



*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 12, 2018**

The meeting was called to order at 6:00 PM

### **PRESENT:**

Commissioners William “Zee” Zielinski/Chairman, Robert E. Corey/Vice-Chairman, and William L. Morin. Superintendent Michael K. Sheu, Treasurer Debbie Vinal, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, District Clerk Kathleen M. Graham, and Recording Secretary Jayne Boissonneault.

### **MINUTES:**

Commissioner Corey made a motion to accept the minutes of August 8, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the minutes of July 25, 2018 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

### **APPOINTMENTS:**

#### **Community Input:**

None

(The Commissioners agreed to hear the Treasurer’s Report as the 6:20 appointment was not yet present)

### **TREASURER’S REPORT:**

Treasurer Debbie Vinal reported the annual audit went well, and she will provide copies of the audit report to the Board at the next meeting. Mrs. Vinal also reported the District purchased a new F250, replacing the oldest truck in the fleet. Commissioner Morin asked if the District really needs an F250 if they don’t plow with it. Mrs. Vinal stated the truck can be outfitted with a plow kit if needed, as is often the case.

**TREASURER’S REPORT (Cont’d):**

The Treasurer provided the Board with a detailed written financial report, pointing out as of August 31, 2018 revenues were at 16.99%, under by 0.001% and expenses were at 14%, under by 2%

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

**APPOINTMENTS (Cont’d):**

**6:20 PM: Matt Hammer: Request for water connection 2083 Bridge Street with easement from Old Pasture Rd.:**

Matt Hamor of Landplex Engineering appeared before the Board to present a proposed AL Prime service station and convenience store at 2083 Bridge St. There is currently a well on the property. Mr. Hamor informed the Board he would like to connect to water via an easement between 60-68 Old Pasture Rd. Mr. Hamor stated they would have to double wall the water line because it would be close to the existing sewer line.

Commissioner Zielinski stated the Commissioners would need to see what the Dracut Fire Department is going to require for the project, and asked if plans have already been submitting to the Town. Mr. Hamor stated they have not submitted plans to the Town yet, however, he does not believe the building requires a sprinkler system. Mr Hamor stated the easement was created with the intention of connecting sewer & water. Again, the Commissioners agreed they would need to see what the Dracut Fire Department is going to require.

Commissioner Morin stated, for the record, he does not like easements, and he would not be voting to grant an easement for this project.

The Commissioners stated they are just seeing this plan for the first time this evening. As it stands, the Commissioners agreed the project would have to connect from Bridge Street, not through an easement. Discussion ensued regarding the District providing some of the material, but again, plans would need to be submitted and reviewed. Mr. Hamor thanked the Board for their time, and stated he would consult with his client, present the proposed project to the Town, and bring his plans back to the Board for further review and discussion.

**DISTRICT COUNSEL’S REPORT:**

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

District Counsel asked that the Secretary post an Executive Session meeting for September 26, 2018 for the purpose of discussion the Office Building Close-Out/Coughlin Heirs.

**Acts/Bylaws Update:**

All agreed to begin work session meetings to address Acts/Bylaws from 6:00 – 7:00 PM beginning the first meeting in October.

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

**Hearthstone Lane – Total cost to the District:**

Attorney Milliard reported the Superintendent has sent the information needed to draft the complaint for Hearthstone Lane.

**State Forest Legislative Filing:**

Nothing new to report

**Contract with Tyngsboro & DWSD Service Boundaries:**

Attorney Milliard stated he and Attorney Sullivan are waiting to hear back from Tyngsboro. To date, there has been no response to District Counsel’s correspondence.

**Review/recommendation for release of Executive Session Minutes:**

Attorney Sullivan reported Executive Session Minutes have been reviewed, and there is no reason not to release the remaining, accepted Executive Session Minutes.

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:**

Superintendent Michael Sheu informed the Board the District received two bids for Tyngsboro Well #2 Replacement as follows:

Dankris Builders Corp.	\$323,800
Methuen Construction Co., Inc.	338,570

Mr. Sheu asked that the Board vote to accept the bid from Dankris Builders Corp. Commissioner Morin made a motion to award Dankris Builders Corp. the Tyngsboro Well #2 Replacement Project bid in the amount of \$323,800. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners authorized the Superintendent to send the Notice of Intent to Award as amended (correction, paragraph one “...the DWSD intends to award...”).

