

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 24, 2018

The meeting was called to order at 6:10 PM

PRESENT:

Commissioners William Zielinski/Chairman, Robert E. Corey/Vice-Chairman, and William L. Morin. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Secretary Jayne Boissonneault

MINUTES:

Commissioner Morin made a motion to accept the Work Session minutes of January 10, 2018 as presented. Seconded by Commissioner Zielinski. Motion passed two to one, Commissioners Zielinski and Morin in favor, Commissioner Corey abstained as he was not present at the January 10, 2018 Work Session meeting.

Commissioner Morin made a motion to accept the minutes of January 10, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Zielinski. Motion passed two to one, Commissioners Zielinski and Morin in favor, Commissioner Corey abstained as he was not present at the January 10, 2018 regularly scheduled meeting.

Commissioner Corey made a motion to accept the December 12, 2017 minutes as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Morin made a motion to accept the November 15, 2017 minutes as presented. Seconded by Commissioner Corey. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

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

Mr. Mead was not present for the meeting.

CORRESPONDENCE:

None

The Commissioners agreed to take the agenda out of order to hear Tighe & Bond's hydraulic evaluation of the District's water system, followed by Weston & Sampson's report on TWF Replacement Well #2.

SUPERINTENDENT'S REPORT/Updates:

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

Paul Malmrose, P.E., and John McClellan, Ph.D., P.E., Tighe & Bond presented their detailed report (attached), the objective being to eliminate dependency on Lowell. Mr. McClellan pointed out potential energy cost savings, stating a combination of water main and storage improvements can reduce the dependency on pump stations, and improve fire flows.

Discussion ensued regarding cost, comparing the cost over a period of 10 years, working in phases and within the available budget vs. taking a loan, possibly via the State's SRF program, for the whole project, resulting in the elimination of some pumping stations and purchase of water from Lowell, and using that savings toward paying the loan.

All agreed they would like to move forward with Phase One - Norris Rd. and Lawrence Rd. water main replacement, which has already been budgeted for. Mr. McClellan stated Tighe & Bond can be ready within two weeks to move forward with Phase One of the project, with expected completion by the fall. Commissioner Morin asked about a penalty clause if Tighe & Bond does not complete the project on time. Mr. Malmrose stated there is a \$1,300 per day liquidated damages clause if the project is not completed on time.

The Commissioners agreed they would like to discuss the remainder of the project at a future meeting.

Tyngsboro & New Boston Well Fields (Weston & Sampson presentation on flow test results TWF Well #2):

Kevin MacKinnon, Senior Technical Leader for Water Resources, Weston & Sampson, provided the Board with a report on results of Replacement Well #2A pumping tests, which were not as good as expected. Mr. MacKinnon stated the District could either continue with Replacement Well #2A, test another location, or another option might be to look into the possibility of increasing the permit limit on Well #3A, and decreasing the limit on Well #2A, as the permit limit is for the wellfield as a whole. Superintendent Michael Sheu stated this could be a very good option for the District. The Commissioners authorized the Superintendent to set up a meeting between himself, Mr. MacKinnon, and DEP to discuss this proposal and report back to the Board.

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

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 the Treasurer received a call from Verizon stating they have a new camera system with high resolution & sound, which run on both solar and battery power. Mr. Sheu reminded the Board their insurance carrier will pay for the cameras under their safety rewards program. The District will purchase five sets of cameras at \$500 each. Mr. Sheu will report back to the Board once the cameras are set up.

Easement Bylaw in Dracut & Tyngsboro:

Addressed at the January 10, 2018 meeting. Chairman Zielinski instructed the Secretary to take this item off of the agenda.

Contract with Tyngsboro & DWSD Service Boundaries:

District Counsel Arthur Sullivan provided the Board with a Draft contract with the Town of Tyngsboro, based upon the previous contract, for a period of five (5) years from the date signed. The Commissioners reviewed the contract and all agreed the charge for necessary replacement parts should be taken out. The Commissioners authorized District Counsel to send the contract as amended to Tyngsboro’s Town Counsel.

Discussion on DWSD Service Boundaries was tabled to the next meeting.

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 (Cont’d):

The Superintendent asked that the Board review his written report prior to the next meeting.

OLD BUSINESS:

Water Conservation:

Tabled to the next meeting

Fluoridation:

Tabled to the next meeting

Vacancy – Field Services Operator:

Commissioner Morin made a motion to approve the Water Service Operator I, II, & III job descriptions as presented, and to authorize the Superintendent to advertise for a Water Service Operator. Seconded by Commissioner Corey. Motion passed unanimously.

Mr. Sheu reported the salary range for water service operators and office staff is low in comparison to surrounding cities and towns, and asked that the Board review the salary survey from other water departments/districts provided in his written report for discussion.

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

NEW BUSINESS:

Staff Review – Maureen Donnelly

Tabled to the next meeting

19 Long Pond Path – Request to waive financial obligations for unmetered water usage (illegal connection):

Field Services Manager John Hudzik informed the Board this illegal connection was discovered when a water leak was reported. The property is in the process of being sold, and the District received a letter from Laer Realty Partners on behalf of the property owner requesting any financial obligations for unmetered water be waived due to hardship. The Commissioners agreed they will not waive fees for illegal connections. Mr. Sheu informed the Board the District will put a lien on the property after 30 days' notice. All agreed once the property is sold the new owner will have to pay to tie in to the existing main.

Meeting Schedule:

Chairman Zielinski announced the next meetings scheduled as follows:

Wednesday, February 7, 2018	5:30 PM DWSD/Main Office Conference Rm. Work Session Meeting re SDF Fees
Wednesday, February 7, 2018	6:30 PM DWSD/Main Office Conference Rm. Regularly Scheduled meeting

Meeting Schedule (Cont'd):

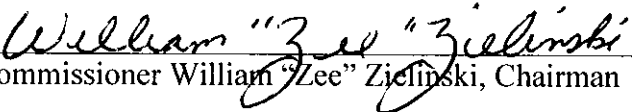
Wednesday, February 21, 2018

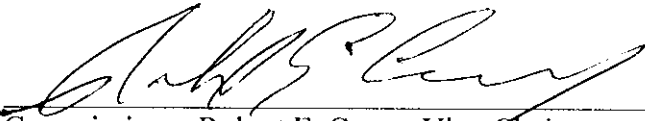
5:30 PM DWSD/Main Office Conference Rm.
Work Session Meeting re SDF Fees


Wednesday, February 21, 2018

6:30 PM DWSD/Main Office Conference Rm.
Regularly Scheduled meeting

Commissioner Corey made a motion to adjourn the meeting at 8:20 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin