

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 26, 2019

The meeting was called to order at 6:40 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, and Robert E. Corey/Vice-Chairman. Superintendent Michael 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:

None

APPOINTMENTS:

None

Community Input:

None

TREASURER'S REPORT:

None

2019 Annual Meeting Warrant Articles reviews:

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 and Twenty One dollars (\$238,421.00) as follows:

Repair & Replacement Distribution and Site Account	\$138,421.00
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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 Eight Thousand Five Hundred and Six dollars (\$4,938,506.00) 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	\$3,138,729.00
Total	\$4,938,506.00

Or act in any other way relative thereto.

*Note: All agreed to keep it the way it is. Treasurer will provide the break down amounts under Salary, Wages & Benefits to the Chair. The Chair will respond to anyone who would like to have detailed information about this account in the Annual 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

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 and Sixty Four dollars (\$220,564) which represents 5% of the 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.

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 to \$5,000; 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 to \$3,500; 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 to \$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:

Hydrant and Valve: \$25,000.00
Repair and Replace Account: \$261,000.00

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 and Sixty Four dollars (\$220,564) which represents 5% of the 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 #15

To see if the District will vote to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization 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 4/5th vote for approval.

Article # 16:

To see if the District will vote to raise and appropriate, borrow and/or transfer from available funds such sums of money as may be necessary to defray District charges and expenses for the fiscal year beginning July 1, 2018 and to make appropriations for the same; or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #17

To see if the District will vote to transfer from the Land Survey Account fund One Hundred Thousand Dollars (\$100,000.00) into the Land/Property Acquisition Fund; or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval

Superintendent Recommends Approval

Article #18

To see if the District will vote to transfer from the FY19 budget Article #6 as adopted May 12, 2018 the amount of One Hundred Thousand Dollars (\$100,000.00) and Transfer the same amount to the Land/Property Acquisition Fund; or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

SUPERINTENDENT'S REPORT:

Tyngsboro and New Boston Well Fields:

Well #2, still waiting for the pump. The Manganese level is 0.26 ppm at Well #1 after chemical wash. Need to chemical redevelopment for Well #5 when #2 is online. The redevelopment will takes about a week.

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

No response from the town of Tyngsboro yet on the paving issue.

Meter Replacement Project:

So far, 3360 meters have been replaced.

The resident of 15 Cedar Grove Avenue sent a notice to DWSD and claimed that she cannot have a smart meter installed at her house. She also provided a doctor's note to support her argument.

Radio frequency (RF) read meter is not a smart meter. MA has no regulations regarding RF read meters. District should adopt an Opt-out policy to respond residents' requests. A proposal was provide to the Board to charge \$20 per billing cycle (per quarter) to read the meter, and \$100 to install the meter. If meter cannot be read 4 times, a RF read meter will be installed and/or water can be shut off. Additional charges to turn water back on, per current bylaw.

Motion by Commissioner Corey to accept the Superintendent's report seconded by Commissioner Zielinski, motion passed.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

Nothing new to report

Hearthstone Lane – Total cost to the District:

Matter may go to small claims court. Small claims court limit is \$7K. District will save on court costs by going to small claims court. Court date set for April 29.

Water Main Improvements at Tennis Plaza/Easement:

No update to report.

Motion to approved District Counsel report made by Commissioner Corey seconded by Commissioner Zielinski, motion passed.

OLD BUSINESS:

Tyngsboro Rd Paving:

Town of Dracut accepted the \$20K from DWSD for paving at Tyngsboro Rd.

AWWA Meeting:

Deadline is mid-April for conference in Denver, CO

Tighe & Bond: Master Plan:

Mr. Sheu has presented a proposal from Tighe & Bond. This proposal from Tighe & Bond is for the Design of Manganese Treatment Facility. There are 3 tasks in this proposal. Task 1 includes assisting District to apply for Mass DEP SRF funding, land survey, pilot test, and preliminary design. The cost of the Task 1 is \$105K.

Tighe & Bond has also provided the 100 & 500 years Flood Plans of Tyngsboro Wellfield. The flood plans show that ~40% of TWF are in the 100 year flood zone and 60% of TWF are in the 500 year flood zone. Some areas of Tyngsboro Wellfield are high about the flood zone, but there will be no access road to these areas other than goes through BAE facility during the flood.

The discussion continued about purchasing the property of 166 Frost Road. This property is adjacent to the Wellfield and above the flood zone. This lot cannot be subdivided because of wellhead protections and lack of frontage.

Mr. Sheu stated that the home owner had spoke to him several times at Tyngsboro Wellfield. He shown interest in selling the property to District. Tyngsboro has accessed the value of this property at \$310k. The home owner has expressed that he want a higher price than market value. Three appraisals might be needed for the purchase.

District needs to craft an article to transfer the money to the Land Purchase Account in the Annual Meeting. The Clerk will help to craft the warrant article and be ready before 4pm tomorrow afternoon (Mar 27).

Water Rate increase:

A 5% increase in the water rates is needed to balance the budget for next year. Motion tabled until next meeting.

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:

NEW BUSINESS:

Proposal of Operating Kenwood Water System:

Mr. Sheu informed the Board that Town of Dracut currently pays \$80K to small water system to manage the operations. The Superintendent of Dracut Water and Sewer Department told Mr. Sheu that they only need help with the compliance reports to DEP. They also want someone to visit the 3 pumping stations twice a week. Mr. Sheu will provide an Agreement between District and the Town of Dracut for the Board's review.

State Forest Storage Tank Repair Project

Special Meeting application to operate a Marijuana Dispensary for Retail Sale at 76 Pleasant Street

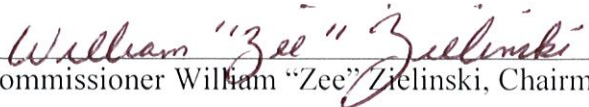
Mr. Sheu has provided an Application of Plan for the Board's review. Since this is a renter using the existing account. This is for information only.

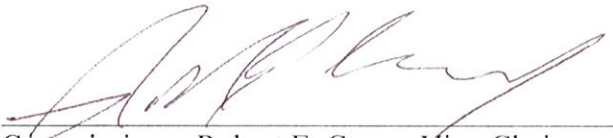
Meeting Schedule:


Chairman Zielinski announced the next meetings are scheduled as follows:

Tuesday, April 9, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
Tuesday, April 9, 2019 Regularly Scheduled Meeting	6::30 PM	DWSD/Main Office Conference Rm.
Tuesday, April 24, 2019 Bylaw Subcommittee Meeting	5:30 PM	DWSD/Main Office Conference Rm.
Tuesday, April 24, 2019 Regularly Scheduled Meeting	6::30 PM	DWSD/Main Office Conference Rm.

Commissioner Corey made a motion to adjourn the meeting at 8:01 PM.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin