



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

MAY 20, 2020

Due to the COVID -19 Public Health Emergency, this meeting was held remotely via ZOOM

The meeting was called to order at 5:45 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, William L. Morin/Vice-Chairman, and Robert E. Corey. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, District Clerk Kathleen Graham, and Secretary Jayne Boissonneault

MINUTES:

Acceptance of the May 6, 2020 Minutes was tabled to the next meeting

COMMUNITY INPUT:

None

APPOINTMENTS:

None

All agreed to take the agenda out of order to hear, under Old Business, Meeting with Town of Tyngsboro, and 2020 District Annual Meeting and Election.

Meeting with Town of Tyngsboro:

Because of the ongoing COVID-19 situation there has not been a meeting with the Town of Tyngsboro at this point, however, District Counsel drafted a letter to keep the Town of Tyngsboro/Tyngsboro Board of Selectmen informed regarding the proposed water treatment facility. All agreed it would be better to wait to send the letter when the District has more definitive information to share.

2020 District Annual Meeting and Election:

District Clerk Kathleen Graham informed the Board that she, Town Manager Ann Vandal, Town Counsel James Hall, and Dracut Board of Selectmen Chairman Jesse Forcier met today, and that the Town will be holding Town Meeting on June 30th at the Dracut High School (DHS) auditorium.

Ms. Graham stated that if the Board of Water Commissioners still want to hold their Annual District Meeting on the same date at the same location, they are welcome to do that. Discussion ensued regarding holding the Annual District Meeting at DHS vs. holding the meeting outdoors, at the Dracut Water Supply District. Commissioner Morin stated he would prefer to stay with the plan to hold the District's Annual Meeting at the District. Ms. Graham stated the problem will be getting election workers to come out on two separate dates for the meetings, and that in her opinion it is in the best interest of the residents and election workers to hold both meetings on the same date, while the auditorium will already be set up to comply with social distancing and election workers will be provided with all necessary Personal Protective Equipment (PPE). Ms. Graham also pointed out that the District would have to rent a tent, tables and chairs, set up audio-visual equipment, and would also have to rent portable, handicapped accessible bathrooms for an outdoor meeting. Ms. Graham added the majority of election workers are Senior Citizens, and her main concern is their safety and the safety of the Town's/DWSD's residents and voters.

All agreed to continue this discussion under Old Business, and to move on to District Counsel's report.

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Update – Coughlin Heirs:

District Clerk Kathleen Graham reported she has talked with the Town Manager about this matter, and that the Town will be contacting Mr. Keefe in order to hold the auction on this property. Ms. Graham stated she will provide an update at the next meeting.

DWSD Acts & Bylaws Update:

Ongoing

166 Frost Road:

Discussed earlier this evening in Executive Session. No votes were taken in Executive Session.

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

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Tyngsboro Well #5:

Superintendent Michael Sheu reported the contractor has completed the drilling of the well and the screen is being ordered. This phase of the project is expected to be finished by the end of June. Phase 2 will be installing the pump.

Distribution System:

145-155 Broadway Road:

Mr. Sheu informed the Board Mass DOT has approved the Road Opening Permit, and that he has requested an engineering certified plan for the project. As discussed with the developer at a previous meeting, they will have to bring the pressure zone down past their property, address pressure issues for those houses affected, obtain a certified flow test, and remove the valve pit. Mr. Sheu asked the Board to consider authorizing himself and Field Services Manager John Hudzik to review the plans and make their recommendation to the Board for via email.

Commissioner Morin made a motion to authorize the Superintendent and Field Services Manager to review the plans for the proposed project “Lazy River” located at 145-155 Broadway Rd., in accordance with all Rules and Regulations of the DWSD, and to make their recommendation to the Board via email. Seconded by Commissioner Corey. Motion passed unanimously.

109-111 Coburn Road:

Mr. Sheu informed the Board the developer withdrew his application for water service.

Other:

Mr. Sheu reported he received a call from Steve Coravos to request water service for his project at the corner of Lakeview Avenue and Mammoth Road. Chairman Zielinski instructed the Secretary to add Mr. Coravos to the agenda for the next meeting.

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

OLD BUSINESS:

Tighe & Bond – Master Plan:

Superintendent Michael Sheu provided the Board with Tighe & Bond’s Tyngsboro Wellfield Water Treatment Plant – Basis of Design report and asked that the Board read the report carefully prior to the next meeting, and to be prepared for discussion and any questions and/or concerns at the next meeting.

Mr. Sheu also provided the Board with correspondence from the Town of Tyngsboro, Sewer Department along with their application for connection, rules and regs.

