

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 21, 2020

The meeting was called to order at 5:30 PM

PRESENT:

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

MINUTES:

Commissioner Morin made a motion to accept the Minutes of September 9, 2020 as presented. Seconded by Commissioner Corey. Motion passed unanimously.

Commissioner Morin made a motion to accept the Minutes of September 16, 2020 as presented. Seconded by Commissioner Corey. Motion passed unanimously.

All agreed to table acceptance of the October 7, 2020 Minutes.

COMMUNITY INPUT:

None

APPOINTMENTS:

5:40 PM 341 Broadway Road Matt Hamor (Landplex Engineering)
Tabled to the next meeting

DISTRICT COUNSEL'S REPORT:

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

District Counsel Arthur Sullivan informed the Board he had not heard back from Attorney Hall re the deed for this property. District Clerk Kathleen Graham reported the Board of Selectmen signed the deed at their last meeting, and it will just need to be recorded.

DWSD Acts & Bylaws Update:

Ongoing

Easement at Winding Brook Estates:

Nothing new to report

166 Frost Road:

Nothing new to report

Other:

District Counsel Roland Milliard reported the District has received payment for hydrant damage on the 2nd pending claim, therefore all outstanding claims for hydrant damage have been paid in full.

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

SUPERINTENDENT'S REPORT:

Tyngsboro and New Boston Well Fields:

Tyngsboro Well #1:

Superintendent Michael Sheu informed the Board Maher has completed drilling the four test wells, and will provide the Board with the flow tests reports as soon as they are available.

Tyngsboro Well #5:

Mr. Sheu reported the District is currently working with LeBlanc to install the 12" water pipes.

Distribution System:

Winding Brook Easement:

Nothing new to report

1530 Bridge St./144 Greenmont Ave.:

Mr. Sheu informed the Board Mr. Joncas has requested to meet with the Board to discuss fees at their next meeting on November 18, 2020.

1175 Mammoth Rd., Request for Water Service, Steve Coravos:

Mr. Sheu informed the Board Mr. Coravos dropped off plans for 1175 Mammoth Road today, however, they are not engineered, stamped plans as required. Commissioner Zielinski stated the Board has been very clear on more than one occasion about this requirement. All Commissioners agreed Mr. Coravos will need to come before the Board of Commissioners again for approval to be sure he is clear about the requirements of the DWSD. The Commissioners understand the fees are paid, however, the District **requires** engineered plans.

SUPERINTENDENT'S REPORT (Cont'd):

Distribution System (cont'd):

Lazy River, 145-155 Broadway Rd.:

Mr. Sheu informed the Board Lazy River paid their SDF Fees today. This project is completed.

Current Operations Update:

Pleasant Street Pump Station – Pump Replacement:

Nothing new to report

Burdette Street:

Mr. Sheu reported the 6" water main installation is completed and as of today the last two Bacteria tests were clear.

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

OLD BUSINESS:

Tighe & Bond – Master Plan:

Water Treatment Plant & State Forest Water Storage Tanks:

Mr. Sheu informed the Board DCR has informed Tighe & Bond that the District's Legislative Act of 1935 and 1962 allows only one tank to be installed at the State Forest site. Discussion ensued regarding the possibility of holding a special meeting relative to this matter. In order for the District to be eligible for loan forgiveness it needs to be under agreement by June 30, 2021. If the District cannot get approval from MHC and DCR in time to allow the K Street Tank to be under agreement by June 30, 2021, DEP will not authorize the District to proceed with that portion of the project, therefore, the K Street Tank component of the overall project may not be eligible for loan forgiveness. Mr. Sheu stated DEP has confirmed it would still be eligible for SRF financing, but would factor out the calculation for loan forgiveness if it is not under agreement by the June 30, 2021 deadline.

Lengthy discussion ensued, and all agreed the best strategy, in the best interest of the District, is to separate the State Forest Tanks into two projects. To apply for the permit now for one tank, and then to continue to work with the legislature toward a home rule petition for the second tank. All agreed the best immediate plan is for one tank with a booster pump station. Water will be fed into the tank by gravity, distributed to the Marsh Hill Zone by gravity, and be distributed to the K Street Zone by a booster pump station.

District Clerk Kathleen Graham will contact Senator Fiengold. The legislature will not be hearing anything until after January at this point either way, but all agreed the District could keep the ball rolling toward the 2nd tank. Mr. Sheu will continue the conversation with representatives from DEP, who have been very cooperative.

