

Dracut Water Supply District
Minutes of May 11, 2019
Harmony Hall, 1660 Lakeview Avenue, Dracut, MA 01826

Commissioners
Robert E. Corey
William L. Morin
Chairman - William "Zee" Zielinski

Michael Sheu
Superintendent

Present: William Zielinski, Chairman, Robert Corey, William Morin, Michael Sheu, John M. Hudzik, Field Service Manager, Kelley Chasse, Office Manager/HR, Distribution Operator, Debbie Vinal, Treasurer, Kathy Graham, District Clerk, Attorney Roland Milliard, Debra H. Vinal, Attorney Arthur Sullivan, Jr. and Recording Secretary Shannon Rowe
Treasurer

The Chairman opened the meeting at 7:30 a.m.

The Pledge of Allegiance was recited.

Approval of Minutes:

None

Appointments:

None

Correspondence:

None

Review of May 11, 2019 Warrant Articles:

The Commission reviewed the Warrant Articles for the Annual Meeting being held today at 9:00 a.m.

Mrs. Vinal stated Warrant Article #16 would be dismissed.

Attorney Sullivan stated that the Moderator would need to read the Warrant Articles and the Motions at the Annual Meeting.

Ms. Graham explained to the Moderator how to read the Warrant Articles and Motions for the Annual Meeting.

The Commission reviewed Warrant Article #17 regarding transferring \$100,000 from the Land Survey Account into the Land/Property Acquisition Fund.

The Commission reviewed Warrant Article #18 regarding the transfer from the FY19 budget, Article #6 as adopted May 12, 2018 \$100,000 and transfer the same amount to the Land/Property Acquisition Fund.

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Treasurer's Report:

Mrs. Vinal presented the Commission the Treasurer's Report dated April 30, 2019. Mrs. Vinal stated that the District is doing good and stated that they would be receiving another bill from Lowell before June 30, 2019.

Motion made by Mr. Corey to accept the Treasurer's Report. Motion seconded by Mr. Morin. Motion passed unanimously.

District Counsel's Report:

* Attorney Milliard discussed the Small Claims Complaint regarding Hearthstone Lane and discussed Motions to Consolidate.

* Attorney Milliard discussed the Winding Brook Condominiums easement and stated that Mr. Kevin Decker suggested a new line. Mr. Sheu stated that the work at Tennis Plaza would be approximately \$600,000 to \$700,000 including engineering if the District decided to do it. Mr. Sheu stated that it would be cheaper for the Winding Brook Condominiums Association (Association) to complete the work on their own. Mr. Hudzik discussed about the current easement issue with Winding Brook Condominiums such as the size of the mains and problems with leaks repaired if occurred, etc. Mr. Morin discussed working with the Association for construction and materials. Mr. Sheu discussed what is best for the District and stated that the construction would cost a lot of money and it would cost approximately \$100,000 for materials. Mr. Sheu discussed it would save the District money to have Association to perform the construction work and to have the District to provide the materials. Mr. Sheu stated that he would provide the Commissioners with the price for materials and would speak to the Association and report back to the Commissioners.

* Attorney Sullivan stated that the final Deed has been sent to Attorney Hall on Coughlin.

Motion made by Mr. Corey to accept the District Counsel's Report. Motion seconded by Mr. Morin. Motion passed unanimously.

Superintendent's Report:

* Tyngsboro and New Boston Well Fields – Mr. Sheu discussed Well #5's chemical wash and stated that the Well would produce more water for Summer.

* Nashua Road Water Main Extension project - A Change Order Under the 16" Water Main Improvement Project – Mr. Sheu stated that Granese would start work the week of May 20th and they would only need two weeks to finish the project. Mr. Sheu stated that after this project is completed, he would know how much money is left and stated that they should have a surplus.

* Metering Replacement Project – Mr. Sheu stated that W&S has provided final payment requisition for this project and stated that the surplus of this project is \$61,000.

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* Water Conservation Plan – Mr. Sheu stated that Tighe & Bond has submitted a draft Water Conservation Plan for review.

