

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

MARCH 13, 2019

The meeting was called to order at 6:35 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 Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Recording Secretary Jayne Boissonneault.

MINUTES:

Commissioner Corey made a motion to accept the Minutes of February 27, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Bylaw Subcommittee Minutes of February 27, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

6:40 PM: Tara McManus – Meter Replacement Project – Final Update:

Tara McManus, Project Manager-Team Leader for Weston & Sampson informed the Board Weston & Sampson will have the final numbers on this project within the next day or two. The District will be purchasing some inventory from the contractor (approximately 430 5/8" meters, four 1.5" meters, and two 2" meters) at significant savings as the contractor buys the inventory in bulk.

APPOINTMENTS (Cont'd):

6:40 PM: Tara McManus – Meter Replacement Project – Final Update (cont'd):

Overall, Ms. McManus stated East National Water was “overstretched” for this project, despite several suggestions from Weston & Sampson to assist with getting them back on track, adding that Weston & Sampson would not be giving East National Water a favorable recommendation. As discussed at the previous meeting, Weston & Sampson’s amendment for additional engineering construction office services is \$5,800, \$800 more than previously anticipated.

Commissioner Corey made a motion to amend the previous vote to authorize payment up to \$5,000, to \$5,800 to Weston & Sampson Engineering, Inc., for Amendment No. 1, Agreement for engineering services for the meter replacement project. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners thanks Ms. McManus for all of her hard work on this project, stating that if she ever needs a recommendation from the DWSD, they would be more than happy to do that.

Superintendent Michael Sheu provided the Board with copies of correspondence from a Tyngsboro resident, “notice of non-consent for installation of any electronic or wireless metering devise” (attached). Ms. McManus stated the District may begin to see more and more of this, and suggested the District consider adding a policy to their Bylaw to charge for manual reads. Mr. Sheu will provide the Board with a suggested fee for manual readings.

TREASURER’S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending February 28, 2019 pointing out receivables are at 74.18%, over by 7.18% for collections and expenses are at 53.72%, under by 13.28%.

Chairman Zielinski asked if \$6,000 would be enough in Professional Development – Training, with additional training for Field Services Staff, as well as classes/trainings the District’s HR Manager will be taking. The Commissioners agreed, and asked that this line item be increased to \$10,000. The Commissioners also asked if there was enough money allocated for District Voting Expenses. Mrs. Boissonneault suggested increasing this line item by \$1,000 to help cover mandatory trainings for election staff, and new election supplies. The Superintendent stated we would need more money in outside consultants as well. All agreed to discuss each line item as each Warrant Article is reviewed.

TREASURER'S REPORT (Cont'd):

Draft Warrant Articles:

Treasurer Debbie Vinal provided the Board with Draft Warrant Articles. The Board of Commissioners reviewed, and made recommendations as follows:

Review of Warrant Articles:

Article #1:

To see if the District will vote to bring in the vote for Water Commissioner for a term of three (3) years, held by ballot;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #2:

To see if the District will vote to hear the reports of the Water Commissioners;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #3:

To see if the District will vote to hear the report of the Dracut Water Supply District Treasurer;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #4:

To see if the District will vote to hear the report of committees having direction from previous meetings;

Or act in any other way relative thereto.

*Note: We will have a motion to dismiss as there are no reports from previous meetings

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #5:

To see if the District will vote to transfer from "Free Cash" July 1, 2018 certified amount of Two Hundred Thirty Eight Thousand Four Hundred Twenty One Dollars (\$238,421.00) as follows:

Repair & Replacement Distribution and Site Account	\$138,421.00
OPEB Trust	\$100,000.00
Total	\$238,421.00

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #6:

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Four Million Nine Hundred Thirty Six and Six dollars (\$4,930,006.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2019 to be expended as follows:

Salary, Wages and Benefits Account	\$1,799,777.00
Operations Expenses	\$3,130,229.00
Total	\$4,930,006.00

Or act in any other way relative thereto.

*Note: Treasurer will break down amounts under Salary, Wages & Benefits for the next meeting.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #7:

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) to defray costs for the ensuing fiscal year beginning on July 1, 2019 to be expended as follows:

Out of State Travel	\$14,000.00
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Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #8:

To see if the District will vote to authorize the Treasurer to enter into compensating balance agreements during the fiscal year beginning July 1, 2019, as permitted by Massachusetts General Laws, Chapter 44, Section 5F:

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #9:

To see if the District will vote to transfer from the water revenue account the amount of Two Hundred Twenty Thousand Five Hundred Sixty Four dollars (\$220,564.00) which represents the 5% funds collected for the Undersized Water Mains and Valves Account as established by the Board of Water Commissioners in FY 2003 for the period collected Fiscal Year 2019, said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves;

Or act in any other way relative thereto.

*Note: Keep article this way for now; Treasurer will have more information at the next meeting on this article.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #10:

To see if the District will vote to authorize the Superintendent to sell off scrap metals and surplus, outdated or obsolete equipment as may accumulate during the year;

Or act in any other way relative thereto.

Submitted by Board of Water Commissioners

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #11:

To see if the District will vote to authorize the Treasurer with the approval of the Board of Water Commissioners, to borrow in anticipation of revenue for the fiscal year beginning July 1, 2019, in accordance with MGL Chapter 44 Section 4 and the acts and amendments thereof; Chapter 849 of the Acts of 1969, as amended and to renew any notes as may be given for a period of less than one year in accordance with MGL Chapter 44, Section 17;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #12:

To see if the District will vote to set the annual salary stipend for the Clerk of the District at \$5000;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #12A:

To see if the District will vote to set the annual salary stipend for each Commissioner of the District at \$3,500 per Commissioner;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #12B:

To see if the District will vote to set the annual salary stipend for the Moderator of the District at \$600;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #13:

To see if the District will vote to transfer from the System Development Fee (SDF) account Two Hundred Eighty Six Thousand dollars (\$286,000.00) as follows:

Hydrants and Valves Account:	\$ 25,000.00
Repair and Replace Account:	\$261,000.00
Total:	\$268,000.00

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #14:

To see if the District will vote to transfer from the water revenue account Two Hundred Twenty Thousand Five Hundred Sixty Four dollars (\$220,564.00) which represents 5% of funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY2016 for the period collected Fiscal Year 2019, said funds to be used to replace, repair, and upgrade infrastructure;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #?

To see if the District will vote to transfer from the Fiscal Year 2019 Budget Article #6 as adopted May 12, 2018 ***** (\$*****) and transfer to the Fiscal Year 2019 Budget Article #7;

*Note: Treasurer will have the numbers for this article at the next meeting.

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Article #15:

To see if the District will vote to transfer from the Undersized Mains Account fund Two Hundred Twenty Thousand dollars (\$220,000.00) into the existing Repair and Replace Account;

Or Act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Note: This is a transfer from the Stabilization Account and will require a 4/5ths vote for approval.

Article #16:

Delete

Article #17:

Delete

The Commissioners asked that the Treasurer provide a report at the next meeting on approximately how much money will be left in the budget by the end of this fiscal year.

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 the Superintendent's Report first, and then District Counsel's Report.

SUPERINTENDENT'S REPORT:

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu reported Well #2A is completed, and the contractor is just waiting for the pump.

Maher Services, Inc. of North Reading has replaced the pump at Well #1, and is waiting for the new pump, which should be in tomorrow. This well should be on line by next week.

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

Mr. Sheu informed the Board the Town of Tyngsboro has not sent the written agreement regarding the paving for the Norris Road and Lawrence Road Water Main Project as they agreed to do at their last meeting. Mr. Sheu will contact the Town of Tyngsboro to let them know the District needs to provide Granese with the written agreement as soon as possible.

Change Order:

As agreed to by the Board of Commissioners, Mr. Sheu provided copies of Tighe & Bond's Change Order for the 16" Water Main Improvement Project – Nashua Road Water Main Extension. Commissioner Morin made a motion to authorize the Norris Road & Lawrence Road Water Main – Nashua Road Water Main Extension change order from N. Granese & Sons in the amount of \$135,000. Seconded by Commissioner Corey. Motion passed unanimously.

Meter Replacement Project:

Addressed earlier this evening by Tara McManus, Weston & Sampson.

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

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

Nothing new to report

Acts/Bylaws Update:

Addressed earlier this evening in the Bylaw Subcommittee meeting.

Hearthstone Lane – Total cost to the District:

District Counsel reported at the last meeting a trial date is scheduled for April 29, 2019 on this matter. In the meantime, Attorney Milliard stated he was told the developer may have an insurance policy in place to cover damages relative to this matter, and he will update the Board at the next meeting.

Water Main Improvements at Tennis Plaza/Easement:

Attorney Sullivan reported he received a phone call today and the responsible party is willing to do the work to clear the easement. Field Services Manager John Hudzik stated that as long as the District can get a tract machine through the easement, this agreement would be fine. The Commissioners asked that the ongoing maintenance of the easement be emphasized.

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

OLD BUSINESS:

Unfinished Project SFBPS Discharge Main Upgrades (2016-05) Update:

Mr. Sheu informed the Board he met with the Town Manager and DPW Director on February 28, 2019 to finalize an agreement for the Town to do the final paving to complete this project for \$20,000. Mr. Sheu submitted a check to the Town of Dracut in the amount of \$20,000 on March 6, 2019.

AWWA Annual Conference:

Tabled

OLD BUSINESS (Cont'd):

Tighe & Bond: Master Plan:

Tabled

State Revolving Fund List:

Mr. Sheu informed the Board the DWSD is not on the list for SRF funds right now, but if any community drops out, the District will be reconsidered.

State Forest Storage Tank Inspection Report:

As discussed at the last meeting, SUEZ Advanced Solutions did an inspection free of charge, and provided the District with two separate proposals. One for Sanitary and Structural Repairs for the exterior of the tank, and one for interior cleaning and inspection of the tank. Discussion ensued regarding whether or not this work could be done without shutting the system down. All agreed the best way to approach this project is to take the tank out of service to get the job done. Both Mr. Sheu and Field Services Manager John Hudzik stated they are confident with SUEZ/Utility Service Co., Inc.'s proposals, and that they have done work for the District before.

OLD BUSINESS (Cont'd):

State Forest Storage Tank Inspection Report (cont'd):

Commissioner Morin made a motion to accept SUEZ/Utility Service Co., Inc.'s proposal up to \$38,000 for the exterior cleaning and repairs of the DWSD State Forest Tank.

Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Morin made a motion to accept SUEZ/Utility Service Co., Inc.'s proposal up to \$38,000 for the interior cleaning and inspection of the DWSD State Forest Tank.

Seconded by Commissioner Corey. Motion passed unanimously.

NEW BUSINESS:

All agreed to take New Business out of order and address staff reviews last.

Proposal of Operating Kenwood Water System:

Mr. Sheu stated the goal for the DWSD is to sit down with the Town Manager to see what the scope of work is. Initially, the proposal is presented as primarily administrative, and for DWSD staff to spend 20 hours per week working on the Kenwood Water System. The District will look further into the details of this proposal, and weigh the cost to the District.

John Hudzik informed the Board Blue Diamond's contract is up this year. The District can either extend the contract for two years, or go out to bid.

Ice Pigging: Information for future water main maintenance:

Mr. Sheu provided the Board with information (FYI) to consider the use of "ice pigging", which is the process of pumping ice slurries into the pipe, forced along inside the pipe in order to remove sediment and other unwanted deposits to leave the pipe clean. Mr. Sheu asked the Board to review the information, and if interested, he will arrange for SUEZ to attend a meeting to further explain the process.

Draft Warrant Articles:

Addressed earlier this evening under Treasurer's Report.

Staff Reviews:

Secretary to the Board of Water Commissioners:

Commissioner Morin reminded the Board the Secretary received a great increase last year, and asked the Secretary what percentage increase she received. Mrs. Boissonneault agreed she did receive a significant increase last year, however, her increase was not based on percentage as the Board unanimously voted to bring her salary up to the same amount the Secretary to the Board of Selectmen makes for doing minutes. Commissioner Morin suggested a 3% increase for the Secretary this year.

Staff Reviews (Cont'd):

Secretary to the Board of Water Commissioners (cont'd):

Commissioner Corey disagreed, stating the Secretary does a fantastic job for the Board. Chairman Zielinski agreed with Commissioner Corey, stating the Board's Secretary consistently does an excellent job; always has the minutes, always gets right back to the Board with requests for information, and goes over and above in keeping the Board organized. Commissioner Corey made a motion to give the Secretary a 4.5% increase retroactive to her anniversary date. Seconded by Chairman Zielinski. Motion passed two to one; Commissioners Corey and Zielinski in favor; Commissioner Morin opposed.

Treasurer's Review:

Commissioner Morin stated Debbie Vinal does an excellent job as Treasurer for the District. The Commissioners agreed. Commissioner Morin made a motion to give the Treasurer a 4.5% increase retroactive to her anniversary date. Seconded by Commissioner Corey. Motion passed unanimously.

Erica Tanguay:

Commissioner Morin suggested a 3% increase for Erika. Chairman Zielinski stated Erica's performance review looks very much the same as last year's review in both performance and attendance. Chairman Zielinski added there is ample opportunity at the DWSD for advancement and it still appears Erica needs to take more initiative. Commissioner Corey stated Erica was told last year that she would have to take more initiative in order to get a better increase. Commissioner Morin made a motion to give Erica Tanguay a 2.5% increase retroactive to her anniversary date. Seconded by Commissioner Corey. Motion passed unanimously.

Maureen Donnelly:

The Commissioners asked the Superintendent for his recommendation for Maureen Donnelly. Mr. Sheu recommended at least a 4% increase, stating that Ms. Donnelly has done an outstanding job with customer service; she is always very helpful, polite and professional. Mr. Sheu added Ms. Donnelly has especially shined this year in customer service, given all the issues the District faced with the meter replacement project. The Commissioners agreed. Chairman Zielinski passed the gavel to Vice-Chairman Corey, and made a motion to give Maureen Donnelly a 5% increase retroactive to her anniversary date. Seconded by Commissioner Corey. Motion passed unanimously.

Superintendent's Review:

Commissioner Zielinski stated the Superintendent continues to do an excellent job for the District. He keeps the Board well informed, provides very detailed written reports, and is always on top of new rules & regulations within the industry. Commissioner Zielinski added Mr. Sheu is outstanding in every area of performance, and thanked him for the fantastic job he is doing, adding that he is a better Commissioner as a direct result of Mr. Sheu's communication with the Board.

Staff Reviews (Cont'd):

Superintendent's Review (cont'd):

All Commissioners agreed. Commissioner Zielinski made a motion to give the Superintendent a 5% increase retroactive to his anniversary date. Seconded by Commissioner Corey. Motion passed unanimously. Acting Chairman Corey returned the gavel to Chairman Zielinski.

Meeting Schedule:

Chairman Zielinski announced the next meetings are scheduled as follows:

Tuesday, March 26, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
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Tuesday, March 26, 2019 Regularly Scheduled Meeting & Warrant Articles	6:30 PM	DWSD/Main Office Conference Rm.
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Tuesday, April 9, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
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Tuesday, April 9, 2019 Regularly Scheduled Meeting	6::30 PM	DWSD/Main Office Conference Rm.
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(Note: The Regularly scheduled meeting date is Wednesday, April 10th. Commissioner Corey is unable to attend the April 10, 2019 meeting. The Commissioners agreed to change the meeting date to April 9, 2019. The Secretary may be unavailable on Tuesday, April 9th but will ask the Board of Selectmen's Secretary to take the minutes if she cannot be here.)

Wednesday, April 24, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
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Wednesday, April 24, 2019 Regularly Scheduled Meeting	6::30 PM	DWSD/Main Office Conference Rm.
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Meeting Schedule (cont'd):

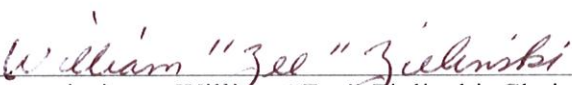
Annual Meeting:

Saturday, May 11, 2019 Regularly Scheduled Meeting prior to Annual Meeting	7:30 AM	Harmony Hall/1660 Lakeview Ave
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Saturday, May 11, 2019 Annual Meeting	9:00 AM	Harmony Hall/1660 Lakeview Ave
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Saturday May 11, 2019 Special Annual Meeting	9:15 AM	Harmony Hall/1660 Lakeview Ave
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Commissioner Corey made a motion to adjourn the meeting at 8:52 PM. Seconded by Commissioner Morin. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner Robert E. Corey, Vice-Chairman



Commissioner William L. Morin