

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 27, 2018

The meeting was called to order at 6:20 PM

PRESENT:

Commissioners William Zielinski/Chairman, Robert E. Corey/Vice-Chairman, and William L. Morin. Superintendent Michael K. Sheu, 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 March 19, 2018 as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Corey in favor, Commissioner Morin abstained as he was absent from the March 19, 2018 meeting.

Commissioner Morin made a motion to accept the Work Session minutes of March 14, 2018 as presented. Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Morin made a motion to accept the minutes of March 14, 2018 regularly scheduled meeting as presented. Seconded by Commissioner Corey. Motion passed unanimously.

APPOINTMENTS:

Community Input:

None

6:30 PM – Genesis, 55 Loon Hill Rd./SDF Fees:

Superintendent Michael Sheu reported Ray Mead contacted him to cancel this evening's appointment because the proposed Genesis project has accepted the SDF Fee as proposed at a previous meeting for this project. Mr. Sheu stated he will email Mr. Mead to let him know the SDF Fee must be paid in full before occupancy.

CORRESPONDENCE:

None

TREASURER'S REPORT:

To be addressed under review of Warrant Articles

DISTRICT COUNSEL'S REPORT:

District Counsel stated there were no new updates for this evening's meeting with the exception of the following:

Contract with Tyngsboro & DWSD Service Boundaries:

District Counsel Roland Milliard informed the Board he was contacted by the Tyngsboro Water District to let him know they would like to sit down with the DWSD at some point to define our boundary between Tyngsboro and DWSD.

District Counsel Arthur Sullivan stated when the Tyngsboro Water District was established, it was defined as the "area not serviced by Dracut or Lowell. However, there are a fair number of gaps. Attorney Sullivan further stated that once an area becomes a part of the District, the District is obligated to service that area at some point.

District Counsel will update the Board as this matter moves forward.

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

SUPERINTENDENT'S REPORT:

Tyngsboro & New Boston Well Fields:

Superintendent Michael Sheu stated the Board agreed to move forward with the Replacement Well #2 construction project, but did not take an official vote. Commissioner Corey made a motion to authorize up to \$500,000.00 for construction of TWF Replacement Well #2A. Seconded by Commissioner Morin. Motion passed unanimously.

Metering Replacement Project:

At the last meeting the Board agreed to re-bid the Meter Replacement Project, but did not take an official vote. Commissioner Morin made a motion to re-bid the Meter Replacement Project. Seconded by Commissioner Corey. Motion passed unanimously.

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

Superintendent Michael Sheu provided the Board with a bid summary for the Norris Road and Lawrence Road Water Main, and is waiting for Tighe & Bond's review and recommendation. Chairman Zielinski asked that the Superintendent forward Tighe & Bond's recommendation regarding the 1st & 2nd bidder for the project to District Counsel, and if they are not comfortable with the language, to KP Law for review and recommendation.

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

Vacancy – Field Services Operator:

The Commissioners agreed to re-evaluate hiring the applicant recommended by the Superintendent pending a letter from his doctor stating he is physically able to do the job without restriction. District Clerk Kathleen Graham informed the Board the Town requires pre-employment physicals and suggested the District require a pre-employment physical prior to hiring. Mr. Sheu will contact the applicant and update the Board at the next meeting.

NEW BUSINESS:

Staff Reviews:

Maureen Donnelly:

Mr. Sheu stated Maureen is the District's Customer Service Manager, and does a very good job, is friendly and very professional. Treasurer Debbie Vinal added Maureen is considered "the voice of the District" and when customers call, they often ask to talk to Maureen.

Commissioner Corey made a motion to give Maureen Donnelly a 3% increase retroactive to her anniversary date. Seconded by Commissioner Morin. Motion passed unanimously.

NEW BUSINESS (Cont'd):

Staff Reviews:

Erica Tanguay:

Mr. Sheu stated Erica is the District's receptionist, and does a good job as such. Mr. Sheu added he would like to see Erica take on more responsibilities and to take advantage of opportunities to advance her professional development at the District. The Commissioners agreed, adding the District is growing and they encourage staff to grow with it.

Commissioner Corey made a motion to give Erica Tanguay a 3% increase retroactive to her anniversary date. Seconded by Commissioner Morin. Motion passed unanimously.

