

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

NOVEMBER 26, 2018

The meeting was called to order at 7:05 PM

PRESENT:

Commissioners William “Zee” 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, and Recording Secretary Jayne Boissonneault.

MINUTES:

Commissioner Corey made a motion to accept the Executive Session Minutes of October 10, 2018 as to accurately reflecting the Executive Session Meeting but not for release as public information until such time as the purpose for the Executive Session no longer exists. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the October 24, 2018 Minutes as presented. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners agreed to take the agenda out of order and hear the Treasurer’s Report while waiting for this evening’s first appointment.

TREASURER’S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending October 31, 2018 pointing out receivables are at 33.84%, under by .16% for collections and expenses are at 29.91%, under by 4%.

Mrs. Vinal informed the Board the District is finally beginning to see credits in the electric bill and will update the Board in more detail about the savings to the District at the next meeting.

TREASURER'S REPORT (Cont'd):

Chairman Zielinski stated the Superintendent and Board of Commissioners would like to attend the American Water Work Association Annual Conference in June of 2019 for the opportunity to compete on the National level for best tasting water, having just recently won the award at New England Water Association Annual Conference. The total cost including air fare, hotel, and the cost of the conference would be approximately \$2,500 per person. The Commissioners asked that the Treasurer look at the budget to see if an article will need to be submitted at Annual Meeting to fund all or part of this expense, and report back at the next meeting.

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

APPOINTMENTS:

Community Input:

Christopher Baker - 67 Dexter Avenue:

Christopher Baker informed the Board he was here once again to present his case regarding water pressure at his home at 67 Dexter Avenue, as he was not on the agenda for the previous meeting. Mr. Baker stated he has had issues with water pressure since he moved in to his home eight years ago, and added that he has spoken to other homeowners on Dexter Ave. and they are not happy with the water pressure either. Mr. Baker read from a letter he prepared to address the Board of Commissioners (attached). Mr. Baker again stated his family is unable to use water on the second floor of his home because of low or no water pressure. Mr. Baker stated the Town Manager, Jim Duggan informed him that he is not the only person who has been impacted by low water pressure within the DWSD and that he knows of at least two instances where the District provided booster pumps to property owners because of low water pressure: one, his next door neighbor, and two, a resident on Hearthstone. The Commissioners explained that the District provided a pump to his neighbor because the DWSD's equipment damaged his neighbor's pump. The District provided a pump to the property owner on Hearthstone because the developer was required to provide a booster pump, and did not follow through. The District took it upon themselves to provide the pump, and is currently pursuing reimbursement from the developer in this matter with legal counsel. The Commissioners informed Mr. Baker the District does not replace the pumps.

The Superintendent and the Commissioners informed Mr. Baker DEP requires a Public Water System to provide a minimum 20 PSI of water pressure at street level for each water service connection. The Superintendent stated that District has performed several water pressure tests at the hydrant near the end of Dexter Avenue. The water pressure was fluctuated around 26 PSI. Chairman Zielinski stated the District would like to get in to the property to inspect from the street to the house, to see if there is anything else happening that would reduce the water pressure. Field Services Manager John Hudzik reported the District has tried to make an appointment with Mr. Baker for an inspection, but Mr. Baker was no available. Mr. Baker stated that because of personal matters, it is not always easy to set up a date and time; however, he would be willing to set up a time

APPOINTMENTS (Cont'd):

Christopher Baker – 67 Dexter Avenue (cont'd):

for the District to come in. Mr. Baker stated he wants the District to realize he does not live on a mountain, and should be getting better water pressure, that he did not know all of the fact until this evening regarding his neighbor's situation or the situation on Hearthstone.

Mr. Baker stated that he will work out a mutually convenient date and time with Maureen Donnolly, DWSD Customer Service Supervisor, for the District to have access to the house, and thanked the Board for their time and consideration.

The Board agreed to take the agenda out of order to hear from Attorney Tavenner and Dan Shanks regarding the Tamarack Road Realignment Project under Old Business:

Tamarack Road Realignment Project:

Chairman Zielinski stated the District has attempted to contact the developer about the status of this project several times, and had not heard back from them until this evening. Attorney Tavenner informed the Board Lots 73, 74, and 75 were their "stock pile" lots, they are now ready to sell one of those properties, and need to finalize the easement agreement with the District for connecting Lot 78 and the Berube property, and that the property owner at Lot 79 can hook up or not, that is on them.

The recording Secretary disclosed to Attorney Tavenner and Mr. Shanks that she is the property owner at Lot 79, and that the developer does, in fact, have to connect the water & sewer services into her property. Mr. Shanks disagreed, stating the developer is not responsible for bringing the services to the house. Attorney Tavenner informed Mrs. Boissonneault if she has something in writing that says the developer is responsible for bringing the service to the house, she could contact him and if they are responsible, they will do that.

Attorney Tavenner stated he would like to work with District Counsel as soon as possible to get the easement agreement language done, and will contact Attorney Sullivan to work that out.

