

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

JUNE 17, 2020

The meeting was called to order at 5:35 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, William L. Morin/Vice-Chairman, and Robert E. Corey. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, Treasurer Debbie Vinal, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, District Clerk Kathleen Graham, and Secretary Jayne Boissonneault

Chairman Zielinski asked for a roll call vote at 5:35 PM to enter into Executive Session for the purpose of discussing real estate acquisition and legal strategy thereto. The roll call vote was as follows:

Commissioner Morin:	Yes
Commissioner Corey:	Yes
Commissioner Zielinski:	Yes

No votes were taken in Executive Session.

The regularly scheduled meeting was called to order at 5:45 PM.

MINUTES:

Commissioner Morin made a motion to accept the Minutes of June 3, 2020 as presented. Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Morin made a motion to accept the Executive Session Minutes of June 3, 2020 as accurately reflecting the Executive Session Meeting but not for release as public information until such time as the purpose for the Executive Session no longer exists. Seconded by Commissioner Corey. Motion passed unanimously.

COMMUNITY INPUT:

None

APPOINTMENTS:

Lazy River – 145-155 Broadway Rd., Dracut, Request for Water Service:

Mike Novac and Shane Perel attended the meeting to discuss their plan and request for water service. Mr. Novac informed the Board they got their DOT approval. The plan to connect to the water system is to move the pressure field down the road a bit, connecting the 6" line to the 12" line near Fox Hill, and removing the 4" line to be sure there is adequate pressure for the hydrants/sprinkler systems. The Dracut Fire Department will require additional flow tests. Field Services Manager John Hudzik stated the District does not want a pressure reduction valve; just a straight gate valve. Seven homes will require pressure reduction and the Superintendent recommended the developers send a letter to those seven homeowners. Mr. Perel will work with Office Manager Kelley Chasse on this, as there is one property owner that has some issues with the work.

John Hudzik stated he has no problem with the plan as presented, however, the District still needs the engineered, stamped plan. Mr. Hudzik also reminded Mr. Novac and Mr. Perel they must use DWSD authorized bonded installers, and provide a 48 hour notice prior to doing the work. Superintendent Michael Sheu asked how the water is coming into the building. Mr. Novac stated there will be a 2" line coming into the building, adding that he will deliver the plan to the DWSD tomorrow. The Board reminded the developer they will not be allowed to continue the work and water will not be turned on until they provide the District with, and the District approves, the engineered stamped plan. The Superintendent and Field Services Manager will review the plan and make their recommendation to the Board, as voted at the May 20, 2020 meeting.

DISTRICT COUNSEL'S REPORT:

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

District Clerk Kathleen Graham reported she and the Town Manager have a meeting with auctioneer James Keefe next Tuesday, and plan to hold the auction by the end of July. The Town will prepare the advertisement, including that this is an unbuildable lot.

DWSD Acts & Bylaws Update:

Ongoing

Easement at Winding Brook Estates:

Superintendent Michael Sheu stated both Primrose Hill and Winding Brook Estates present similar issues and suggested the Board consider adding to the Rules & Regulations of the DWSD that if there is a water break on private property that homeowners do not want to repair on their own, the DWSD will repair the water break and will charge the resident and/or their homeowners' association, by way of their water bill, for the repair. The Superintendent will draft the policy for the Board's review.

DISTRICT COUNSEL’S REPORT (Cont’d):

Easement at Winding Brook Estates: (cont’d):

Attorney Sullivan stated the District already has a policy in place, in that anything from the curb stop belongs to the homeowner (unless they are on the DWSD’s meter to main program), and he does not want to give the impression the main (Winding Brook Estates) belongs to the DWSD because it does not. All agreed to table discussion on this matter to the next meeting.

166 Frost Road:

Discussed earlier this evening in Executive Session. Nothing additional to report.

