston & Sampson's contract ends the end of this week, and anticipates additional engineering charges to the DWSD will not exceed between \$2,000 and \$5,000. Commissioner Corey made a motion to compensate Weston & Sampson up to an additional \$5,000 to finish out the meter replacement project. Seconded by Commissioner Morin. Motion passed unanimously.

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending January 31, 2019 pointing out receivables are at 59%, over by 3.74% for collections and expenses are at 49.45%, under by 9.55%. Ms. Vinal stated the water purchases expense is very high, and will likely go over budget.

Mrs. Vinal informed the Board she is working on the budget and will have everything by the March 13th meeting. The Commissioners asked that the Treasurer have as much as possible on the budget by the February 27th meeting.

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 a Draft deed has been prepared and sent to Town Counsel James Hall. District Counsel is awaiting a response.

DISTRICT COUNSEL’S REPORT (Cont’d):

Acts/Bylaws Update:

Addressed earlier this evening in the Bylaw Subcommittee meeting.

Hearthstone Lane – Total cost to the District:

District Counsel Roland Milliard reported he will be filing complaints at the Lowell District Court.

Water Main Improvements at Tennis Plaza/Easement:

Attorney Milliard informed the Board Attorney Sullivan has done more research in this matter. Correspondence will be going out to Mr. Coravos tomorrow stating he, Mr. Psinos, Mr. Katsikas, and Mr. Villamere agreed to maintain the easement at Winding Brook Condominiums/Tennis Plaza which is recorded at the registry of deeds, and ask that the vegetation and trees be removed from the easement so the DWSD can inspect and maintain the water line. District Counsel will keep the Board informed.

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

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu reported the Contractor is conducting the 48 hour flow test at replacement Well #2, and that the flow is set at 115 gpm.

Project of a new 16” water main from TWF through Norris Road/Lawrence Ave to Lakeview Ave:

Mr. Sheu informed the Board he will be scheduling a meeting with Tighe & Bond Engineers and Tyngsboro Town Administrator, as the DWSD will require a commitment from Tyngsboro to do the paving for this project in order to allocate the money for the paving. Mr. Sheu stated Granese will agree to allowing the Town of Tyngsboro to do the paving, but a commitment must be made by the Town of Tyngsboro by March.

Mr. Sheu reported George Dupras of 33 Lawrence Rd., Tyngsboro, has submitted his application to connect to the DWSD water system, and he has approved the connection.

Meter Replacement Project:

Addressed earlier this evening under appointments.

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

OLD BUSINESS:

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

Mr. Sheu informed the Board he has not heard back from the Town's DPW Director to meet with the Town Manager regarding the paving to complete this project. Mr. Sheu will follow up and report back to the Board at the next meeting.

AWWA Annual Conference:

Tabled

Tighe & Bond: Master Plan:

Mr. Sheu provided the Board with Tighe & Bond's Master Plan Report, the major focus of which includes building a Manganese Removal Water Treatment Plant, replacing the existing State Forest Tank and K Street Tank and combining the eight pressure zones into two pressure zones. Mr. Sheu stated the District needs to decide how and when to implement these projects, and asked that the Board review the report for discussion at the next meeting.

State Revolving Fund List:

Mr. Sheu reported DEP has classified Project 1 (Transmission Water Main Improvements and Nashua Road Water Main Improvement) as a "Tier 2", which means the District will not be able to get the SRF money from DEP. However, Tighe & Bond filed a memorandum with DEP explaining why Project 1 should be classified as a Tier 4 (high priority) rather than Tier 2 project, explaining that the existing 12" water main is the only water main that brings water from the Tyngsboro Well Fields to Dracut. The project is now being reviewed by DEP. Tighe & Bond will communicate the urgency of having this decision prior to Annual Meeting. Mr. Sheu will keep the Board informed.

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

NEW BUSINESS:

Superintendent and Treasurer Reviews:

Tabled

SDF Fees – Discussion and possible vote:

Mr. Sheu provided the Board with a preliminary outline for review and discussion relative to SDF Fees. There was lengthy discussion regarding charging a SDF Fee by the size of the pipe. Several different scenarios were presented. Mr. Sheu will do further research on other Water Districts and report back to the Board at the next meeting.

Commissioner Corey made a motion, pursuant to the authority granted to the Board of Water Commissioners, Chapter 349 of the Acts of 2018, that the policy regarding the SDF Fee is the fee shall be \$7,500 and the terms shall be those of the former Section 9B of the Enabling Act, Chapter 433 of the Acts of 1905 as amended. Seconded by Commissioner Morin. Motion passed unanimously.

NEW BUSINESS (Cont'd):

5% Rate Increase – Discussion and possible vote:

Tabled to the next meeting

Other Discussion:

The Commissioners asked if there was anything new to report relative to 67 Dexter Ave. Attorney Milliard stated the property owner was sent correspondence on 1/17/19 stating unless there was any new information to present to the Board, the matter is considered closed. To date, the District has still not heard back from Mr. Baker.

Meeting Schedule:

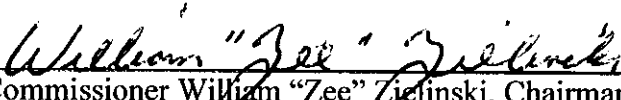
Chairman Zielinski announced the next meetings are scheduled as follows:

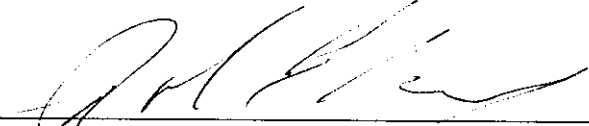
Wednesday, February 27, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
Wednesday, February 27, 2019 Regularly Scheduled Meeting	6:30 PM	DWSD/Main Office Conference Rm.
Wednesday, March 13, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
Wednesday, March 13, 2019 Regularly Scheduled Meeting	6:30 PM	DWSD/Main Office Conference Rm.


(Keep Wednesday, March 20th Open in case an additional meeting is needed)

Tuesday, March 26, 2019 Regularly Scheduled Meeting & Warrant Articles	5:30 PM	DWSD/Main Office Conference Rm.
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Commissioner Corey made a motion to adjourn the meeting at 8:02 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin