



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 16, 2019

The meeting was called to order at 6:35 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, Treasurer Debbie Vinal, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Secretary Jayne Boissonneault

MINUTES:

None

COMMUNITY INPUT:

None

APPOINTMENTS:

Steve Coravos, Request for Water Connection at Polly's Corner:

Steve Coravos appeared before the Board to request water service for a new property he and Brian Lussier are proposing at the corner of Lakeview Ave. and Mammoth Rd., Polly's Corner. The plan is for a 7,500 sq. ft. professional office building. There will be two floors, with a dentist office, a CPA office and doctor's office. Mr. Coravos stated the plan has been approved by the Planning Board, and he would like to tie in to water in the spring, off of Lakeview. Since this will be a professional building, and not a restaurant or any type of business that will use much water, Mr. Coravos stated he would like to tie in with a 1" line. The Commissioners disagreed, stating they need to be sure businesses on the second floor are getting enough water, and they would require a 2" line. Mr. Coravos agreed, and asked the Board if he could use the two 1" services that were previously capped at the property. The Board denied this request, as this will be a new, changed use property, with a 2" line.

APPOINTMENTS:

Steve Coravos, Request for Water Connection at Polly's Corner:

Mr. Coravos was informed the tie-in fee for a 2" service is \$30,000 and the sprinkler fee is \$1,157, plus the cost of the meter.

Commissioner Corey made a motion to provide water service and fire protection service for the proposed "Polly's Corner" contingent upon receipt of engineered, stamped plans, and in accordance with all Rules & Regulations of the DWSD. Seconded by Commissioner Morin. Motion passed unanimously.

TREASURER'S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending September 30, 2019 pointing out receivables are at 23.20%, under by 1.80% for collections and expenses are at 23.84%, under by 1.16%.

Mrs. Vinal informed the Board that MIIA, the District's insurance provider, quoted Earthquake insurance coverage with a \$25,000 deductible, and an additional premium of \$1,369. Mrs. Vinal reported that if the District takes the Earthquake insurance, they must take the Flood insurance as well, and only the main office and Field Services buildings would be covered. All agreed to decline the additional Earthquake/Flood insurance. The Treasurer reported she will be adding coverage for the District's snow plows to the policy, at an additional premium of only \$39 each.

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

All agreed to take the agenda out of order while the Treasurer was present at the meeting to hear a report on OPEB, on the agenda under Old Business.

OPEB:

The Treasurer provided the Board copies of a report showing the District's current funding policy relative to Other Postemployment Benefits (OPEB) with estimated percentage funded ratios from FY2019 through FY2050. Mrs. Vinal explained that the numbers change constantly, depending upon new hires, retirements, etc., and the most accurate years will always be the most current years. The District is currently 23.42% funded, and expect to be nearly 50% funded by FY2050, making payments of \$100,000 each fiscal year. Chairman Zielinski suggested that if the District funds this account by making payments of \$200,000 each fiscal year, OPEB would be fully funded by FY2050. All agreed, and the Treasurer will prepare a warrant article for 2020 Annual Meeting to increase this account to \$200,000.

OPEB (Cont'd):

Mrs. Vinal suggested the Board also consider doing what a lot of other cities and towns, including Dracut, does by investing in the State Retiree Benefit Trust Fund. Discussion ensued, and all agreed that the State Retiree Benefit Trust Fund is also more of a risk than the investments the District currently have, pointing out that the District is conservative, but also secure. Mrs. Vinal will get more information regarding the State Retiree Benefit Trust Fund and report back to the Board at a future meeting.

DISTRICT COUNSEL'S REPORT:

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

District Counsel Arthur Sullivan informed the Board he expects this matter will be on the Town Meeting Warrant for November and will check with Attorney Hall to see if the DWSD's presence is required.

