



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 8, 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, Treasurer Debbie Vinal, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Secretary Jayne Boissonneault

MINUTES:

Commissioner Corey made a motion to accept the Work Session minutes of January 24, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the minutes of January 24, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Morin. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

CORRESPONDENCE:

None

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed written report, pointing out as of January 31, 2018 revenues were at 63.83%, over by 4.83% and expenses were at 52.39%, under by 6.61%. Mrs. Vinal reported the sub-contractors line item is a bit over budget because of water main breaks. Health insurance rates increased by only 3.6% and dental insurance went down by 2.72%.

TREASURER'S REPORT (Cont'd):

Mrs. Vinal provided the report with a budget report relative to the 16" water main project proposed by Tighe & Bond, stating the District has \$3.3M in the budget, highlighting where money can be moved from/to different line items for this project. The Treasurer informed the Board she has already sent the report to the District's auditor for review and will report back to the Board.

Superintendent Michael Sheu informed the Board the deadline to apply for an SRF loan is November.

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/Update – Coughlin Heirs:

Attorney Sullivan reported they are aiming for a March filing date.

Acts/Bylaws Update:

Nothing new to report

Hearthstone Lane – Total cost to the District:

Nothing new to report

State Forest Legislative Filing:

District Counsel reported this matter is on hold until the District knows what type of tank will be put there.

Security Issues Tyngsboro Wellfield and State Forest Pump Station:

Superintendent Michael Sheu informed the Board he will be meeting with Verizon on February 15th to demonstrate the new security cameras.

Contract with Tyngsboro & DWSD Service Boundaries:

District Counsel Roland Milliard reported he sent the updated contract agreement to the Town of Tyngsboro, Town Counsel Charles Zaroulis. Once Attorney Milliard hears back from Attorney Zaroulis, he will report back to the Board.

System & Development Fees (SDF):

Discussed earlier this evening at the Work Session meeting.

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 he spoke with Jim Persky of MADEP, and the District will need to resubmit a permit application to request approval to adjust the current pump rates for Well #2A and 3A.

Proposal of 16" Water Main from TWF through Norris Rd./Lawrence Ave. to Lakeview Ave: (Tighe & Bond presentation):

All agreed to table discussion beyond Phase 1 until the Treasurer's updated financial report at the next meeting. Commissioner Corey made a motion to authorize the Superintendent to go out to bid on the Norris Rd. & Lawrence Rd. Water Main Improvement Project. Seconded by Commissioner Morin. Motion passed unanimously.

Metering Replacement Project:

Mr. Sheu reported the Metering Replacement Project bid opening is scheduled on February 15, 2018. Mr. Sheu will keep the Board informed.

Draft Warrant Articles for Annual Meeting:

Tabled

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 informed the Board he researched other communities to see if there was a template for the WMA Water Conservation plan and could not find conservation plans online. Mr. Sheu has a conference call scheduled with Tighe & Bond and will update the Board at the next meeting.

Fluoridation:

Tabled

Vacancy – Field Services Operator:

Mr. Sheu reported the Field Services Operator position was advertised in the Sun and the NEWW publication. Two applications have already been received.

19 Long Pond Path Update:

Requirement for connecting to water has been forwarded

NEW BUSINESS:

Staff Review – Maureen Donnelly

Tabled

NEW BUSINESS (Cont'd):

Litchfield Ave Water Leak:

Mr. Sheu informed the Board the amount of fluoride was so low, the District initially determined this was a combination of snow melting and ground water.

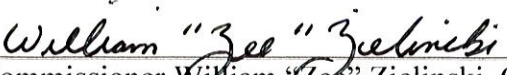
Discussion ensued relative to leak detection. Commissioner Corey made a motion authorizing the Superintendent to research dynamic leak detection programs and report back to the Board. Seconded by Commissioner Morin. Motion passed unanimously.

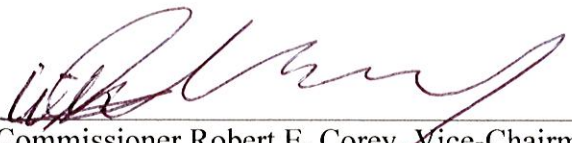
Meeting Schedule:

Chairman Zielinski announced the next meetings scheduled as follows:

Wednesday, February 21, 2018	5:30 PM DWSD/Main Office Conference Rm. Work Session Meeting Discussion SDF Fees Review Warrant Articles
Wednesday, February 21, 2018	6:30 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting
Wednesday, February 28, 2018	5:30 PM DWSD/Main Office Conference Rm. Work Session Meeting Discussion SDF Fees Review Warrant Articles
Wednesday, February 28, 2018	6:30 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting
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 8:00 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin