

*Commissioners*  
**Robert E. Corey**  
*Chairman - William L. Morin*  
**William "Zee" Zielinski**

**Michael Sheu**  
*Superintendent*

**John M. Hudzik**  
*Field Service Manager*  
*Primary Distribution Operator*

**Debra H. Vinal**  
*Treasurer*

## **MINUTES**

**JANUARY 25, 2017**

The meeting was called to order at 7:00 PM

### **PRESENT:**

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

### **MINUTES:**

The Commissioners made a motion to table acceptance of the January 11, 2017 Minutes until the next meeting.

### **COMMUNITY INPUT:**

None

### **CORRESPONDENCE:**

None

### **APPOINTMENTS:**

#### **7:20 PM: Tighe & Bond – Discussion on DWSD Master Plan:**

Paul Malmrose, John McClellan, Tracy Adamski, and Michael Scrader of Tighe & Bond, Engineering and Environmental Specialists made a presentation to the Board regarding their proposed DWSD Master Plan. Some of the major points of the presentation were on the District's upcoming Water Management Act permit renewal, issues for the District in addressing manganese levels, and the Hydraulic system. Project Engineer Paul Malmrose stated the DWSD will be required to chlorinate eventually, and when they do, manganese will be a problem for them.

Tracy Adamski, AICP for Tighe & Bond, informed the Board the District will have to make an argument to DEP to allow an increase in their water withdrawal permit, and needs to begin addressing their permit renewal.

**APPOINTMENTS (Cont'd):**

**7:20 PM: Tighe & Bond – Discussion on DWSD Master Plan (cont'd):**

Ms. Adamski stated 2003-2005 is where the baseline is going to come from, and that DEP gets those numbers from the DWSD's annual reports. Superintendent Michael Sheu stated the application must be submitted before 11/30/17. Tighe & Bond's research indicates the District has been creeping up a bit in recent years in their amount of undetected water usage. Field Services Manager John Hudzik stated the District has a leak detection program every two years, and he would attribute at least some of the increase in undetected water usage to old (10+ years) water meters, which the District is in the process of replacing.

John McClellan stated manganese limits are considered a secondary contaminate right now, but MADEP is saying we should be planning for this to become a regulation. Mr. McClellan presented charts/graphs measuring levels of manganese, emphasizing it is a secondary contaminate (esthetic), but if the District is required to chlorinate their water they can expect many nuisance complaints because the combination will cause discoloration.

Mr. McClellan also stated the Hydraulic system restraints at the Tyngsboro Well Fields should be very high on the DWSD's priority list, and would highly recommend the 12" main be cleaned and lined and/or paralleled with a new 12" main, adding that with the disinfection revised total coliform rule, the bottom line, again, is that DEP is very likely going to require chlorine.

Last but in no way least, Michael Schrader addressed the capital plan and funding, emphasizing the three most important things the rate payers need to know: 1) What the District plans to do; 2) Why they plan to do it; and 3) How they plan to pay for it.

The Commissioners thanked Tighe & Bond for their presentation.

**SUPERINTENDENT'S REPORT:**

**Tyngsboro and New Boston Well Fields:**

Superintendent Michael Sheu provided the Board with a detailed written report relative to Operations, Treatment and Distribution (attached). Mr. Sheu informed the Board he does not intend to stay only with one contractor or engineering company but to work with several to see who provides the best quality services to the District.

**Treatment:**

Mr. Sheu reported the Maher Company performed well tests and recommends TWF #1 and #2 need redevelopment, the District should budget for replacement of Well #3, and New Boston Well #1 needs redevelopment.

Mr. Sheu requested a proposal and quote for this work from both Weston & Sampson and Maher Company and has signed the contract with Weston & Sampson, stating their quote is reasonable for this routine maintenance work.

**SUPERINTENDENT'S REPORT (Cont'd):**

**Tyngsboro and New Boston Well Fields (cont'd):**

**Replacement Well:**

Mr. Sheu reported, as approved at the last meeting, Weston & Sampson (W&S) has been hired for the replacement TWF Well #3 project, phase 1. The original quote was \$29,000 (\$9,000 for engineering and \$20,000 subcontractor), but will cost an additional \$4,000 to lengthen the pumping test time, or to drill an additional test well in order to make this project successful, increasing the cost of the project to \$33,000.

**Corrosion Control Facility**

Mr. Sheu informed the Board he requested a quote from Murphy Plumbing & Heating for work to be done at the corrosion control facilities, but he has not heard back from them as of this evening's meeting. The Commissioners asked that Mr. Sheu get a couple of quotes and report back at the next meeting.