* Water Treatment Plant Tour – Mr. Sheu discussed the two site visits to Green Sand Filtration Facilities. Mr. Sheu stated that while the pre-engineering steel facility building structure is cheaper, the concrete brick building structure was much prettier. Mr. Sheu also discussed the new Water Treatment Plant would change District's treatment classification from T1 to T3 and stated that District employees will all need, at a minimum, a T2 License.

* Water Quality Report Review – Mr. Sheu stated that the District usually sends the Water Quality Report (WQR) by mail, but just posting the WQR online meets requirements. Mr. Sheu discussed promoting winning the Best Water Taste Contest in the WQR. The Commissioner's agreed to mail out the WQR as they have in previous years.

Motion made by Mr. Corey to Accept the Superintendent's Report. Motion seconded by Mr. Morin. Motion passed unanimously.

Old Business:

* Tighe & Bond – Master Plan – Mr. Sheu stated that both Tighe & Bond and Weston & Sampson have submitted a proposal for Water Treatment Plant Design and stated that he would provide a recommendation with a comparison table between Tighe & Bond and Weston & Sampson, at the Commissioners' next meeting.

* State Revolving Fund List – Mr. Sheu stated that the DEP staff was at the Tyngsboro Wellfield to conduct an inspection and they discussed why the District's FY20 SRF application was not approved by the DEP. DEP staff stated that District's FY20 SRF application did not indicate the critical need of a Water Treatment Plant (WTP). A Public Water Supplier that has violations usually got the attention of DEP and have the opportunity to receive money first. Mr. Sheu discussed meeting with DEP staff before the next application deadline to review the District's application and to explain what is needed for the District and linking everything into a WTP. Mr. Sheu stated that he would keep the Commissioners informed about the application process.

* Proposal of Operating Kenwood Water System – Mr. Sheu stated that he sent the proposal to Kenwood Water for their review.

* 2019 AWWA Annual Conference Invitation – Mr. Sheu stated that he has received an invitation regarding this year's Water Taste Contest and stated that there is almost \$1,700 in the budget for out of state travel. The Commissioner's agreed that they would like Mr. Sheu to attend the conference.

* 166 Frost Road Appraisals – Mr. Sheu stated that Mr. Boulanger has hired Attorney Marshall Field to perform a title exam on his property.

* OPEB – Mrs. Vinal would like to meet with Ann Vandal, Assistant Town Manager/Finance Director to discuss OPEB and will report back to the Commission.

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New Business:

* State Forest Storage Tank Repair Project – Mr. Sheu stated that the contractor is currently stripping the backer rod and caulking material in the seams of the exterior roof.

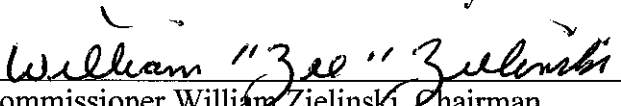
* System Development Fee – Mr. Sheu stated that he would present this to the Commission at the next meeting.

* Disciplinary Policy Draft – Mrs. Chasse provided the Commissioner's with the Dracut Water Supply District Standard Operating Guideline Disciplinary Policy. Mrs. Chasse stated that this could be reviewed at the next meeting.

Adjournment

Motion made by Mr. Corey to adjourn the meeting. Motion seconded by Mr. Morin. Motion passed unanimously.

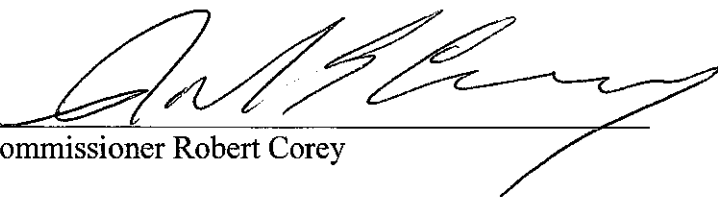
The meeting adjourned at 8:30 a.m.



Commissioner William Zielinski, Chairman



Commissioner William Morin



Commissioner Robert Corey