



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 19, 2019

The meeting was called to order at 5:30 PM

PRESENT:

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

MINUTES:

Commissioner Corey made a motion to accept the Minutes of April 9, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Bylaw Subcommittee Minutes of April 9, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

5:40 PM: Michael Tagliareni, 73 Pleasant St:

Superintendent Michael Sheu informed the Board he had not received an application for water service for this existing use building as the property owner did not realize the DWSD is a separate entity from the Town of Dracut. The business consists of existing storage units, and the plan is to add approximately 40,000 sq. ft. which will including office space, and six (6) bathrooms. Discussion ensued regarding SDF fees. The Commissioners agreed that because this is a very unique situation which is coming before the Board for the first time this evening, they will need some time to review the plans.

APPOINTMENTS (Cont'd):

5:40 PM: Michael Tagliareni, 73 Pleasant St (cont'd):

All agreed to take the matter under advisement, to be heard at the next meeting, Thursday, July 18, 2019 at 5:45 PM. Chairman Zielinski asked that the property owner be present for the July 18th meeting if at all possible in order to address any questions/concerns that may arise.

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending May 31, 2019 pointing out receivables are at 74.18%, over by 7.18% for collections and expenses are at 53.72%, under by 13.28%.

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

The Commissioners agreed to take the agenda out of order to hear "Capital Fund Segregation" under New Business, while the Treasurer was present at the meeting.

NEW BUSINESS:

Capital Fund Segregation:

Treasurer Debbie Vinal informed the Board the District's Auditors suggested "Capital Funds" be segregated by project within the budget. This would simply make it easier for the Auditors when they are doing the annual audit. Mrs. Vinal explained if the District changes the way they have been keeping Capital Funds, every project that has money left (or over) at the end of the project would have to go before Annual Meeting before funds could be shifted to/from another project. The Treasurer explained that all projects are already kept on individual worksheets and accounted for separately now, which is the way the District has always kept the accounts separate. Mrs. Vinal suggested keeping this method of accounting for all Capital Funds the way it is. The Commissioners unanimously agreed.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

District Counsel Arthur Sullivan informed the Board he has received the deed back from Attorney Hall and will report on this matter at the next meeting.

Acts/Bylaws Update:

Bylaw Sub-Committee will begin meeting again in the fall – nothing new to report

Hearthstone Lane – Total cost to the District:

District Counsel informed the Board the Court has determined this matter should be mediated and that the "decision maker" should be present at mediation. Attorney Milliard stated the "decision maker" in this matter would be a majority of the Board, unless the Board vote otherwise.

DISTRICT COUNSEL’S REPORT (Cont’d)

Hearthstone Lane – Total cost to the District (cont’d):

Commissioner Corey made a motion authorizing the Superintendent to attend the mediation as the DWSD’s authorized “decision maker” in the matter of Hearthstone Lane, scheduled for August 2, 2019. Seconded by Commissioner Morin. Motion passed unanimously.

Water Main Improvements at Tennis Plaza/Easement:

Discussion ensued regarding the lack of response relative to the easement at Winding Brook Condominiums. The Commissioners authorized District Counsel & the Superintendent to send correspondence via usps both regular and certified mail/return receipt stating that if work has not begun by July 15, 2019 the DWSD will proceed with legal action. District Counsel will report back at the next meeting.

Other:

Family Medical Leave Act:

Attorney Milliard informed the Board the District should be aware there are amendments to the Family Medical Leave Act, effective July 1, 2019. Discussion ensued relative to “1099” & part-time employees, including a significant increase in the length of family medical leave, etc. Attorney Milliard has provided HR Manager Kelley Chasse and the Superintendent with a link to the new Family Medical Leave laws.

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 Well Fields:

Superintendent Michael Sheu reported pump production at TWF Well #1, 5 has increased with good water pressure since chemical washing. The new Well #2 also provides supplemental water production.

Project of a new 16” water main from TWF through Norris Road/Lawrence Ave to Lakeview Ave:

Mr. Sheu informed the Board Granese began the work at Nashua Road on June 5th and the work was complete by June 14th. Granese is currently working on the punch list for the 16” Water Main Improvement Project.

Meter Replacement Project – 15 Cedar Grove:

Mr. Sheu provided the Board with copies of correspondence from a ratepayer at 15 Cedar Grove Ave regarding changing the meter. The ratepayer has stated that water should not be shut off, however, has not provided a date/time to change out the meter. Mr. Sheu will respond.

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

OLD BUSINESS:

Tighe & Bond: Master Plan:

Discussion tabled as a meeting is scheduled for tomorrow with Tighe & Bond engineers to discuss the pilot test.

State Revolving Fund List:

Mr. Sheu informed the Board the application for State Revolving Funds (SRF) is due by August 30, 2019. DEP suggests we meet with them prior to submitting the application.

Proposal of Operating Kenwood Water System:

Mr. Sheu reported Kenwood Water Superintendent Jay Reynolds stated the Town Manager had a lot of comments on the District's proposal, but he has not yet had an opportunity to meet with him. Mr. Sheu will provide the Board with an update at the next meeting.

2019 NEWWA Annual Conference, Rockport, ME, September 22-25, 2019:

Mr. Sheu provided the Board with information on the NEWWA Annual Conference and requested all Board members let him know whether or not they will be attending as soon as possible so that he can be sure everyone is registered. The Superintendent will register and book rooms for himself and the Chairman, and Commissioners Morin & Corey will look at their schedules and let the Superintendent know as soon as possible whether or not they are able to attend.

2019 AWWA Annual Conference Update:

Mr. Sheu informed the Board the 2019 AWWA Annual Conference was an excellent conference, with more than 12,000 people from across the industry attending the conference held this year in Denver Colorado.

Mr. Sheu stated that there were many discussions in the conference about two potential changes in the EPA's Drinking Water Regulations: Manganese and PFAS.

The manganese (Mn) level in drinking water (DW) has been monitored by USPHS and EPA since 1943. EPA had issued a health advisory for Mn (<0.3 mg/L) in 2004. Mass DEP has adopted this requirement in 2013. The Manganese in drinking water exceeds 0.3 mg/L will not only have health impact to human health but also will result in the brown water in the distribution and buildups in the water mains. DWSD's recent Water Main Replacement project has shown that the water pressure loss in the distribution was the result from the Manganese buildup inside the pipes. The cost of replacing these water mains was costly. All agree that it is essential to remove the Manganese from the source. A manganese treatment facility is needed.

OLD BUSINESS (Cont'd):

2019 AWWA Annual Conference Update (cont'd):

Mass DEP is in the process of setting up the Drinking Water Standards for PFAS. Mass DEP has friendly requested the Public Water Systems (PWSs) to provide the PFAS results from its own source water. This is not a requirement yet, but if PFAS is detected and exceeds the Mass DEP's standards, a Public Notice and a treatment process to remove the PFAS will be required according to Mass DEP's regulations. All agree that it will be better to get the PFAS results from the source waters, so we will know if we need to implement the change in the design of the new treatment facility at Tyngsboro.

166 Frost Road – appraisals:

Mr. Sheu informed the Board he believes this matter is beginning to move forward and hopes to have more information regarding appraisals for this property shortly.

OPEB

Tabled

State Forest Storage Tank Repair Project:

The contractor (Suez) has completed the repair work at the State Forest Tank. The water quality has improved.

System Development Fee:

Mr. Sheu informed the Board Office Manager/HR Manager Kelley Chasse has done a great deal of work in order to provide the Board with a comparison report of several surrounding Water Districts and Water Departments. This comparison report was included in the Superintendent's report. Mr. Sheu also pointed out that these surrounding Water Districts and Water Departments are all using the size of the pipe to determine the SDF fee. We currently have two potential applications for water connection. Other than the project at 73 Pleasant St, Lazy River 145-155 Broadway Rd has not come before the Board yet, and is not on the agenda for this evening's meeting, however, it will be the same situation to make a new connection. We should decide how to apply the SDF to the application prior to inviting Lazy River to attend our meeting.

Commissioner Corey made a motion to accept commercial SDF fees as stated on Page 7 of the Superintendent's report (attached) Seconded by Commissioner Morin. Motion passed unanimously.

OLD BUSINESS (Cont'd):

73 Pleasant St: (addressed earlier this evening):

The Commissioners and District Counsel agreed 73 Pleasant Street is on the agenda and can be voted on this evening.

Discussion ensued regarding Article 22 5. (b) which states: For every 2,000 square feet or any portion thereof added to existing gross floor space, ½ unit charge shall apply provided that, by a vote of the Board of Water Commissioners, any such charge may be waived as may be conditioned by the Rules and Regulations of the District that are now in force or as may be amended from time to time and if in the opinion by a vote of the Board of Water Commissioners the expansion does not require any increased demand for water use for potable water (fire suppression fees, if any, would still apply).

The Commissioners reviewed the information that was provided earlier in the meeting, and considered the following:

- This project will add more space into the existing gross floor space, but will not significantly increase the demand of water.
- The existing water service main is 1" and will be increased to 1 ½". There will be some increase in the demand of water.
- There will be fire protection to be added into the project.

All agreed that the project at 73 Pleasant (Life Storage Inc.) will be charged as a new service (SDF, Meter Installation, etc) and that the SDF Fee is subject to change if there is any change of use. The Superintendent will consult with the Sewer department to see what they are charging. District Counsel will draft a letter stating the SDF fee is subject to change of use.

NEW BUSINESS:

Capital Fund Segregation:

Addressed earlier this evening

33 Walnut Street – Complaint:

During the meter replacement project it was discovered the meter at this property was not accessible. The property owner hired Murphy Plumbing to do work to make the meter accessible, and upon receiving their invoice, requested the DWSD pay the plumbing bill. Mr. Sheu will respond by providing a copy of the DWSD Bylaw which states the water meter must be accessible.

Donation requests of surplus vehicles from School Department and DPW:

Discussion ensued regarding whether or not to make a donation to the School Department and/or DPW of a 12 year old DWSD vehicle. The Commissioners suggested we inform the Town Manager and he can decide which department within the Town needs the vehicle. We have already donated vehicles to the School Department and the Sewer Department. Prior to making any such offer, the Commissioners asked that the Treasurer get the dollar amount on a trade-in, and report back to the Board at the next meeting.

Meeting Schedule:

Chairman Zielinski announced the next meeting is scheduled as follows:


Thursday, July 18, 2019

5:30 PM

DWSD/Main Office Conference Rm.

Commissioner Corey made a motion to adjourn the meeting at 8:30 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin