

*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 14, 2018**

The meeting was called to order at 6:30 PM

### **PRESENT:**

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

### **MINUTES:**

Commissioner Corey made a motion to accept the Work Session minutes of February 8, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the minutes of February 8, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Work Session minutes of February 27, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the minutes of February 27, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Morin. Motion passed unanimously.

### **APPOINTMENTS:**

#### **Community Input:**

None

### **CORRESPONDENCE:**

None

**TREASURER'S REPORT:**

Treasurer Debbie Vinal provided the Board with a detailed written report, pointing out as of February 28, 2018 revenues were at 67%, over by 7.17% and expenses were at 55.19%, under by 11.81%.

Mrs. Vinal reported free cash, Article #5 on the warrant, has been certified, and that Articles 16 & 17 will require a 4/5ths vote, as both are transferring money from the stabilization account. Mrs. Vinal stated she will have a figure for Article #19, Repair & Replacement Fund, for the next meeting.

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

**DISTRICT COUNSEL'S REPORT:**

District Counsel stated there were no new updates for this evening's meeting

**SUPERINTENDENT'S REPORT:**

Agenda items under Superintendent's Report were tabled to the next meeting with the exception of the following:

**Tyngsboro & New Boston Well Fields:**

Superintendent Michael Sheu stated Well #5 being out of order emphasized the need for more good, quality water from the Tyngsboro Well Fields, and recommended the District continue the construction of Replacement Well #2, which has been on the back burner. Mr. Sheu invited Kevin MacKinnon and Tara McManus from Weston & Sampson to the meeting to provide their report regarding Replacement Well #2 & #3. Mr. MacKinnon informed the Board he received the pump analysis report last Tuesday for Replacement Well #3 and the yield is higher than expected. Mr. MacKinnon suggested Dankris submit a change order for a larger pump for this project.

W&S is working on the design of Replacement Well #2 and expects to be finished by the end of April. Discussion ensued regarding the cost for the TWF improvements and 16" transmission line projects. Superintendent Michael Sheu suggested the Board consider the possibility of cutting the meter replacement project back from 4,000 to 2,000 meters. The Board authorized W&S to move forward with Replacement Well #2 for now. Mr. Sheu stated the District will know the cost of the 16" water transmission line project by the next meeting, and can then decide whether or not to reduce the meter replacement project.

**Metering Replacement Project:**

Commissioner Morin stated Weston & Sampson (W&S) should have put language relative to any "discrepancy" in the bid specs for the meter replacement project (and all bid specs in general). Mr. MacKinnon explained the situation with the Meter Replacement Project bid, stating the second & third lowest bidders called Weston & Sampson directly with questions regarding the bid, hence the likelihood the District

**SUPERINTENDENT'S REPORT (Cont'd):**

**Metering Replacement Project (cont'd):**

would have gotten a bid protest. Mr. MacKinnon stated the low bidder made an error, that mistakes do happen, and that none of the other bidders made an error.

Attorney Milliard asked Mr. MacKinnon what his experience has been in this situation, where the bid numbers are out there, for a large number of change orders on lower bids. Mr. MacKinnon stated there are not typically a lot of change orders in meter replacement projects.

Tara McManus stated the cost to re-bid in general is approximately \$5,000 average, however, the big decision that must be made is does the District want to change the bid from 4,000 meters to 2,000. Chairman Zielinski stated he does not want to delay the meter replacement project, all things considered, including water conservation and unaccounted water. Discussion ensued, and all agreed the District should go ahead with the meter replacement project at 4,000 meters, Replacement Well #2 & Replacement Well #3. Tara McManus will check in with Mr. Sheu tomorrow morning to get the bid information for the central register.

**Proposal of 16" Water Main from TWF through Norris Rd./Lawrence Ave. to Lakeview Ave:**

Superintendent Michael Sheu provided copies of correspondence regarding the proposed 16" water main transmission project from the Town of Tyngsboro. The Tyngsboro Board of Selectmen have questions relative to this project including the current condition of the roads, the inability of Tyngsboro customers to vote in DWSD annual elections, and potential PILOT arrangements for operating infrastructure in the Town. Discussion ensued, and all agreed, as requested by the Tyngsboro Board of Selectmen, Chairman Zielinski, District Counsel Arthur Sullivan & Roland Milliard, Superintendent Michael Sheu, and the project engineer will attend the Town of Tyngsboro Board of Selectmen meeting on Monday, March 26<sup>th</sup> at 6:00 PM to address their questions.

Chairman Zielinski instructed the Secretary to post a work session meeting on Monday, March 19<sup>th</sup> at 5:30 PM for the purpose of discussing the proposed 16" water main Frost Rd. to Norris Rd. to Lawrence Rd.

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

**OLD BUSINESS:**

**Water Management Act Application – Water Conservation:**

Tabled

**Fluoridation:**

Tabled

**OLD BUSINESS (Cont'd):**

**Vacancy – Field Services Operator:**

Superintendent Michael Sheu informed the Board four applications were received for the field services operator position. Two of the four applicants had no relevant experience or licenses in the field. The 1<sup>st</sup> most qualified candidate took a position elsewhere with a much higher pay rate. The next most qualified candidate has a D1 operator license, CDL License, Hoisting License, and is currently doing the job in the Town of Lexington. Mr. Sheu informed the Board the applicant had an injury a year ago that requires a second surgery scheduled on March 12<sup>th</sup> and he expects to be back to work within one month from the date of surgery. Mr. Sheu further stated the applicant was very enthusiastic and knowledgeable, and he would recommend the Board vote to approve hiring him for the position. Field Services Manager John Hudzik agreed. The Commissioners agreed to re-evaluate hiring this applicant pending a letter from his doctor stating he is physically able to do the job.

**NEW BUSINESS:**

All new business was tabled until the next meeting with the exception of the following:

**Change Order for Indoor Air Sampling:**

The Superintendent reported required air quality testing at the Hopkins Street Office came back good, and asked that the Board vote to authorize Woodard & Curran to report back to DEP in order to close out this notice of non-compliance. Commissioner Morin made a motion authorizing a change order up to \$2,500 for Woodard & Curran to report to MassDEP regarding indoor air sampling as presented. Seconded by Commissioner Corey. Motion passed unanimously.

**Meeting Schedule:**

Chairman Zielinski announced the next meetings scheduled as follows:

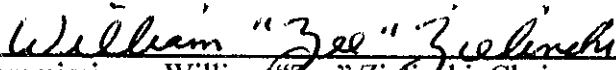
Monday, March 19, 2018


5:30 PM DWSD/Main Office Conference Rm.  
Discussion/Proposed 16" Transmission Line  
Frost Rd./Norris Rd./Lawrence Rd.

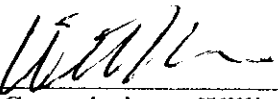
Tuesday, March 27, 2018

6:00 PM DWSD/Main Office Conference Rm.  
Review of Warrant Articles &  
Regularly Scheduled meeting

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

  
Commissioner William "Zee" Zielinski, Chairman

  
Commissioner Robert E. Corey, Vice-Chairman

  
Commissioner William L. Morin