



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 27, 2018

The meeting was called to order at 6:30 PM

PRESENT:

Commissioners William 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.

ABSENT:

Jayne Boissonneault, Recording Secretary

MINUTES:

All agreed to table acceptance of minutes to the next meeting

APPOINTMENTS:

Community Input:

None

CORRESPONDENCE:

None

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a breakdown of financial articles for Annual Meeting. The Commissioners will review the report prior to the next meeting and contact the Treasurer with any questions they may have. The Treasurer will attend the March 27th meeting in order to answer any questions that may arise between now and just prior to the deadline for submitting warrant articles.

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

DISTRICT COUNSEL'S REPORT:

All agenda items under District Counsel's report were tabled to the next meeting with the exception of the following:

Contract with Tyngsboro:

District Counsel Roland Milliard reported he communicated with Town of Tyngsboro, Town Counsel Charles Zaroulis regarding the contract agreement between the Town of Tyngsboro and the DWSD. Attorney Zaroulis asked for additional information regarding rates. Attorney Milliard informed Attorney Zaroulis there would be an amendment to the agreement as presented relative to change of use - requirement to notify the DWSD Board of Commissioners. Overall, Attorney Milliard stated he does not anticipate any problem with the agreement, and he 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:

All agenda items under Superintendent's Report were tabled to the next meeting with the exception of the following:

Tyngsboro & New Boston Well Fields:

Superintendent Michael Sheu informed the Board he met with Kevin MacKinnon from Weston & Sampson regarding Well #2 & #3. Field Services Manager John Hudzik informed the Board once the screen is in place at Well #3 (within the next two weeks) the District will test to see how much water the well can pump in order to determine the best size pump for this well.

Mr. Sheu stated he would like to begin the permitting process for Well #5, to be discussed further at the next meeting.

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

Mr. Sheu informed the Board this bid is scheduled to go out tomorrow, with a bid opening date of March 21st. Discussion ensued regarding legal language to be included in bids, and the Commissioners agreed District Counsel should review bids before they go out in the future.

Metering Replacement Project:

Mr. Sheu stated the low bidder for the metering replacement project made a mistake in their bid. Though it was a small error, and they would still have been the lowest bidder regardless, the engineers contacted the Attorney General's office for guidance as to how to proceed. The Attorney General's office recommended the District re-bid the project. Mr. Sheu stated, with the exception of advertising fees, there will be no additional cost to the District to re-bid the project.

Metering Replacement Project:

Commissioner Corey made a motion to reject all bids for the Metering Replacement Project. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Morin made a motion to re-bid the Metering Replacement Project, and to be sure Weston & Sampson includes the correct language in the bid. Seconded by Commissioner Corey. Motion passed unanimously.

Chairman Zielinski stated for the record, the Commissioners are disappointed that Weston & Sampson did not communicate with the Board of Commissioners prior to going directly to the AG's office. District Counsel agreed, adding they are not saying the question would not have gone to the AG, however, there may have been easier ways to resolve the matter; that when a question comes up, the first tool out of the tool box should not be going to the AG's office. The Commissioners asked that the Superintendent let Weston & Sampson know if they want to continue working with the DWSD, this lack of communication should not happen again.

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:

Tabled

Fluoridation:

Tabled

Vacancy – Field Services Operator:

Mr. Sheu reported interviews are scheduled for the Field Services Operator position. Commissioner Zielinski and Commissioner Corey stated they would like to sit in on those interviews.

NEW BUSINESS:

All new business was tabled until the next meeting with the exception of the following:

Solar Net Metering:

Attorney Milliard informed the Board the project is on line. Todd Bard has asked that the District participate in a conference call to set up and review some administrative items. The conference call will take approximately 15 minutes. Attorney Milliard will set up the time/date, and all agreed the Treasurer, Superintendent, Attorney Milliard, and Attorney Holland should be included in this conference call.

NEW BUSINESS (Cont'd):

Brochures for Annual Meeting:

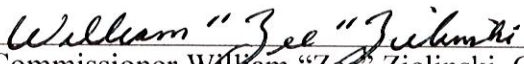
Chairman Zielinski asked that the Superintendent draft a brochure including pictures he has taken of improvement projects the District has been working on over the past year. This informational brochure will be provided to the rate payers at Annual Meeting so they can see all of the improvements being made to the water system, and the work the District does to continuously provide safe, clean water to the rate payers.

Meeting Schedule:

Chairman Zielinski announced the next meetings scheduled as follows:

Wednesday, March 14, 2018	5:30 PM DWSD/Main Office Conference Rm. Work Session Meeting Discussion SDF Fees Review Warrant Articles
Wednesday, March 14, 2018	6:30 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting
Tuesday, March 27, 2018	5:30 PM DWSD/Main Office Conference Rm. Work Session Meeting Discussion SDF Fees Review Warrant Articles
Tuesday, March 27, 2018	6:30 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting

Commissioner Corey made a motion to adjourn the meeting at 7:30 PM. Seconded by Commissioner Morin. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner Robert E. Corey, Vice-Chairman



Commissioner William L. Morin