Jayne Boissonneault:

Jayne is the Secretary to the Board of Water Commissioners. Chairman Zielinski stated Jayne does a great job, responds to requests from the Commissioners, and does an excellent job with meeting minutes. Commissioner Corey agreed, as did Commissioner Morin, stating Jayne's performance is top notch. Mr. Sheu added he appreciates Jayne's accurate and professional minutes. The Chairman suggested the Board consider bringing the Secretary to the Board of Commissioners' pay rate to the same rate the Board of Selectmen's secretary is paid for taking minutes. Commissioner Morin made a motion to bring the Secretary to the Board of Water Commissioners' pay rate to the same rate the secretary to the Board of Selectmen is currently paid for taking minutes, retroactive to her anniversary date. Seconded by Commissioner Corey. Motion passed unanimously.

Memorial Day Parade:

Commissioner Corey stated the District has not participated in the Town's Memorial Day Parade and would like the District to consider it. Chairman Zielinski instructed the secretary to keep this on the agenda for discussion at the next meeting.

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 and Moderator 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.

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, 2017 certified amount of One Million Sixteen Thousand Eight Hundred Three dollars (\$1,016,803.00) as follows:

Repair & Replacement Distribution and Site Account	\$ 1,016,803.00
Total	\$ 1,016,803.00

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 Seven Hundred Seventy Thousand Nine Hundred Twenty dollars (\$4,770,920.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2018 to be expended as follows:

Salary, Wages and Benefits Account	\$1,668,891.00
Operations Expenses	\$3,102,029.00
Total	\$4,770,920.00

Or act in any other way relative thereto.

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 Three Thousand Five Hundred dollars (\$3,500.00) to defray costs for the ensuing fiscal year beginning on July 1, 2018 to be expended as follows:

Out of State Travel	\$ 3,500.00
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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, 2018, 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 Forty Three Thousand Six Hundred Five dollars (\$243,605) 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 January 1, 2017 to December 31, 2017 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.

Article #9 (cont'd):

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, 2018, 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 \$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 the Commissioners of the District to \$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 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 Eight Hundred Twenty Thousand dollars (\$820,000.00) into the Repair and Replacement account;

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 Forty Three Thousand Six Hundred Five dollars (\$243,605.00) which represents the 5% funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY2016 for the period January 1, 2017 through December 31, 2017, 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 Undersized Mains Account Two Hundred Fifty Thousand Dollars (\$250,000.00) into the existing Repair and Replacement account;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #16

To see if the District will vote to transfer from the General Stabilization account the amount of One Hundred Sixty Five Thousand Dollars (\$165,000.00) to be expended as follows:

Repair and Replacement Distribution System and Site Account	\$165,000.00
Total	\$165,000.00

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 #17:

To see if the District will vote to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization Account the amount of Six Hundred Twenty Five Thousand dollars (\$625,000.00) to be expended as follows:

Repair and Replacement Distribution System and Site Account	\$625,000.00
Total	\$625,000.00

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 #18

To see if the District will vote to transfer from Article #6 Fiscal year 2018 budget the amount of Three Hundred Thousand Dollars (\$300,000.00) as follows:

OPEB Trust Fund Account	\$100,000.00
Repair & Replacement Distribution and Site Account	\$200,000.00
Total	\$300,000.00

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #19:

To see if the District will vote to authorize the Board of Water Commissioners to petition the legislature to amend the enabling legislation (Chapter 433 of the Acts of 1905) by repealing section 2 of Chapter 850 of the Acts of 1975 and adopting in its place the following section:

“Said Chapter 433 is hereby further amended by inserting after Section 9A the following section:

Section 9B. Whenever a connection is made, either directly or indirectly, to any water main supplied by the district, a system development fee shall be assessed. The amount of said system development fee shall be as established by the Board of Water Commissioners from time to time. The Board of Water Commissioners may establish rules and regulations regarding assessment and/or application of said fee.”;

Or act in any other way relative thereto.

Submitted by Board of Water Commissioners

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

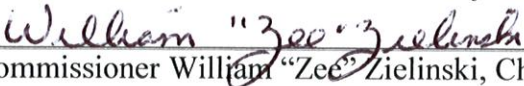
Meeting Schedule:


Chairman Zielinski announced the next meeting is scheduled as follows:

Wednesday, April 11, 2018

6:00 PM DWSD/Main Office Conference Rm.

Commissioner Morin made a motion to adjourn the meeting at 8:45 PM. Seconded by Commissioner Corey. Motion passed unanimously.


Commissioner William "Zec" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin