

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
SEPTEMBER 11, 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:

HR/Office Manager Kelley Chasse provided the Board with a Draft checklist for requests for water service for new commercial accounts, Industrial accounts, and Multi-Family Condominiums (attached).

Recommendations were made as follows (**changes in bold type**):

Pg. 1 Board Approval:

Second item: Add "Submit plans (**engineered, stamped plans if required by the Board of Commissioners and/or Superintendent**) for review and approval..."

Pg. 1 General:

Add "**Payment of all applicable fees**" to the bottom on the list.

Draft Checklist for new Commercial, Industrial, and Multi-Family Condominiums (Cont'd):

Pg. 2 Installations/Inspections:

Second to last item: Add to the end of the 1st sentence "...a bacteria sample **prior to services being turned on.** Results from..."

Add "Installations/Inspections shall be in accordance with all Rules, Regulations, and Bylaws of the DWSD."

Pg. 3 2nd Paragraph should read:

The Board approves the project _____

The Board denies the project _____

The Board approves the project with the following conditions: _____

Pg. 3 Signature line should read:

Chairman, DWSD Board of Water Commissioners

Date

Discussion ensued regarding the fact that the DWSD is not a part of the Town, and there is sometimes confusion for new developers who do not realize they must still comply with the Rules, Regulations, and Bylaws of the DWSD. All agreed, once the checklist is approved by the Board, the Superintendent will send the list to the Community Development Director for the Town of Dracut.

Mrs. Chasse provided the Board with a Draft DWSD Standard Operating Guideline, Classes and Training (attached).

Recommendations were made as follows (**changes in bold type**):

DWSD Standard Operating Guideline, Classes and Training (Cont'd):

Pg. 1 Item III, Number 3:

Delete “a.” in its entirety

Replace with “b”. (“b” now becomes “a”).

Pg. 2 Change Signature line to one signature (Chairman) as follows:

Chairman, DWSD Board of Water Commissioners

Date

Pg. 3 Training Request/Approval. Change last signature line as follows:

Superintendent, DWSD

Date

Staff Salary Adjustment Proposal:

Mr. Sheu presented his recommendation for staff salary changes, pointing out that the DWSD staff salary is much lower than competing water departments, resulting in new staff applying for other positions once they gain some experience and training. Mr. Sheu explained his recommendations, outlined in his report (attached) which would ultimately result in higher hourly pay, and less overtime pay on weekends. Mr. Sheu further explained that since retirement benefits are calculated on base pay, not overtime pay, employees benefit by less work hours, higher hourly pay, and higher base pay upon retirement; at the same time there is no increase in the District's financial burden.

Mr. Sheu explained that in order to put this recommendation in place, all staff will need to sign and accept their “new” position, with higher hourly pay, and amended work schedules.

Mr. Sheu also recommended changing the pay structure for office staff, increasing their hourly rates by approximately +/- \$5.00/hr.

All Commissioners agreed this proposal is a win/win for everyone, and authorized the Superintendent to move forward with his recommendations as presented. Mr. Sheu will provide the Board with the final proposal, and new job descriptions with amended work schedules for their review and vote at the next meeting.

Kelley Chasse will prepare the agenda for the next meeting, to include:

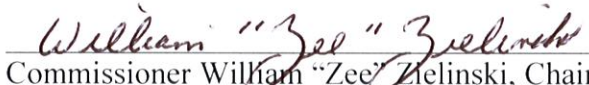
Approval of amended Checklist for requests for water service for new commercial accounts, Industrial accounts, and Multi-Family Condominiums

Approval of amended DWSD Standard Operating Guideline, Classes and Training policy

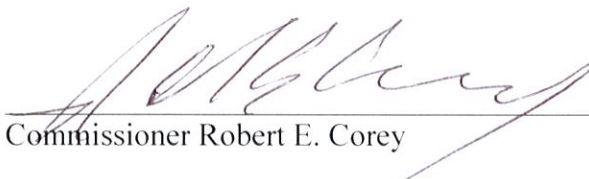
Approval of Staff Salary Adjustment Proposal

Approval of Job Descriptions with amended work schedules

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


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Vice-Chairman


Commissioner Robert E. Corey