

*Commissioners*  
**Robert E. Corey**  
**William L. Morin**  
*Chairman - William "Zee" Zielinski*

**Michael Sheu**  
*Superintendent*

**Debra H. Vinal**  
*Treasurer*

## **MINUTES**

**OCTOBER 7, 2020**

The meeting was called to order at 5:45 PM

### **PRESENT:**

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

### **ABSENT:**

Commissioner Robert E. Corey

### **MINUTES:**

The Commissioners agreed to table acceptance of the September 9<sup>th</sup> Minutes to the next meeting.

Commissioner Morin made a motion to amended the September 16<sup>th</sup> Minutes under Treasurer's Holiday Pay as follows:

"For Treasurer, all weeks which include holidays shall be considered 8 hour per day, M-F weeks. For Office Staff, all weeks with holidays on Thursday and Friday shall be considered 8 hour per day M-F weeks."

Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

### **COMMUNITY INPUT:**

None

### **APPOINTMENTS:**

None

**TREASURER’S REPORT:**

Superintendent Michael Sheu provided the Board with the Treasurer’s written financial report for their review and approval.

Commissioner Morin made a motion to accept the Treasurer’s Report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

**DISTRICT COUNSEL’S REPORT:**

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

District Counsel Arthur Sullivan informed the Board he has not heard back from Attorney Hall.

**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 Millard reported of the two fire hydrant damage claims, he has tracked down one of the parties, who has signed a release. HR/Office Manager Kelley Chasse is waiting for payment and will keep District Counsel informed. Attorney Milliard will continue to track down the second party to collect for damages.

Commissioner Morin made a motion to accept District Counsel’s Report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

**SUPERINTENDENT’S REPORT:**

**Tyngsboro and New Boston Well Fields:**

**Well #1:**

Superintendent Michael Sheu reported Maher is currently drilling the test wells.

**Well 4A &B:**

Mr. Sheu reported Maher has completed drilling the three test wells, and that flow test reports will be presented to the Board as soon as they are available.

**SUPERINTENDENT'S REPORT (Cont'd):**

**Well 5A Phase 2 Design:**

Mr. Sheu informed the Board Tighe & Bond has recommended the 6" water main be replaced with a 12" water main for both wells before the Phase 2 Design, stating that because of time constraints, the District may need to request LeBlanc perform the work on short notice, otherwise, the Phase 2 design/construction will be delayed. Mr. Sheu explained the activation/operation of Well 5A is essential for the summer of 2021 due to the drought experienced this year.

Commissioner Morin made a motion to authorize the Superintendent to hire LeBlanc to perform emergency repair at TWF Well 5A, increasing the water main from a 6" to a 12" main. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

**Distribution:**

**Winding Brook Condominium – Easement**

Mr. Sheu informed the Board Attorney Gary Daddario has been appointed by the Winding Brook Condominium Association to handle this case. Mr. Sheu forwarded Attorney Sullivan's memos regarding the DWSD's position on the easement issue and suggested he contact Attorney Sullivan for more information.

Attorney Sullivan reported he has not heard from Attorney Daddario to date.

**1530 Bridge St./144 Greenmont Ave.:**

Mr. Sheu reported he will forward SDF Fee cost to Mr. Joncas relative to this project.

**435 Nashua Rd:**

No updates

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

Mr. Sheu informed the Board he still has not received plans from Mr. Coravos on the project.

**Lazy River, 145-155 Broadway Rd.:**

Mr. Sheu reported Lazy River has completed pressure tests and disinfection, and bacteria samples are being collected.

**Current Operations Updates:**

**Pleasant Street Pump Station – Pump Replacement:**

Mr. Sheu reported Weston and Sampson received the pumps, and will be scheduling an installation date.

Commissioner Morin made a motion to accept the Superintendent's Report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

**OLD BUSINESS:**

**Tighe & Bond – Master Plan:**

**Water Treatment Plant & State Forest Water Storage Tanks:**

Mr. Sheu reported the hazardous building materials analysis preliminary results show that there is no Asbestos or Lead detected at 166 Frost Rd. The State Forest Tank results are not yet completed.