DWSD Acts & Bylaws Update:

Tabled

Easement at Winding Brook Estates:

District Counsel Arthur Sullivan ordered a title search, and explained there are a total of 11 lots: Winding Brook was built in phases and has 7 lots, Wimbledon Commons has 2 lots, Winding Brook II has 1 lot, and there is 1 additional lot. Attorney Sullivan stated he will have a more detailed report for the Board at the next meeting.

166 Frost Road appraisals:

District Counsel Roland Milliard reported the Purchase & Sales agreement was sent out by certified mail/return receipt. To date, the receipt has not been returned. District Counsel will re-send the Purchase & Sales agreement by first class mail.

All agreed, at this point, to begin the process to take the property by Eminent Domain. Attorney Sullivan informed the Board step one will be to schedule a public hearing with DEP. The Superintendent will meet with Tighe & Bond to draft a report on why the DWSD needs to take the land, and request the public hearing with DEP. District Counsel will then file with the registry of deeds. Attorney Sullivan will prepare the formula used previously, which will be similar to the Paradise matter, and report back to the Board.

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

SUPERINTENDENT'S REPORT:

Other:

Mr. Sheu provided the Board with a Water Production vs. Consumption Report from Q3, 2017 through Q2, 2019. Each year, the District has had approximately 20% unaccounted for water. The DEP requirement is 10% or less. This year, the District is at 15%, already a decrease of 5% unaccounted for water for the first time in several years. Mr. Sheu pointed out that as the District makes improvements to the system, it improves many other things as well, such as unaccounted for water. The national average for unaccounted for water is 20%. The DWSD is getting closer and closer to DEP's requirement of 10%.

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu reported there had been an increase in the level of Manganese last week, due to the Nor'Easter rain storm. As a result, the flow from Well #3 has been reduced from 270 to 200 gpm. Mr. Sheu pointed out that water production is controlled by the concentration of Manganese right now; if the District had the water treatment plant, this would not be an issue.

New Boston Well Field:

Mr. Sheu reported a sample collected from New Boston on October 1st tested positive for total coliform. The well was disinfected and the repeat samples were clear.

State Forest Tank:

Mr. Sheu reported a sample collected from Varnum Pump Station on October 8th was positive for total coliform. There was a power outage in this area and the tank mixer was out of service the afternoon of October 7th. Sediment at the bottom of the tank was stirred up once the mixer was placed back into service. The tank was disinfected and repeat samples were clear. Mr. Sheu informed the Board DEP allows for 2 hits for total coliform.

Commissioner Corey asked if the property at the State Forest Tank is posted. Mr. Sheu reported it is posted, and will confirm exactly what the posting says at the next meeting.

Tyngsboro CCF:

Mr. Sheu reported there was a valve drip on the KOH feed line. The plumbing will be replaced, and the incident was reported to MADEP for compliance determination. The District is considering replacing the Tyngsboro CCF with the new Water Treatment Facility.

Distribution System:

76 – 100 Pleasant Street:

Mr. Sheu reported he and Field Services Manager John Hudzik visited this property on October 9th. The water was shut off and drained, and the water taps of each building were checked to be sure there was not water or pressure. The conclusion was that there is only one one-inch water service line that feeds this property. The property owner will be informed and will need to put in a back flow prevention device.

SUPERINTENDENT'S REPORT (Cont'd):

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

OLD BUSINESS:

Tighe & Bond – Master Plan:

Mr. Sheu provided the Board with a copy of DEP's Pilot Study Approval at the last meeting. The Pilot Test began on October 7th, and Mr. Sheu will send an invitation to the Board to come out to see the testing once it is set up.

State Revolving Fund:

Nothing new to report

Proposal of Operating Kenwood Water System:

Mr. Sheu informed the Board Jay Reynolds, Director of the Kenwood Water System, is in the process of going out to bid for operating the Kenwood Water System.

OPEB:

Addressed earlier this evening under Treasurer's Report

NEW BUSINESS:

Staff Reviews:

Mr. Sheu provided the Board with a recommendation for staff evaluation and pay increases determined by score for their review, stating that if the Board is in agreement, he will share the information with staff.

