

*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**

**SEPTEMBER 11, 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, District Clerk Kathleen Graham, and Secretary Jayne Boissonneault

### **MINUTES:**

Commissioner Corey made a motion to accept the minutes of August 14, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

### **COMMUNITY INPUT:**

None

### **CORRESPONDENCE:**

None

### **APPOINTMENTS:**

#### **76 Pleasant St./Green Star Herbals – Request for Water Connection:**

Napoleon Brito, Director, and Jessie Moberg, representing Green Star Herbals, along with property owner Joseph DiCarlo were present to discuss Green Star Herbals' request for water connection at their proposed site, 76 Pleasant Street. Property owner Joseph DiCarlo was asked to attend the meeting as well. Superintendent Michael explained to Mr. DiCarlo that DWSD records indicate there are two accounts at the property, with only one meter, and that there does not appear to be any backflow prevention device, which is required for all commercial properties. Discussion ensued regarding the number services, and installing a pit for the backflow prevention device. The DWSD will

**APPOINTMENTS:**

**76 Pleasant St./Green Star Herbals – Request for Water Connection:**

need to inspect the 6" and 2" lines, and the Back Flow Prevention Device brought up to standard. Both the Superintendent and Field Services Manager agreed this should be a simple fix, and little cost to the property owner. Mr. DiCarlo provided the Superintendent with contact information for both himself and the property manager, stating he will see to it whatever the District needs to be done, is done.

The Commissioners authorized the Superintendent and/or Kelley Chasse to go on to the Town's website and sign off that water is available for Green Star Herbals' proposed project located at 76 Pleasant Street.

**TREASURER'S REPORT:**

Treasurer Debbie Vinal provided the Board with a detailed financial report ending August 31, 2019 pointing out receivables are at 16.55%, over by 0.45% for collections and expenses are at 16.31%, over by 0.69%.

Mrs. Vinal informed the Board the auditors were in, and will have a report shortly. The Board was provided with copies of correspondence from the auditors requesting information relative to costs of pending or threatened litigation, claims, and assessments existing as of June 30, 2019 to present involving amount exceeding \$30,000 individually or in the aggregate.

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

**DISTRICT COUNSEL'S REPORT:**

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

District Counsel Arthur Sullivan informed the Board he was contacted by Attorney Hall's office looking for the deed relative to the Coughlin land, and expects this will be on the Town Meeting Warrant for November.

**DWSD Acts & Bylaws Update:**

Tabled

**Easement at Winding Brook Estates:**

District Counsel stated there are no new developments relative to the Winding Brook easement, however, the Superintendent had a conversation with Scott DeRose, the Chair of Trustees of Winding Brook Condominiums. Mr. DeRosa asked why there are no easement requirements on Winding Brook II and Wimbledon Crossing Condominiums, stating that if they were willing to pitch in with Winding Brook I, maybe they could

**DISTRICT COUNSEL’S REPORT (Cont’d):**

**Easement at Winding Brook Estates (cont’d):**

address the easement issues together. Attorney Sullivan will have a title search done on the properties, and Kelley Chasse will research minutes.

**166 Frost Road appraisals:**

District Counsel Roland Milliard informed the Board the property owner contacted Attorney Hall to represent him on this matter, and has asked for a two week extension. Attorney Hall has asked if the District can pay the property owner more for the property. Again, the Commissioners stated, as advised by Attorney Sullivan at the last meeting, they cannot pay more than the highest appraisal. Attorney Milliard will inform Attorney Hall that the District offer remains at the highest appraisal, \$360,000, and will update the Board at the next meeting.

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

**SUPERINTENDENT’S REPORT:**

**Tyngsboro and New Boston Well Fields:**

Superintendent Michael Sheu informed the Board Maher Services started the drilling work for TWF Well #5 on 8/19/19 on two of the four proposed test wells. There were problems pumping the water out of the two test wells (1-19 & 4-19) because the wells were drilled too deep. Tighe & Bond suggest drilling two 3” diameter test wells 2 feet away to serve as the test wells. This will result in a \$3,100 change order, however, the great news is a good location has been identified. The Commissioners agreed this is great news. Commissioner Morin made a motion authorizing Tighe & Bond’s change order (Well 5 – Amendment 1 – Proposal for Satellite Well) in the amount of \$3,100.

Seconded by Commissioner Corey. Motion passed unanimously.