CORRESPONDENCE:

Correspondence presented by Mr. Baker at this evening's meeting (attached)

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

District Counsel sent correspondence on this matter to Town Counsel James Hall, and has not heard back yet.

Acts/Bylaws Update:

Tabled

DISTRICT COUNSEL’S REPORT (Cont’d):

Hearthstone Lane – Total cost to the District:

Ongoing – nothing new to report

Contract with Tyngsboro & DWSD Service Boundaries:

Attorney Sullivan informed the Board he and Attorney Milliard sent a letter responding to Attorney Bowen’s letter regarding territorial limits, and has not heard back yet.

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

SUPERINTENDENT’S REPORT:

Superintendent Michael Sheu provided the Board with a written report, highlighting details as follows:

Tyngsboro and New Boston Well Fields:

Mr. Sheu reported construction on Well #2 began on 11/8/2018 and expects work to be completed by May, 2019.

New 16” Water Main from TWF through Norris Rd./Lawrence Ave to Lakeview Ave:

Mr. Sheu provided the Board with a written report, attached.

Meter Replacement Project:

Mr. Sheu reported a total of 2,030 meters have been replaced as of today. East National Water (ENW) must install 3,800 meters by mid-January, 2019. Mr. Sheu stated ENW is far behind schedule.

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

OLD BUSINESS:

Proposal of a new position – Office Manager:

Superintendent Michael Sheu provided the Board with a copy of the job description for an HR/Office Manager, and asked that the Board review the job description for discussion and vote at the next meeting.

Tamarack Road Realignment Project:

Addressed earlier this evening

NEW BUSINESS:

Staff Reviews:

Stephen Dehney:

Chairman Zielinski asked Field Services Manager John Hudzik for his recommendation. Mr. Hudzik stated Stephen Dehney is a very good worker and that as foreman of the DWSD Field Services Staff, he does not get paid overtime. Commissioner Morin made a motion to give Stephen Dehney a 3.5% increase retroactive to his anniversary date. Seconded by Commissioner Corey. Motion passed unanimously.

Tim Germain:

Chairman Zielinski asked Field Services Manager John Hudzik for his recommendation. Mr. Hudzik stated Tim Germain is a very good worker. He has a D2 & T1 license, and needs a D3 to catch up. Commissioner Corey made a motion to give Tim Germain a 3% increase retroactive to his anniversary date. Seconded by Commissioner Morin. Motion passed unanimously.

Unfinished Project – State Forest Booster Pump Station Discharge Main Upgrades (2016-05):

Mr. Sheu informed the Board that the final paving for the project of State Forest Booster Pump Station Discharge Water Improvement Project (2016-5) should be completed by this spring. The contractor, Aqua Line Utility Inc. (ALU) and Woodard & Curran have a disagreement about the work scope. ALU refused to perform the final paving of this project. Woodard & Curran informed Mr. Sheu the contractor considers this project has been completed, and requests 1% of their retainage, \$4,920.00. Mr. Sheu will request Woodard & Curran be at the next meeting to explain this matter to the Commissioners.

Letter from Tyngsboro Water District regarding Territorial Limits:

Addressed earlier this evening under District Counsel's Report

Tighe & Bond – Master Plan:

Mr. Sheu provided copies of Tighe & Bond's master plan for review to be prepared for their presentation in advance.

Work Schedule for December 31st:

Mr. Sheu asked that the Commissioners consider the work schedule for New Year's Eve which falls on Monday, December 31st, stating this happens once every six years. The Commissioners agreed whatever the Town decides for their work schedule for December 31st, the Commissioners will do the same.

Other Discussion:

Dracut Baseball Association

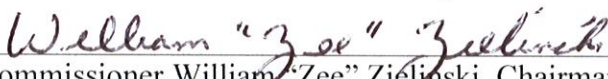
Mr. Sheu informed the Board the Treasurer of the Dracut Baseball Association has requested that the DWSD consider reducing their water bill. Research indicates the Association is not paying a lot for water usage, and in fact an abnormally low amount of water was used in 2017. The Commissioners agreed they cannot simply reduce the water bill. District Counsel Roland Milliard will draft a letter in response on behalf of the Commissioners.

Meeting Schedule:

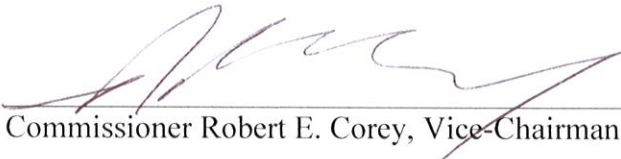
Chairman Zielinski announced the next meeting is scheduled as follows:

Wednesday, December 12, 2018 6:00 PM DWSD/Main Office Conference Rm.
Regularly Scheduled Meeting
(Snow date – March 19th)

Commissioner Corey made a motion to adjourn the meeting at 8:20 PM. Seconded by Commissioner Morin. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner Robert E. Corey, Vice-Chairman



Commissioner William L. Morin