



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 3, 2020

Due to the COVID -19 Public Health Emergency, this meeting was held remotely via ZOOM

The Executive Session meeting was called to order at 5:38 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 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

The regularly scheduled meeting was called to order at 5:46 PM. Chairman Zielinski announced a vote was taken in Executive Session.

MINUTES:

Commissioner Corey made a motion to accept the Minutes of May 6, 2020 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Minutes of May 20, 2020 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

MINUTES (Cont'd):

Commissioner Corey made a motion to accept the Executive Session Minutes of May 20, 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 Morin. Motion passed unanimously.

COMMUNITY INPUT:

None

APPOINTMENTS:

6:00 PM - Steve Coravos, Request for Water Service:

Steve Coravos asked that the Board approve water service for his project at 1175 Mammoth Rd., with a 1.5" line with a 1.5" meter for the building and 6" line for fire protection. Mr. Coravos stated the building will be occupied by law offices, CPAs and a dentist office, and one office is empty.

Superintendent Michael Sheu informed the Board the District has not yet been provided with a plan for the project. Mr. Coravos informed the Board his engineer has been hospitalized with Corona Virus over the past 28 days, which is why he has not been able to provide the District with the plans, adding that he would bring a check for the fees to the District tomorrow. The Superintendent suggested the Board wait until the District has the plans before voting on this project. The Board agreed, and informed Mr. Coravos he must provide a set of plans to the Superintendent, but the Board would vote on his project this evening, contingent upon receipt and approval of those plans. Mr. Sheu will provide a letter to Mr. Coravos outlining exactly what he needs to do.

Commissioner Corey made a motion to approve water service tie-in for 1175 Mammoth Rd. with a 1.5" water service line, 1.5" water meter, and 6" fire protection connection with backflow devices, contingent upon engineered stamped plans being submitted to and approved by the Superintendent and Field Services Manager and in accordance with all Rules & Regulations of the DWSD. Seconded by Commissioner Morin. Motion passed unanimously.

DISTRICT COUNSEL'S REPORT:

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

District Clerk Kathleen Graham reported she has talked with the Town Manager about this matter, and reported the Town hopes to be able to contact Mr. Keefe in order to hold the auction on this property by mid-July. Ms. Graham reminded the Board the Town is holding the auction, and that in return, the District is donating their field services truck to the Town. Treasurer Debbie Vinal agreed, stating the District needs to purchase their new vehicle first, and then will be donating the used field services truck to the Town.

DWSD Acts & Bylaws Update:

Ongoing

DISTRICT COUNSEL’S REPORT (Cont’d):

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.

TREASURER’S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending May 31, 2020 pointing out receivables are at 91.29%, over by 0.71%, and expenses are at 62.49%, under by 29.51%.

The Treasurer provided the Board with the District’s Annual Audit Management Letter from Roselli, Clark & Associates, and asked that the Board review the report prior to the next meeting for discussion. Chairman Zielinski asked that the Secretary add this to the agenda for the 1st meeting in July.

All agreed to take the agenda out of order to hear the District Clerk’s report relative to financial matters while the Treasurer was in attendance.

2020 District Annual Meeting and Election:

District Clerk Kathleen Graham informed the Treasurer and the Board that a lot more money has been spent than in previous years to cover expenses for PPE, signage, additional supplies and fees for the upcoming Annual Meeting and Election due to Covid-19, and expects expenses will close to double. The Treasurer stated there is money in the budget to cover this, and will go over the numbers with the District Clerk next week. Chairman Zielinski asked the Treasurer if she sees any problems with this fiscal year’s budget. The Treasurer stated she does not, however, District Counsel needs to catch up on their billing. District Counsel agreed they will submit all outstanding invoices to the Treasurer.

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

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Tyngsboro Well #5:

Superintendent Michael Sheu reported the contractor has completed the drilling of the well and it will take 6 to 8 weeks to receive the screen.

New Boston Well Field:

Mr. Sheu reported that because New Boston Well Field is still offline, the District made need to put water restrictions in place.

SUPERINTENDENT'S REPORT (Cont'd):

Distribution System:

625A Broadway Road:

Mr. Sheu informed the Board the Dow Company has paid their tie-in fee and tapped in to the main. They were allowed to do the tap while they had the road opening permit, however, 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 plans.

145-155 Broadway Road:

Mr. Sheu stated the same situation exists for the project at 145-155 Broadway Road as stated above. This developer will also be allowed to do the tap while they have the road opening permit, however 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 plans.

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:

At the last meeting, Superintendent Michael Sheu provided the Board with Tighe & Bond's Tyngsboro Wellfield Water Treatment Plant – Basis of Design report and asked that the Board read the report carefully prior to the next meeting, and to be prepared for discussion and any questions and/or concerns at the next meeting.

Discharge:

Under discussion, Chairman Zielinski asked how often the District would have to backwash and how the Town of Tyngsboro would charge for that. The Superintendent reminded the Board that water would drain into two lagoons (alternating), and because it is clean water, the District will not be impacted by DEP regulations for backwash water.

Mr. Sheu invited the Board to attend the preliminary design meeting.

Architectural/Structural Design:

The Board agreed the District needs a concrete block building designed to last 50-75 years vs. 20 years, and that we need a more firm figure on this.

State Revolving Fund:

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

OLD BUSINESS (Cont'd):

Mass DEP Asset Management Grant Application:

Mr. Sheu reported DEP has released the final approval and the kick-off meeting is tomorrow, June 4th from 10:00 – 11:00 AM via zoom.

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 she, Assistant Town Clerk Jayne Boissonneault, and Building Department Director Tom Ayotte met with Andy Graham, School Department Supervisor of Buildings & Grounds, at the DHS auditorium, and that the DWSD is all set for their Annual Meeting beginning at 5:30 PM on June 30, 2020.

Ms. Graham announced Early Voting by Mail available now, and applications can be obtained on the Town Clerk's website, on the back of the Council on Aging's newsletter, and by calling the Town Clerk's office at (978) 453-0951. Over 300 applications have already been received.

Chairman Zielinski asked that the Secretary contact the Moderator to be sure he knows the meeting will be taking place at the DHS auditorium. Ms. Graham stated the Moderator should be at the next meeting on July 17th and possibly July 24th whether or not the District is able to meet in person or via zoom, as there will be no meeting just prior to Annual Meeting this year.

Discussion ensued relative to meeting outdoors at the DWSD (under the overhang) vs. meeting via zoom. All agreed the next meeting will be held at the DWSD and if necessary, outdoors. The Superintendent and District Clerk will meet to discuss the details prior to the next meeting.

Summer Interns:

Mr. Sheu informed the Board two summer interns started work at the DWSD this week.

NEW BUSINESS:

Risk Assessment and Emergency Response Plan:

Tabled

Extending Legal Contract:

Tabled

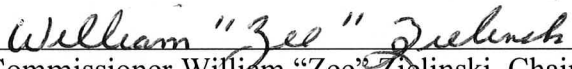
Meeting Schedule

Chairman Zielinski announced the next meeting is scheduled as follows:


Wednesday, June 17, 2020 Executive Session Meeting for the purpose of
Discussing real estate acquisition and legal strategy
thereto
5:30 PM Main Office Building/Conference Rm
OR outdoors at DWSD - TBD

Wednesday, June 17, 2020 Regularly Scheduled Meeting
5:45 PM Main Office Building/Conference Rm
OR outdoors at DWSD - TBD

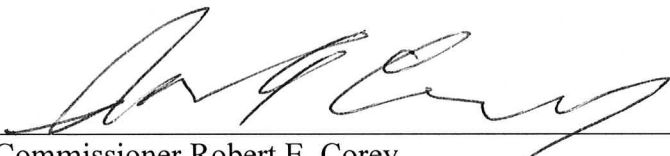
Commissioner Morin made a motion to adjourn the meeting at 7:02 PM. Seconded by
Commissioner Morin. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner William L. Morin, Vice-Chairman



Commissioner Robert E. Corey