**Distribution:**

Mr. Sheu reported J.P. Cardillo has requested additional compensation due to extra work and delays encountered on Fairview Avenue, extra work and delays encountered on Hoover Street at Homefield, and extra time extension on Phase 2 work. The Commissioners agreed J. P. Cardillo should submit a formal request in writing to the Board.

Mr. Sheu reported Aqua Line Utility has also submitted a request for a time extension for the State Forest Booster Pump Station water main improvements. The Commissioners asked District Counsel to review the contract relative project completion/extensions.

**Complaints:**

**8 Gaudette Lane, Tyngsboro/Update:**

Mr. Sheu reported he sent two requests for quotes to take down four trees in this area, and received a quote from Favreau Forestry Company in the amount of \$9,080. The Board authorized the Superintendent to hire Favreau Forestry.

**Legal Notices:**

Mr. Sheu informed the Board, in accordance with the new public records law, all legal notices must be posted on the website.

**Master Plan:**

Mr. Sheu provided the Board with a detailed report on Woodard & Curran's 2009 master plan for their review and discussion at the next meeting about what has been done, and what is left to do.

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

**DISTRICT COUNSEL’S REPORT:**

**New Office Building Close-out/Update – Coughlin Heirs:**

Nothing new to report

**DWSD Acts & Bylaws Update:**

Tabled

**Hearthstone Lane: Total cost to the District:**

District Counsel informed the Board they have met with the Superintendent to begin discussing Hearthstone Lane. Mr. Sheu is going to ask Woodard & Curran for their cost analysis. District Counsel stated it is important that they pursue reimbursement for costs to the District, setting a precedence that the DWSD will go after contractors who do not fulfill their obligations.

**Release of Executive Session Minutes/Gagnon Property**

Tabled

**Solar Net Metering/Update:**

District Counsel informed the Board they have spoken with Attorney Hollard of Kopelman and Paige, who is working on the agreement for Spencer Meadow Solar LLC. District Counsel will update the Board at their next meeting.

**Birchmont Booster Pump Station Update:**

Nothing new to report

**New Marijuana Laws/Development of Personnel Policy:**

Attorney Milliard provided the Board with a draft personnel policy “Intoxicants in the Workplace” addressing the new marijuana laws for the Commissioners review and discussion at the last meeting. Commissioner Corey made a motion to accept the Personnel Policy as presented by District Counsel. Seconded by Commissioner Zielinski. Motion passed unanimously. Mr. Sheu will be sure all employees are given copies and sign for receipt of the new policy.

**New Public Records Law:**

Discussion ensued relative to posting accepted minutes to the District’s website, and who will officially be assigned as “Records Access Officer” for the District. All agreed, if minutes are going to be posted on the website, this should begin with the January 2017 minutes. Mr. Sheu agreed to talk with Kelley Chasse about this additional responsibility and update the Board at their next meeting.

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

**OLD BUSINESS:**

**State Forest Legislative Filing:**

Attorney Sullivan reported he spoke with Ms. Gardill from the State Department of Conservation & Recreation (DCR) and that she stated she had no background regarding the State Forest Legislative filing, and had nothing on file. Ms. Gardill stated DCR lawyers would be in touch with District Counsel. Discussion ensued regarding the need for an easement for what is there right now, and that there should be further discussion about whether or not the District should replace the existing tank. Mr. Sheu stated, regardless, the District should have clear easement.

**NEW BUSINESS:**

**Office Staff Reviews:**

**Maureen Donnelly:**

The Commissioners stated they continue to be impressed by Maureen's ability to deal with the public, and commended her for all her extra efforts during the absence of a Superintendent. Commissioner Corey made a motion to give Maureen Donnelly a 4% increase retroactive to her anniversary date. Seconded by Commissioner Zielinski. Motion passed unanimously.

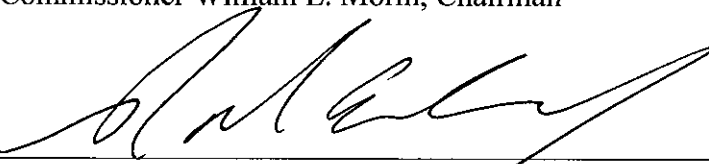
**Meeting Schedule:**

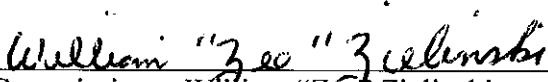
Chairman Morin announced the next meetings are scheduled as follows:

Wednesday, February 8, 2017	7:00 PM Main Office Building/Conference Rm
Wednesday, February 22, 2017	7:00 PM Main Office Building/Conference Rm

Commissioner Corey made a motion to adjourn the meeting at 9:10 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.

  
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Commissioner William L. Morin, Chairman

  
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Commissioner Robert E. Corey, Vice Chairman

  
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Commissioner William "Zee" Zielinski