

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

JULY 25, 2018

The meeting was called to order at 6:00 PM

PRESENT:

Commissioners William "Zee" 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 Recording Secretary Jayne Boissonneault.

MINUTES:

The Commissioners agreed to table acceptance of minutes to the next meeting.

APPOINTMENTS:

Community Input:

None

6:10 PM: Mr.& Mrs. Richard Johnson & Dave Fleury representing Colonial Life Insurance:

Colonial Life insurance representatives Richard & Karen Johnson, and Dave Fleury attended the meeting to provide the Board with information about some Colonial Life Insurance benefits. Mr. Fleury stated they look at what benefits organizations already have in place and see how they can compliment those benefits. Colonial Life Insurance has additional coverage options the District may not have, including cancer, stroke, short term disability where employees can choose from several different options, life insurance not only for the employee, but for their spouse and children, and a free wellness program which includes coverage for family members with no age limit coverage for children, offering discounts on prescriptions, eye glasses, dental and more.

APPOINTMENTS (Cont'd):

6:10 PM: Mr. & Mrs. Richard Johnson & Dave Fleury representing Colonial Life Insurance (cont'd):

A representative from Colonial Life comes back each year to remind employees about the benefits they have, as often times people sign up, and then forget to take advantage of the discounts available to them. Mr. Johnson informed the Board several surrounding communities, including the Town of Dracut, City of Lowell, Town of Chelmsford, and local housing authorities, to name a few, have taken advantage of the benefits offered by Colonial Life. It is a 100% employee paid benefit. The District would offer employees the time to meet with Colonial Life, and authorize Harpers' payroll to make a deduction on behalf of the employee. There is no additional burden on the District and/or District staff. Mr. Johnson stated the District is offering wonderful health insurance to their employees already, and Colonial Life can provide additional, voluntary benefits. Chairman Zielinski thanked Mr. & Mrs. Johnson and Mr. Fleury for taking the time to come by and explain the program to the Board.

Commissioner Morin made a motion to allow Colonial Life insurance to meet with employees during their work day, and to allow automatic payroll deductions for employees who sign up. Seconded by Commissioner Corey. Motion passed unanimously.

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed written report, pointing out as of June 30, 2018 revenues were at 101.02%, over by 1.02% and expenses were at 82%, under by 18%. Free cash is estimated at \$430,321.00.

Mrs. Vinal informed the Board the District's Auditor sent a contract for another three-year period at the same rate as last year, \$12,000.00.

Commissioner Corey made a motion to accept the Treasure'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 he and Attorney Milliard agree the property in question was taken by the Town of Dracut for non-payment of taxes in July of 1940. District Counsel will look into approaching the Town regarding acquisition of the land.

Acts/Bylaws Update:

District Counsel has looked at many documents handed down from previous administrations, and recommend the District begin this project anew, holding a work session meeting for just this one agenda item. District Counsel will prepare a document for the Commissioners' review prior to the meeting.

DISTRICT COUNSEL’S REPORT (Cont’d):

Acts/Bylaws Update (cont’d):

Attorney Sullivan stated it will take approximately five hours each for District Counsel to prepare the document to present to the Commissioners. The Commissioners can then review the document and see what parts, if any, they would like to change.

Discussion ensued regarding which parts of the existing Acts/Bylaws are legislation, which parts are policy, and which parts are Bylaw. District Counsel would like to have this work completed by February in order to prepare any necessary Warrant Articles.

Hearthstone Lane – Total cost to the District:

District Counsel is waiting on information from the Superintendent in order to move forward on this matter.

State Forest Legislative Filing:

Nothing new to report

Contract with Tyngsboro & DWSD Service Boundaries:

District Counsel reported Superintendent Michael Sheu has provided the Town of Tyngsboro with a list of streets & maps of the areas where the DWSD has mains in the Town of Tyngsboro, as requested.

Review/recommendation of release of Executive Session Minutes:

District Counsel stated they have reviewed Executive Session minutes provided by the Secretary and see no reason not to release. Chairman Zielinski instructed the Secretary to add vote to release Executive Session minutes to the next meeting agenda.

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

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Wellfield:

Superintendent Michael Sheu reported the work at TWF #3A is substantially complete and has been on line since July 18, 2018 with improved water quality, flow and pressure.

The District is flushing Well #4A & Well #4B.

Weston & Sampson (W&S) has completed the design of TWF #2A. The a proposed bid date for this project is August 23rd.

SUPERINTENDENT'S REPORT (Cont'd):

Tyngsboro and New Boston Wellfield (cont'd):

Weston & Sampson provided a proposal for drilling and testing monitoring wells for replacement Well #1 New Boston Wellfield in the amount of \$26,400. Mr. Sheu explained this well was built in 1931 and though a temporary fix for collapsing castings was done in 2017, the well needs to be replaced.

Commissioner Morin made a motion to approve Weston & Sampson's proposal for drilling, testing and engineering costs for 3 monitoring wells in the area of New Boston Wellfield Well #1 in the amount of \$26,400. Seconded by Commissioner Corey. Motion passed unanimously.

Patricia/Kingfisher Road:

Mr. Sheu informed the Board property owners would like the man-made structure at the end of the canal that prevents water draining into Beaver Brook be removed. The Commissioner agreed property owners may want to contact the Town, and that this is not something the DWSD would take action on.

New 16" Water Main from TWF through Norris Road/Lawrence Ave to Lakeview Ave.:

Mr. Sheu reported this project is going very well and that the quality of work has been outstanding. The wellfield was shut down on July 19th to allow the contractor to make a connection between the existing 12" and new 16" water mains. This caused some disturbance within the pipe resulting in complaints of "brown water", however, the District has been flushing which should resolve this issue.

Meter Replacement Project:

Mr. Sheu reported the meter replacement project started on May 24, 2018 and expects the project to be completed by March 21, 2019.

Tighe & Bond – Proposals:

Mr. Sheu reported Tighe & Bond has provided the following proposals, pointing out that the first bulleted item is a priority for DEP:

- Preparation of 2019 Drinking Water State Revolving Fund (SRF) and site plan showing proposed Water Storage Tank at State Forest (\$9,800)
- Nashua Road Water Main Design Proposal (Design Task 1-4: \$43,000. Construction Task 5-6: \$29,000).
- Proposal for Mitigation Measures Review (\$14,500)
- Proposal for the application of Asset Management Grant Program (may be no fee)

SUPERINTENDENT’S REPORT (Cont’d):

Tighe & Bond Proposals (cont’d):

Discussion ensued relative to budgeting for these projects, and Treasurer Debbie Vinal stated she will get in touch with Peter Frazier. The Board requested that Tighe & Bond put together and present a clear proposal to the Board, including their cost.

All agreed the most immediate item is the 2019 Drinking Water SRF and site plan showing the tank at the State Forest.

Commissioner Corey made a motion to authorize Tighe & Bond to prepare a proposal for State Forest Water Main Improvements for the State Revolving Fund (SRF) and site plan showing the proposed Water Storage Tank at the State Forest in the amount of \$9,800. Seconded by Commissioner Morin. Motion passed unanimously.

July Water Quality Update:

Mr. Sheu informed the Board total coliform had been detected in 8 out of 12 water samples, and that all samples were clear of E. Coli during the month of July. Nine (9) repeat samples were collected, with all samples clear of total coliform. Mr. Sheu noted total coliform is a common bacteria in the environment and is not a health issue, and that no further action is required, however, the District must still be reported to DEP, who could push further treatment if the District continues to have total coliform detection.

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

OLD BUSINESS:

None

NEW BUSINESS:

Office Manager Position:

Superintendent Michael Sheu provided the Board with a proposal for creating an Office Manager position. Mr. Sheu stated currently Debbie Vinal acts as both Treasurer and Human Resources for the District, however, Supervision of employees is the function of the Superintendent, which causes conflict.

Treasurer Debbie Vinal stated Human Resources also includes payroll, and that she does the payroll for the District. Mr. Sheu agreed, stating the Treasurer would continue to do payroll, however, time sheets would first be submitted to, approved and signed by him, and then submitted to the Treasurer for payroll. Mrs. Vinal stated the District already has an Office Manager, Maureen Donnelly. Mr. Sheu stated Maureen Donnelly is the District’s Customer Service Manager, not Office Manager.

NEW BUSINESS (Cont'd):

Office Manager Position (cont'd):

Discussion ensued. The Commissioners agreed they hired the Superintendent to continue to move the District forward, in the best interest of the District, and authorized the Superintendent to move forward with drafting a job description for the position of Human Resources/Office Manager.

Compensatory Time Off:

Superintendent Michael Sheu reported the District currently has no set policy for compensatory time. Discussion ensued and the Commissioners again stated they entrusted the Superintendent with these responsibilities in the best interest of the District and authorized the Superintendent to draft a policy for compensatory time. Mr. Sheu thanked the Commissioners, stating having clear policies is best for everyone.

Staff Evaluation/John Laffy:

The Superintendent provided the Board with a job performance evaluation for Field Service Operator John Laffy. Mr. Sheu reported, since his last evaluation, he has worked with Mr. Laffy to prepare for testing for his D2 license. Mr. Laffy tested, passed, and has obtained his D2 license. The Commissioners asked that Mr. Sheu extend their congratulations to Mr. Laffy. Commissioner Corey made a motion to give John Laffy a 3% increase retroactive to his anniversary date. Seconded by Commissioner Morin. Motion passed unanimously.

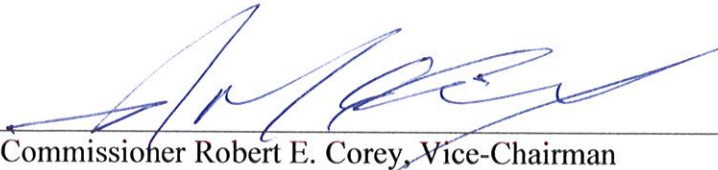
Meeting Schedule:

Chairman Zielinski announced the next meeting is scheduled for Wednesday, August 8, 2018 at 6:00 PM at the DWSD/Main Office Conference Room.

Commissioner Morin made a motion to adjourn the meeting at 7:50 PM. Seconded by Commissioner Corey. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner Robert E. Corey, Vice-Chairman



Commissioner William L. Morin