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

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Tyngsboro Well #5:

Nothing new to report

New Boston Well Field:

Mr. Sheu reported New Boston Well Field is still offline, and that production cannot catch up with consumption. The District is currently at a level one water conservation restriction and field services staff are out issuing warnings to anyone watering during restricted times. Office Manager Kelley Chasse has sent out a reverse 911 to be sure rate payers are aware of the level one water conservation policy currently in place. All agreed that if, in another week, there is no improvement and the Superintendent and Field Services Manager agree the District should move to a level 2 water restriction, they are authorized to do that, and to let the Commissioners know in advance via email.

1175 Mammoth Rd., Request for Water Service, Steve Coravos:

Mr. Sheu informed the Board the District has still not received the required plans for this project to date. Mr. Coravos stated he would deliver the plans to the District two weeks ago. The Commissioners agreed if they do not receive the plans, they will request a cease and desist, and will not be turning on the water for this project.

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

OLD BUSINESS:

Tighe & Bond – Master Plan:

Water Treatment Plant:

At the last meeting, the Board agreed the District needs a concrete block building designed to last 50-75 years vs. a metal building for the water treatment plant, but did not vote. The conceptual cost for split face block is \$1.5; pre-engineered metal is \$1M.

Commissioner Morin made a motion authorizing a split face block building for the water treatment plant building vs. pre-engineered metal. Seconded by Commissioner Corey. Motion passed unanimously.

New Water Storage Tanks at State Forest:

Mr. Sheu informed the Board Tighe & Bond has provided the proposed State Forest Tanks site plan (construction layout drawing) and easement survey plan (parcel #5) to submit to DCAM to begin the permitting process.

Attorney Sullivan stated he has drafted a cover letter to DCAM which will be ready to send either Friday or Monday, and he will cc everyone.

State Revolving Fund:

Mr. Sheu informed the Board he will submit the letter to DEP after Annual Meeting.

Mass DEP Asset Management Grant Application:

Mr. Sheu provided the Board with a report on the kick-off meeting held June 4, 2020.

Meeting with Town of Tyngsboro:

All agreed that once the District has a signed Purchase and Sales Agreement, District Counsel will add that information to their letter.

Requisition of Property 24 Preston St., Dracut:

All agreed this discussion cannot take place until after Annual Meeting, and that the District is not sure they want to purchase the property.

2020 Annual Meeting & Election:

District Clerk Kathleen Graham reported new signs have been printed and are out all around Town, including two electronic signs. Preparation for the DWSD & Town Elections are ongoing.

Emphasis was made on the importance of being at the DHS Auditorium on time and ready to go for the DWSD Annual Meeting to begin promptly at 5:30 so that there is time for sanitizing the Auditorium prior to the Town's Annual Meeting.

OLD BUSINESS (Cont'd):

Review of Motions for DWSD Annual Meeting:

Article #1:

Confirm procedural motions by the Moderator

Article #20:

Correct sentence 7 to include “and K Street water storage tank”

Article #22:

Have two motions prepared – one not to exceed \$500,000 and possibly one with an exact amount.

Article #23:

Amend as follows: ...a sum of money not to exceed \$500,000, and ...field operation garage/for future expansion.

Article #24:

Prepare Amendment for 2” @\$30,000, 59 additional unites at \$3,500, total \$236,500.

NEW BUSINESS:

Risk Assessment and Emergency Response Plan:

Tabled

Extending Legal Contract:

Tabled

Rules & Regulations for tie-in DWSD water system

Tabled

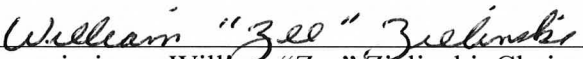
Water Rate Steps for Residential and Commercial

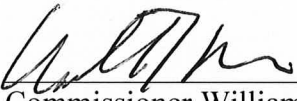
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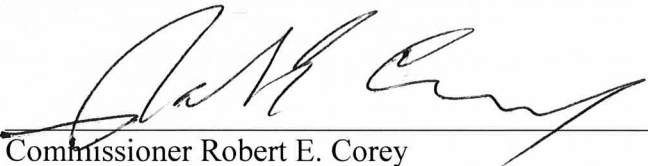
Meeting Schedule

The next meeting date/time/location TBD

Commissioner Morin made a motion to adjourn the meeting at 7:38 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Vice-Chairman


Commissioner Robert E. Corey