Discussion ensued and all agreed that this is a very fair and effective way to review job performance.

Commissioner Corey made a motion to accept the Staff Evaluation and Pay Increase recommendation as presented by the Superintendent effective immediately. Seconded by Commissioner Morin. Motion passed unanimously.

NEW BUSINESS (Cont'd):

Staff Reviews (cont'd):

Staff evaluations were reviewed and approved by the Board for John Hudzik, John Laffey, Timothy Germain, and Steve Dehney. John Hudzik, John Laffey, Timothy Germain, and Steve Dehney received respectively 3.75%, 3.00%, 3.00% and 3.25% of salary rate increase according to Mr. Sheu's Staff Evaluation and Pay Increases Chart.

The Commissioners agreed they would pay for Mr. Laffey to re-take the Training for his T2 Drinking Water Operator license. The Commissioners asked that all field services staff be reminded of the importance of maintaining and obtaining additional licenses for their positions. Mr. Hudzik added that if staff take the refresher courses, and pass the training portion of the tests, it is much more likely they will pass the tests.

Employee Handbook/Policies:

The Superintendent, HR/Office Manager, District Counsel, District Clerk, and Board of Commissioners have been working on updating the DWSD Employee Handbook, Policies and Procedures at duly posted Bylaw Subcommittee meetings over the past several months. The following policies have been accepted, copies of which are attached:

Commissioner Corey made a motion to accept the Checklist for New Commercial, Industrial and Multi-Family Condo policy as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the On Call Procedure as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Morin made a motion to accept the Assignment and Emergency Call-Out Procedure as presented. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners thanked HR/Office Manager Kelley Chasse for a great job.

Job Posting – Drinking Water Operator:

Mr. Sheu informed the Board he, Field Services Manager John Hudzik, and HR/Office Manager interviewed two candidates for the position of Drinking Water Operator. Christopher Ivos was offered the position, and will be starting on October 21st.

NEW BUSINESS (Cont'd):

Mass DEP Asset Management Grant Application:

Tabled

Staff Salary Adjustment:

Mr. Sheu provided the Board with a salary and benefits survey, pointing out that DWSD staff pay is lower than average, and that the benefits do not necessarily make up for the lower salaries. Discussion ensued and the Commissioners asked the Superintendent to provide more information from Chelmsford, North Chelmsford, Tewksbury, Tyngsboro, etc. Mr. Sheu informed the Board he asked NEWW for the salary survey and often times not all of the surrounding communities respond. Both the Superintendent and HR/Office Manager will reach out to other surrounding communities and provide additional information for the next meeting.

Fluoridation:

Tabled

Retiree Medex 2 Renewal:

Mr. Sheu reported the rate for Medex 2/Retirees will be reduced by 1.96% effective January 1, 2020.

Meeting Schedule

Chairman Zielinski announced the next meetings are scheduled as follows:

Wednesday, October 30, 2019

Bylaw Subcommittee Meeting

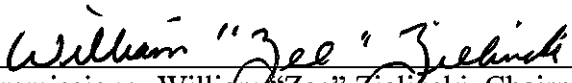
5:30 PM Main Office Building/Conference Rm

Wednesday, October 30, 2019


Regularly Scheduled Meeting

6:30 PM Main Office Building/Conference Rm

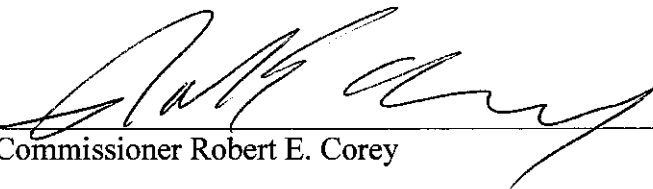
Commissioner Corey made a motion to adjourn the meeting at 8:20 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner William L. Morin, Vice Chairman



Commissioner Robert E. Corey