Commissioner Corey made a motion to authorize the Superintendent to submit the application for connecting to sewer at 170 Frost Road, Tyngsboro, MA including the \$4,950 connection fee and \$500 application/inspection fee, for the proposed water treatment plant. Seconded by Commissioner Morin. Motion passed unanimously.

OLD BUSINESS (Cont'd):

Mass DEP Asset Management Grant Application:

Commissioner Morin made a motion authorizing the District to pay \$109,750 to cover the up-front cost of the Asset Management Planning Project. Seconded by Commissioner Corey. Motion passed unanimously.

Meeting with Town of Tyngsboro:

Discussed under District Counsel's report earlier this evening.

Requisition of Property 24 Preston St., Dracut:

Tabled

2020 Annual Meeting & Election:

As previously voted by the Board of Commissioners, the DWSD Annual Election has been postponed to Monday, June 29, 2020. District Clerk Kathleen Graham reported that due to the COVID-19 public health emergency and social distancing rules, all Precincts (with the exception of the Council on Aging, Precinct 1&6A) will be moved to the Englesby Elementary School with four Precincts in the gymnasium and four Precincts in the Cafeteria. Ms. Graham informed the Board postcards have been printed and are in the process of being mailed to every household as required by law when precinct locations change. In addition to Election staff, the Dracut Board of Health and Emergency Management Team will be providing assistance during the Town and DWSD Election. Ms. Graham also reported there will be Absentee/Early Voting by mail for the June 29th Elections, and encourages everyone to vote by mail. Applications for Absentee/Early Voting are available on the Town and the DWSD websites, or by contacting the Town Clerk's Office at (978) 453-0951.

Ms. Graham reported, as discussed earlier this evening, the Town of Dracut will be holding their Annual Town Meeting on June 30, 2020 at the DHS auditorium. Ms. Graham stated the DWSD is welcome to piggy-back with the Town by using the DHS auditorium for their Annual District Meeting just prior to the Town's Annual Meeting if they so choose. If the District decides they want to hold their Annual Meeting at the DWSD, there are rules that must be followed in accordance with Governor Baker's guidelines and handicapped accessibility, and Dracut residents and election workers to be considered.

Commissioner Corey stated that based on the logistics of holding the DWSD Annual Meeting at the District and taking into consideration the current COVID-19 situation, he would prefer to hold the District's Annual Meeting prior to the Town's Annual Meeting at the DHS auditorium. Commissioner Corey made a motion that the DWSD hold their 2020 Annual District Meeting on June 30, 2020 at 5:30 PM at the DHS auditorium. Seconded for discussion by Commissioner Morin. Under discussion, Commissioner Morin stated the he does not like the idea of holding the District's Annual Meeting at the DHS auditorium, but that under the circumstances he will agree. Motion passed unanimously.

OLD BUSINESS (Cont'd):

2020 District Annual Meeting and Election (cont'd):

District Clerk Kathleen Graham thanked the Board for their consideration and understanding the situation. Chairman Zielinski instructed the Secretary to let the DWSD Moderator know about this change in location. Commissioner Corey made a motion to sign the DWSD Election and Annual Meeting Warrant as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Update/180 (+/-) unit apartment building project on Broadway Road:

Tabled

Water Main Repairs at Primrose Village:

Mr. Sheu informed the Board repairs at Primrose Village are on hold for now.

NEW BUSINESS:

Risk Assessment and Emergency Response Plan:

Tabled

Extending Legal Contract:

Tabled

Summer Interns:

Commissioner Corey made a motion to authorize the Superintendent to hire summer interns. Seconded by Commissioner Morin. Motion passed unanimously.

Discussion re 5% Rate Increase:

Mr. Sheu provided the Board with a report showing that, without a 5% rate increase, there is a shortfall in the 2019 (2020, and 2021) budget. HR/Office Manager Kelley Chasse stated July 1st would begin a new billing cycle, and District Counsel Arthur Sullivan further explained that this increase would be effective in FY2020, as the July 1st billing cycle would be for the months of April, May, and June. Commissioner Corey made a motion to increase the DWSD water rates by 5% across the board effective immediately. Seconded by Commissioner Morin. Motion passed unanimously.

Meeting Schedule

Chairman Zielinski announced the next meeting is scheduled as follows, via zoom:

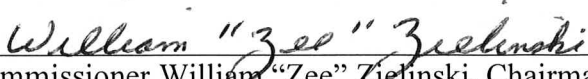
Wednesday, June 3, 2020

Executive Session Meeting for the purpose of
Discussing real estate acquisition and legal strategy
thereto
5:30 PM via Zoom


Wednesday, June 3, 2020

Regularly Scheduled Meeting
5:45 PM via Zoom

Commissioner Corey made a motion to adjourn the meeting at 7:07 PM. Seconded by Commissioner Morin. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Vice-Chairman


Commissioner Robert E. Corey