

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

OCTOBER 10, 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:

The Commissioners agreed to table acceptance of minutes to the next meeting.

APPOINTMENTS:

Community Input:

None

CORRESPONDENCE:

Superintendent Michael Sheu informed the Board he received a request to terminate water service at 60 Old Marsh Hill Rd., or to put the account in only one name (Mother's request. Son is living in the house – she no longer resides there). District Counsel Roland Milliard stated he has drafted a letter stating the District is satisfied that Shirley Page has no direct ownership interest in the property, and explaining that the District would be willing to put the account in the owners of record, and each will be mailed a copy of the bill. The account will be placed in the name of the Shirley I. Page Revocable Trust and Mr. David Page. Absent a valid court order or a request signed by both owners of record, the District will not terminate service as long as payment for the service remains current. The Commissioners authorized District Counsel to send the letter as presented.

TREASURER'S REPORT:

Treasurer Debbie Vinal informed the Board Colonial Insurance came in to present their benefits program as authorized at a previous meeting, and some employees have taken advantage of the program. Secretary Jayne Boissonneault informed the Treasurer she still has not received any confirmation that she has been added to the District's Life Insurance. The Treasurer informed Mrs. Boissonneault she has been added to the DWSD's life insurance, but will not receive any notification.

The Treasurer provided the Board with a detailed written financial report, pointing out as of September 30, 2018 revenues were at 23.19%, under by 1.81% and expenses were at 25.85%, over by 0.85%.

Chairman Zielinski asked Mrs. Vinal if she has heard back from the Auditors. Mrs. Vinal stated she has not, which suggests everything was fine, and asked if District Counsel has sent their letters in. Both Attorney Sullivan and Attorney Milliard stated they have completed their letters, and will confirm that they were sent at the next meeting.

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

DISTRICT COUNSEL'S REPORT:

New Office Building Close-Out/Coughlin Heirs:

District Counsel will address in Executive Session, duly posted in accordance with the Open Meeting Law, exemption #6.

Acts/Bylaws Update:

Addressed earlier this evening in the Bylaw Subcommittee Meeting.

Hearthstone Lane – Total cost to the District:

Ongoing – nothing new to report

State Forest Legislative Filing:

Is still before the House - nothing new to report

Contract with Tyngsboro & DWSD Service Boundaries:

To date, there has been no response to District Counsel's correspondence.

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

SUPERINTENDENT'S REPORT:

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

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

Mr. Sheu reported Granese has laid the 16" water mains from Tyngsboro Wellfield to the intersection of Lawrence Road/Lakeview Ave. Remaining work is as follows:

- Test the new flow meter at the metering building
- Make connections between the existing 12" and new 16" water mains at Lakeview Ave., Frost Rd., Fletch Rd., and Katy Ln.
- Repair damage

Mr. Sheu informed the Board there are 3 change orders as follows:

- | | |
|--|-------------|
| • 16' Resilient Seat Gate Valves | \$21,850.00 |
| • Lost time July 5 th & 9 th | 3,262.52 |
| • Lost time August 2 nd and 6 th | 5,893.26 |

Total	\$31,005.78
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Commissioner Morin made a motion to approve Tighe & Bond's Change Order No. 2 on the Norris Road and Lawrence Road Water Main project in the amount of \$31,005.78. Seconded by Commissioner Corey. Motion passed unanimously.

Meter Replacement Project:

Mr. Sheu reported approximately 1,000 meters have been replaced as of today. East National Water has added a fourth staff member on this project. The consultants (Weston & Sampson) have sent correspondence to ENW to remind them that liquidated damages will be assessed if the project is not completed on time.

Drinking Water Supply Protection Grant Program:

Mr. Sheu informed the Board he has spoken to the property owner at 166 Frost Road as he has shown interest in selling the property to the District. Mr. Sheu pointed out the property is land-locked, however, it would be a benefit to the District to consider purchasing it. The application deadline for the Drinking Water Supply Protection Grant Program being offered by DEP for up to \$300,000 for the purchase of land or interests in land is November 16th. Commissioner Morin made a motion to authorize the Superintendent to submit the application for DEP's Drinking Water Supply Protection Grant Program. Seconded by Commissioner Corey. Motion passed unanimously.

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 for their review. Mr. Sheu stated, once the position is approved by the Commissioners, it is his intention to post internally.

Vote to release executive session minutes:

Secretary Jayne Boissonneault will provide the Board with copies of the Executive Session Minutes to be released, all of which have already been approved and accepted, and signed at previous meetings.

Tamarack Road Realignment Project:

Both the Superintendent and District Counsel stated they have not heard back from Attorney Taveneer regarding the Tamarack Road Realignment Project-Easement.

NEW BUSINESS:

Tighe & Bond: Proposal for Mitigation Measures review

Tabled until the next meeting

Meeting Schedule:

Chairman Zielinski announced the next meetings are scheduled as follows:


Wednesday, October 24, 2018 Bylaw Subcommittee Meeting	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, October 24, 2018 Regularly Scheduled Meeting	7:00 PM	DWSD/Main Office Conference Rm.
Wednesday, October 24, 2018 Executive Session to consider the purchase of real property	7:30 PM	DWSD/Main Office Conference Rm.

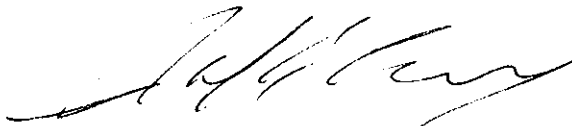
Chairman Zielinski asked for a roll call vote to enter into executive session to consider the purchase of real property at 8:05 PM. The roll call vote was as follows:

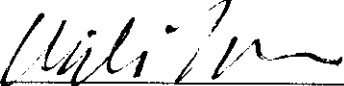
Commissioner Morin:	Yes
Commissioner Corey:	Yes
Commissioner Zielinski:	Yes

The meeting reconvened at 8:08 PM. No votes were taken in executive session.

Commissioner Morin made a motion to adjourn the meeting at 8:09 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner Robert E. Corey, Vice-Chairman


Commissioner William L. Morin