



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

JANUARY 10, 2018

The meeting was called to order at 6:00 PM

PRESENT:

Commissioners William Zielinski/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 Secretary Jayne Boissonneault

ABSENT:

Commissioner Robert E. Corey, Vice-Chairman

MINUTES:

The Commissioners agreed to table acceptance of minutes until the next meeting with a full Board present.

APPOINTMENTS:

Community Input:

None

6:10 PM Ray Mead/Genesis, 55 Loon Hill Rd.:

Ray Mead appeared before the Board to discuss SDF Fees for this project. Mr. Mead stated the building at 55 Loon Hill Rd. will be 4 stories, 80,000 sq. ft., with approximately 120 units. The units will be approximately 260 sq. ft. with a sink, toilet, shower, and bedroom. There will be one common kitchen, and the 2nd, 3rd, & 4th floors will have a small area to warm up food, etc., but not a full kitchen. Mr. Mead stated the building would be much like a hotel/short stay type of building, though there will be longer term, i.e., 30 day stays, most units will be used for as little as 4 to 17 day stays.

The Commissioners informed Mr. Mead it is impossible to discuss SDF Fees without the plans, showing the floor plan/layout, number of units, etc. Mr. Mead stated he will get the plans to the District tomorrow.

APPOINTMENTS (Cont'd):

6:10 PM Ray Mead/Genesis, 55 Loon Hill Rd. (cont'd):

Mr. Mead explained the project has already been approved by the Planning Board and Conservation, and is currently in the DPH plan review / Certificate of Need process. Once they get their Certificate of Need they will apply for the building permit.

Superintendent Michael Sheu confirmed the 8" connection fee has already been paid and the tap done for this project. Mr. Mead will get the plans to the District for review, and will be present at the next meeting.

The Commissioners agreed to take the agenda out of order beginning with Correspondence until the next scheduled appointment arrived.

CORRESPONDENCE:

None

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed written report, pointing out as of December 31, 2017 revenues were at 56.24%, over by 6.24% and expenses were at 46.44%, under by 3.56%. Mrs. Vinal reported the system repairs & maintenance line item is a bit high because there are a lot of Purchase Orders still open. Once those are closed this line item should be back on track. Mrs. Vinal provided copies of auditor Roselli, Clark & Associate's final FY2017 audit report for the Board's review.

Commissioner Morin made a motion to accept the Treasurer's report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Update – Coughlin Heirs:

Nothing new to report

Acts/Bylaws Update:

Nothing new to report

Hearthstone Lane – Total cost to the District:

Nothing new to report

DISTRICT COUNSEL’S REPORT (Cont’d):

State Forest Legislative Filing:

Superintendent Michael Sheu stated he believes this may have been approved. District Counsel stated DCAM wanted to know what the District’s plan was, and if there is a conceptual plan design, the District can begin working on this matter again.

Mr. Shue added Tighe & Bond will also address this matter in their report to the Board at the next meeting.

Security Issues Tyngsboro Wellfield and State Forest Pump Station:

Nothing new to report

Easement Bylaw in Dracut & Tyngsboro:

Attorney Sullivan informed the Board there is not an easement Bylaw that is going to resolve hydrant locations. Attorney Sullivan explained that in “new town” and “future town” plans, there are easements in place, included in those plans; however, “old town” will have to be addressed on a case by case basis. Attorney Sullivan stated he spoke with Town Counsel James Hall, and was informed the Town has had to go through Town Meeting and then take property by eminent domain in these types of situations.

Superintendent Michael Sheu stated the District will simultaneously request property owners sign an easement agreement throughout the remainder of the undersized water main replacement project.

Contract with Tyngsboro & DWSD Service Boundaries:

District Counsel reported they will be contacting the Town of Tyngsboro regarding renewing their contract.

Related to service boundaries, all agreed a meeting between the Superintendent and Town Manager should take place to discuss the boundaries between the Kenwood Water Department and DWSD and then take the updated boundaries to the legislature.

System & Development Fees (SDF):

The Superintendent will continue working with District Counsel regarding SDF Fees, and hopes to have an articles to present at Annual Meeting. Mr. Sheu suggested the size of the pipe is a much easier way to determine SDF Fees and offered to compile information from surrounding cities and towns to present to the Board for discussion at the next meeting. Chairman Zielinski instructed the Secretary to post a meeting at 5:00 PM January 24, 2018 for the purpose of discussing SDF Fees.

Other:

Fluoridation:

Attorney Sullivan reported the towns of Rockport, Gloucester, and Amesbury wanted to stop adding fluoride to their systems but were voted down. District Counsel will provide additional information to the Board at the next meeting.

DISTRICT COUNSEL’S REPORT (Cont’d):

Commissioner Morin made a motion to accept District Counsel’s report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

SUPERINTENDENT’S REPORT:

In addition to the Superintendent’s written report (attached), the following items were discussed:

Tyngsboro and New Boston Well Fields:

Well #3 Replacement Project:

Superintendent Michael Sheu reported he is waiting to hear back from Dankris Builders (the lowest bidder for this project). The signed Notice of Process was sent to Dankris Builders on January 5, 2018, and the completion date for the project is expected to be June 13, 2018.