Commissioner Morin made a motion to accept Weston & Sampson’s Tyngsboro Well #2 Replacement Project change order in the amount of \$30,000 for “construction services”. Seconded by Commissioner Corey. Motion passed unanimously.

The Commissioners asked that the Superintendent review the most pressing items on the agenda first for the sake of time. Mr. Sheu informed the Board the remaining agenda items/updates under the Superintendent’s Report are all included in his written report to the Board, however, he would like to briefly point out the following:

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

**Meter Replacement Project:**

Approximately 600 meters have been replaced as of August, 2018. In September, East National Water will add another person in the field, with four people working on this project beginning in October. Mr. Sheu expects the project to be completed by March.

**State Revolving Fund Application:**

Tighe & Bond has developed and submitted water main improvement projects to DEP for the Transmission Water Main Improvements and Nashua Road Water Main Improvement.

**Asset Management Program Grant:**

The District has already fulfilled their part of this agreement (20% in-kind from the District and from the consultant).

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

**OLD BUSINESS:**

**Proposal of a new position – Office Manager:**

Mr. Sheu provided the Board with a detailed job description for an HR/Office Manager position for review and discussion at the next meeting.

**Proposal of a new policy – Compensatory Time:**

Mr. Sheu provided the Board with a proposal for Compensatory Time for review and discussion at the next meeting.

**Discussion – Status of DWSD Legislative Filing, Annual Meeting May 12, 2018:**

District Clerk Kathleen Graham informed the Board she received a letter from Representative Colleen Garry's office updating her on the status of the District's May 12, 2018 legislative filing. District Counsel will draft a letter of support for the bill, H.4898.

**NEW BUSINESS:**

**Staff Review: John Hudzik**

Tabled to the next meeting

**Low Pressure Complaint from 67 Dexter Ave:**

The Superintendent informed the Board the District received a request by the property owner to reimburse him \$2,945.80 for the cost of replacing his pump, which he believes burned out because of low water pressure. District Counsel pointed out several issues with the request, i.e., there is no proof low water pressure burned out the pump; there is no competitive bid; and there was no prior authorization. Discussion ensued and the Commissioners agreed they cannot pay the bill. District Counsel will draft a letter to the property owner.

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

**Varnum Pump Station:**

The Superintendent informed the Board a car crashed into the Varnum Pump Station on August 26, 2018. An insurance claim was made on August 27, 2018. Mr. Sheu provided copies of the insurance claim and police report, stating the District has a camera recording that shows the crash. A structural engineer will be required to evaluate damages to the building.

**Tamarack Road Realignment Project:**

Attorney Sullivan reminded the Board Attorney Tavaneer was going to draft an easement agreement for the Board's review. He never provided the easement. The questions before the Board are: is the current agreement dated October 10, 2012 acceptable to the Board as is; is there an easement recorded; and how wide is the easement. Mr. Sheu informed the Board DEP has recently stopped construction on Lot 78 because of wetlands matters and he has not heard back from the developer at this point.

**Old Home Day:**

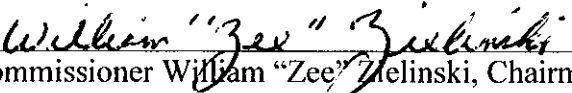
Commissioner Corey made a motion for the DWSD to make a \$500 donation to Dracut Old Home Day to sponsor a hospitality tent. Seconded by Commissioner Morin. Motion passed unanimously.


**Meeting Schedule:**


Chairman Zielinski announced the next meetings are scheduled as follows:

Wednesday, September 26, 2018	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, October 10, 2018 Bylaw Subcommittee Meeting	6:00 PM	DWSD/Main Office Conference Rm.
Wednesday, October 10, 2018 Regularly Scheduled Meeting	7:00 PM	DWSD/Main Office Conference Rm.

Commissioner Corey made a motion to adjourn the meeting at 8:07 PM. Seconded by Commissioner Morin. Motion passed unanimously.

  
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Commissioner William "Zee" Zielinski, Chairman

  
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Commissioner Robert E. Corey, Vice-Chairman

  
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Commissioner William L. Morin