**Project of new 16” water main from TWF through Norris Road/Lawrence Ave to Lakeview Ave:**

Mr. Sheu informed reported the Town of Tyngsboro has completed the paving at Frost/Norris/Lawrence Road. Because of Mass DOT’s change of plans, the Town will not be paving Nashua Road until 2024. Tighe & Bond suggested the District close out this project, putting aside \$40,000 for the final paving work. Granese has committed to doing the final paving. The Commissioners agreed this makes the most sense. Commissioner Morin made a motion to authorize the Superintendent to close out the 16” Water Main Improvement Project. Seconded by Commissioner Corey. Motion passed unanimously.



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

**Distribution System:**

**187 Primrose Hill:**

Mr. Sheu informed the Board, as discussed at the last meeting, the property owner's meter was sent out for testing. HR/Office Manager Kelley Chasse reported Fed Ex confirmed that the meter was delivered 47 Ridge Street, Brockton, MA however, Regan Supply & Testing moved. Fed Ex insists the package was delivered; the occupants at 47 Ridge Street, Brockton, MA insist they never received a package. All agreed all the District can do at this point is inform the property owner that the meter was lost in transit, therefore, because there is no physical proof that the meter was reading correctly, the excess charges will be waved.

**10 & 17 Gilmore Street:**

Mr. Sheu provided a paving agreement with the Town for projects 2017-1&3. This agreement confirmed that they (DeFelice) will pave Vermont Avenue and Harlem Street. The Town will pave the remaining streets. All agreed the District cannot be responsible for paving personal driveways. Field Services Manager John Hudzik informed the Board that the service was stubbed off in the back of the property at 17 Gilmore Street, not through their driveway. If an agreement was made between DeFelice and the property owner, it is between DeFelice and the property owner, and is not the responsibility of the DWSD.

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

**OLD BUSINESS:**

**Proposal of Operating Kenwood Water System:**

The Superintendent informed the Board the Director of the Kenwood Water Department requested the DWSD reconsider their decision on operating the Kenwood Water System. Chairman Zielinski asked that the Secretary add Proposal of Operating Kenwood Water System to the agenda for the next meeting.

**Tighe & Bond – Master Plan:**

Mr. Sheu reported a proposal for the Pilot was submitted to DEP and the Pilot Test is scheduled for September 24, 2019.

Mr. Sheu explained, relative to Groundwater Under the Direct Influence of Surface Water criteria, that if the District does not meet the criteria for Distance to Surface Water and Sanitary Seal and Screen, then **all** criteria must be met for top of screen >50 ft. below ground surface, historically pumped  $\leq 720,000$  gallons per day, Installed Sanitary Seal, and not having any TC, FC, or E. coli detected must be met.

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

**Tighe & Bond – Master Plan (cont'd):**

Discussion ensued, and the Commissioners informed the Superintendent they believe this work was done by Weston & Sampson in approximately 2002. Mr. Sheu will ask DEP for that information, and report back to the Board at the next meeting.

**State Revolving Fund:**

Mr. Sheu provided the Board with copies of the SRF application for review and discussion at a future meeting.

**OPEB:**

Tabled

**System Development Fee:**

Tabled

**Mass DEP Asset Management Grant Application:**

Tabled

**NEW BUSINESS:**

**Staff Review - John Laffey:**

Tabled

**Employee Handbook - Policies:**

Tabled

**District Policies:**

To be discussed in Bylaw Subcommittee meetings

**Job Posting – Drinking Water Operator:**

Mr. Sheu provided the Board with copies of the three qualified applicants for the Drinking Water Operator's position and will begin interviews next week.

**Staff Salary Change Recommendation:**

Addressed in the Bylaw Subcommittee meeting earlier this evening

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

**PFAS Reports – NBWF, TWF and Pleasant Street Pump Station:**

Mr. Sheu informed the Board the second set of samples for PFAS were collected on August 20<sup>th</sup>, with levels from 5 to 8 PPT. MassDEP's health alert level is 70 PPT.

**Meeting Schedule**

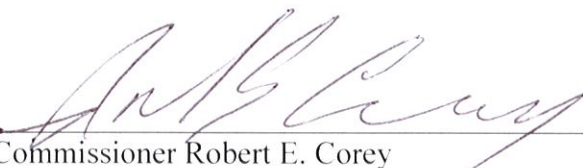
Chairman Zielinski announced the next meetings are scheduled as follows:

Monday, September 30, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Monday, September 30, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm

Commissioner Corey made a motion to adjourn the meeting at 8:30 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.

  
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Commissioner William "Zee" Zielinski, Chairman

  
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Commissioner William L. Morin, Vice Chairman

  
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Commissioner Robert E. Corey