State Revolving Fund:

Ongoing (see also above State Forest Water Tank discussion relative to SRF Funding)

Mass DEP Asset Management Grant Application:

Ongoing

Requisition of Property 24 Preston St., Dracut:

Tables

Solar Net Metering:

Tabled

NEW BUSINESS:

Rules & Regulations for tie-in DWSD water system

Tabled

Water Rate Steps for Residential and Commercial

Tabled

How to handle Overdue Accounts during COVID-19 Pandemic:

Superintendent Michael Sheu stated that because there appears to be a second surge of COVID-19, combined with the fact that the DWSD provides essential service to the public, there needs to be a plan in place in order to keep this essential service operating without interruption. In addition to providing all staff with PPE, and policies in place requiring wearing masks, the office space is small and there are still risks involved with staff working so closely together. For those reasons, Mr. Sheu presented the Board with the following plan:

Office Staff:

To allow one office staff to work from home and two staff to work from the office on a rotating, weekly basis.

Treasurer to work from home and to decide when to work from the office.

Field Staff:

Both Superintendent and Field Operations Manager will work from the office.

Two field staff to take orders from home, and two field staff to work from the office on a rotating, weekly basis.

Two field staff to take orders from home will communicate to the office via text or phone. Work will be limited to meter reads (outdoor), flushing, valve exercising or work that does not require public contact other than emergency or short staff/manpower.

Two field staff working from the office will be responsible for well runs and appointments.

NEW BUSINESS (Cont'd):

How to handle Overdue Accounts during COVID-19 Pandemic:

Mr. Sheu also presented plans for if the rate of COVID-19 infection is elevated to 10%, 15%, 20%, and 25% (attached).

The Commissioners agreed with Mr. Sheu's proposal, stating one of the reasons they hired Mr. Sheu was for his ability to manage the operations of the District. All agreed rotating staff schedules should become effective immediately.

Dracut/Tyngsboro Archeological Reconnaissance Survey:

The Massachusetts Historical Commission (MHC) is requiring the District to conduct an Archeological Reconnaissance Survey from the Tyngsboro Well Field to the Dracut/Tyngsboro State Forest. Tighe & Bond recommend the District accept a proposal from Commonwealth Heritage Group of Littleton, MA to do the work requested by MHC, as time is limited to complete this work before the ground freezes.

Commissioner Corey made a motion to accept Commonwealth Heritage Group's proposal to conduct an Archeological Reconnaissance Survey for the DWSD in the amount of \$7,400. Seconded by Commissioner Morin. Motion passed unanimously.

Superintendent Employment Agreement:

Mr. Sheu stated that over the past four+ years in his position of Superintendent of the DWSD, he has worked very hard and feels he has gained the trust of the Board of Commissioners and the District by giving 100% effort and dedication to the District and would like to have an employment agreement. Mr. Sheu added that he put a lot of work, heart, and soul into his work at the DWSD.

The Commissioners stated they agreed Mr. Sheu has worked very hard for the District, and has worked very well with the Board of Commissioners, a Board that has been working together in the best interest of the District for a very long time now, and that together, they have worked toward carrying the District forward into the next fifty years.

Mr. Sheu provided the Board with copies of a five (5) year employment agreement, much the same as the previous Superintendent(s). The Commissioners agreed they would review the contract and be prepared to vote on the Superintendent's employment agreement at the November 18th meeting.

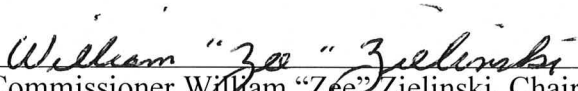
Meeting Schedule

Chairman Zielinski announced the next meeting will be scheduled at Harmony Hall as follows:

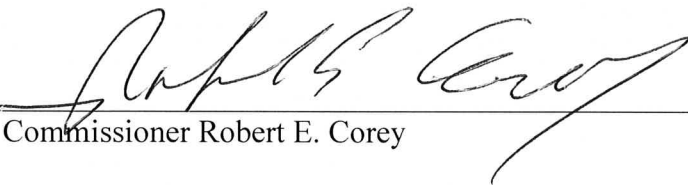
Wednesday, November 18, 2020

Regularly Scheduled Meeting
5:30 PM

Commissioner Corey made a motion to adjourn the meeting at 6:40 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Chairman


Commissioner Robert E. Corey