**SRF Application:**

**Proposed amendments for the design and construct replacement for K-Street Tank:**

Mr. Sheu reported the District has submitted a letter to DEP to include the replacement K Street Tank in the SRF application, as voted at the last meeting. DEP has indicated that this project will be included in the SRF application, and their final review will begin on October 15, 2020.

Mr. Sheu provided the Board with three forms to be signed and included with the District's SRF application.

1. Certifying Authority to File (District Clerk)
2. Certificate as to Title to Project Site (District Counsel)
3. Enterprise Account Certification

Chairman Zielinski passed the gavel to Vice-Chairman Morin and made a motion to authorize District Counsel to sign off on the Certificate as to Title to Project Site; for the Superintendent to sign off on the Enterprise Account Certification; and for the District Clerk to sign off on Authority to File. Seconded by Acting Chairman Morin. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent. Acting Chairman Morin returned the gavel to Chairman Zielinski.

Commissioner Morin made a motion to accept Tighe & Bond's proposal for Professional Engineering Services for the K Street Water Storage Tank – Geotech Evaluation in the amount of \$23,100 invoiced monthly based on percentage complete. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Corey absent.

Mr. Sheu asked if the DWSD has an inter-municipal agreement with the Lowell Regional Water Utility (LRWU) and/or Kenwood Water. Attorney Sullivan stated he does not know if the District has an agreement with the LRWU, but will look in to this and report back to the Board at the next meeting. Mr. Sheu will also ask the District Treasurer.

**State Revolving Fund:**

Ongoing

**Mass DEP Asset Management Grant Application:**

Ongoing

**OLD BUSINESS (Cont'd):**

**Requisition of Property 24 Preston St., Dracut:**

Ongoing

**Solar Net Metering:**

Mr. Sheu informed the Board Todd Bard is finalizing the agreement, and he will forward the final agreement to District Counsel once he receives it.

**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:**

HR/Office Manager Kelley Chasse reported invoices over 90 days at the end of the “shut-off season 11/20/2019 was \$55,648.07. After Quarantine (6/17/2020) the amount increased to \$127,247.09 and is currently \$113,391.11 over 90 days. Mrs. Chasse asked for direction to address overdue accounts. District Counsel will prepare a draft notice stating the DWSD intends to assert their right to collect monies due to the District, which may include placing a lien on their property plus all filing and administration fees.

**Town of Dracut – MVP:**

Mr. Sheu informed the Board the Town of Dracut is seeking to become a Municipal Vulnerability Preparedness (MVP) designated community. They received a grant from the Executive Office of Environmental Affairs to pursue this and has hired Green International Affiliates to help facilitate the process. The program is to help cities and towns begin for planning for climate change resiliency. The District has been invited to attend two workshops, as they are critical to developing a comprehensive MVP plan.

Mr. Sheu stated building the Water Treatment Plant and increasing the District water withdrawal permit is crucial. The DWSD water demands were 2.80 to 3.60 MGD during this past summer. Wells were running dry in east Dracut, and at one point (June 18, 2020) water demand was at 3.62 MGD. This means the District needs an extra 0.20 to 1.00 MGD of water from other sources during the summer months for the upcoming five years, and those demands will increase even more when more houses are built in Dracut and Tyngsboro.

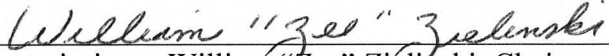
**Meeting Schedule**

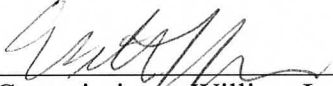
Chairman Zielinski announced the next meeting will be scheduled at Harmony Hall as follows:

Wednesday, October 21, 2020

Regularly Scheduled Meeting  
5:30 PM

Commissioner Corey made a motion to adjourn the meeting at 7:05 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.

  
Commissioner William "Zee" Zielinski, Chairman

  
Commissioner William L. Morin, Vice Chairman