Commissioner Morin asked that Mr. Sheu compare the penalty if the project is not completed on time between this project and our last project, to be sure the penalty is high enough.

Well #2 Replacement:

Mr. Sheu reported the preliminary results from the flow test for replacement Well #2 is not up to our original expectation. The District must decide whether to move forward, or look for a different location for the replacement of Well #2. Weston & Sampson intended to be present at this evening’s meeting to present their report on Well #2 replacement, but were asked to attend the next meeting instead, when a full Board will be present.

(Superintendent’s report will continue after the 6:30 appointment)

APPOINTMENTS (Cont’d):

Joel Kahn/Circle Health, 9 Loon Hill Rd.:

Mr. Joel Kahn representing the Circle Health project located at 9 Loon Hill Rd. appeared before the Board to discuss System & Development fees for this project.

The Commissioners informed Mr. Kahn the DWSD Bylaw for other than residential uses states “A unit shall not exceed 4,000 square feet. For each unit beyond 4,000 square feet or portion thereof exceeding said initial 4,000 square feet there shall be a ½ unit charge for every additional 4,000 square feet or portion thereof.”

All agreed the Circle Health project located at 9 Loon Hill Rd. comes under this Bylaw. The project is 27,520 sq. ft. x 3 stories. First 4,000 sq. ft is \$7,500. Half unit charge for the remaining square footage is \$3,750 x 6 = 22,500 for a total of \$30,000, plus the cost of the meter (\$630) and fire protection (\$1,543.50) = a total of \$32,173.50 due to the District (plus the signed easement agreement) for this project.

APPOINTMENTS (Cont'd):

Joel Kahn/Circle Health, 9 Loon Hill Rd.:

Superintendent Michael Sheu confirmed the District has already received the connection fee of \$12,000 for this project. Mr. Kahn stated he agrees with the District's calculation of SDF Fees, and will record the easement agreement between the DWSD and The Arbors and send that to Mr. Sheu.

Proposal of new 16" water main from TWF through Norris Rd./Lawrence Ave to Lakeview Ave.:

Tighe & Bond intended to attend this evening's meeting to present their report on the hydraulic evaluation of the water system, but were asked to attend the next meeting instead, when a full Board will be present.

Mr. Sheu provided the Board with Tighe & Bond's report and asked that they review the report prior to the next meeting. Mr. Sheu asked that the Board consider the possibility of doing the entire project all at once by borrowing the money now vs. doing the project over a period of 10 years, as this would not only result in major improvements to the water system now, but also save the District a significant amount of money.

Metering Replacement Project:

Mr. Sheu reported Weston & Sampson has scheduled to advertise this project January 11, 2018 with a bid opening date of February 11, 2018.

Water Management Act Application:

Mr. Sheu informed the Board that in order to file a new permit to increase the existing permit, the District must have a stronger water conservation plan. Tighe & Bond has provided a proposal to assist the District with preparing a written water conservation plan and drought management plan to DEP. This plan must be in place in order to apply to increase the District's permit.

The Commissioners asked if there might be some type of template or blueprint language the District could use to create the water conservation and drought management plan themselves. Mr. Sheu stated he will research documents from Cambridge & Concord and report back at the next meeting.

Commissioner Morin made a motion to accept the Superintendent's report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

OLD BUSINESS:

Water Conservation:

Tighe & Bond will present their report regarding water conservation at the next meeting.

Fluoridation:

Addressed earlier this evening under District Counsel's report.

NEW BUSINESS:

Vacancy – Field Services Operator:

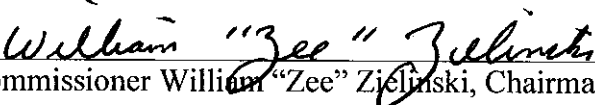
Mr. Sheu reported there is a vacancy for a Field Services Operator. There are 3 Field Services Operator positions at the District, all similar positions doing similar jobs. Mr. Sheu suggested the District create different levels of Field Services Operator positions, offering more motivation and opportunity for advancement. The Commissioners stated they liked the idea, and would like to discuss it further at the next meeting with a full Board present.

Meeting Schedule:

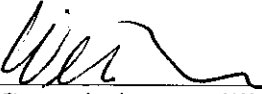
Chairman Zielinski announced the next meetings scheduled as follows:

Wednesday, January 24, 2018	5:00 PM DWSD/Main Office Conference Rm. Work Session Meeting re SDF Fees
Wednesday, January 24, 2018	6:00 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting

Commissioner Morin made a motion to adjourn the meeting at 8:00 PM. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.



Commissioner William "Zee" Zielinski, Chairman



Commissioner William L. Morin, Acting Vice-Chairman