

*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

### DWSD BYLAW SUBCOMMITTEE

**OCTOBER 16, 2019**

The meeting was called to order at 5:35 PM

#### **PRESENT:**

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

#### **DISCUSSION:**

##### **Checklist for New Commercial, Industrial, and Multi-Family Condo Policy:**

HR/Office Manager Kelley Chasse provided the Board with copies of the Checklist for New Commercial, Industrial, and Multi-Family Condo policy as discussed at the last meeting, pointing out that all changes appear in red ink.

The following change was made on Page 2, 2<sup>nd</sup> bullet:

"All work should conform to the current DWSD Water Mains & Service Installation Requirements in place at the time the work is performed."

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

**On Call Procedure:**

Kelley Chasse provided the Board with copies of the “On Call” procedure with amendments as discussed at the meeting, in red ink.

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

**Assignment and Emergency Call-Out Procedure:**

Kelley Chasse provided the Board with copies of the Assignment and Emergency Call-Out Procedure.

Page 1, Item III, A. General, #3 was amended as follows: (changes in **bold type**)

3. Duty Supervisors shall **text the “group text” to notify** the Superintendent of all “major” breaks or failures on any shift.

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

**Overtime Procedure:**

Kelley Chasse provided the Board with copies of the “Overtime Procedure”.

Page 1, Item III, B, 1<sup>st</sup> sentence was amended as follows: (changes in **bold type**)

Replace the word “payroll” with “HR” so that the sentence reads:

B. Employees shall file an approval form with **HR**.

The Superintendent provided a comparison of salaries and benefits report for their review. Commissioner Morin asked that the Superintendent provide more information from surrounding communities such as Chelmsford, North Chelmsford, Tewksbury, and Tyngsboro. Mr. Sheu stated he requested the salary survey from NEWW who request the information from all surrounding communities, however, not all communities respond. Mr. Sheu and Mrs. Chasse will reach out to other surrounding communities and provide an additional report at the next meeting.

All agreed to continue discussion on the “Overtime Procedure” at the next meeting.

**Meeting Schedule:**

Chairman Zielinski announced the next meeting is scheduled as follows:

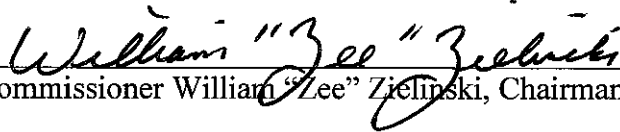
Wednesday, October 30, 2019


Bylaw Subcommittee Meeting  
5:30 PM Main Office Building/Conference Rm

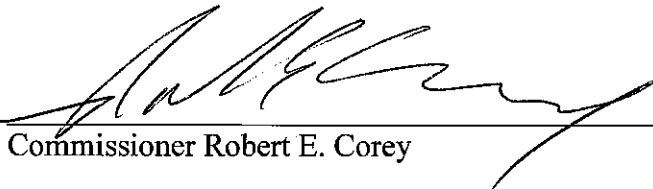
Wednesday, October 30, 2019

Regularly Scheduled Meeting  
6:30 PM Main Office Building/Conference Rm

Commissioner Corey made a motion to adjourn the meeting at 6:25 PM. Seconded by Commissioner Morin. Motion passed unanimously.

  
Commissioner William "Lee" Zielinski, Chairman

  
Commissioner William L. Morin, Vice-Chairman

  
Commissioner Robert E. Corey