

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 26, 2018

The meeting was called to order at 6:00 PM

PRESENT:

Commissioners William “Zee” Zielinski/Chairman, and William L. Morin. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Recording Secretary Jayne Boissonneault.

ABSENT:

Commissioner Robert E. Corey

MINUTES:

The Commissioners agreed to table acceptance of minutes to the next meeting with a full Board present.

APPOINTMENTS:

Community Input:

None

TREASURER’S REPORT:

The Treasurer provided the Board with a detailed financial report at the last meeting. The Secretary included “Treasurer’s Report” on agenda for this evening’s meeting in error. The Treasurer routinely provides a financial report the first meeting of the month.

DISTRICT COUNSEL’S REPORT:

New Office Building Close-Out/Coughlin Heirs:

Tabled to the next meeting with a full Board present

Acts/Bylaws Update:

Chairman Zielinski announced the Acts/Bylaws subcommittee meetings are scheduled from 6:00 – 7:00 PM beginning the first meeting in October.

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:

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.

Chairman Zielinski asked that the Secretary add vote to release accepted Executive Session Minutes under old business on the agenda for the next meeting with a full Board present.

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; Commissioner Corey absent.

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu informed the Board the District has received notice to proceed from Weston & Sampson however, the District has not yet received approval from DEP for the construction permit. Notice to proceed must be received by the end of October. Mr. Sheu stated he will have to delay the process until the construction permit has been received by DEP.

Manganese – Tyngsboro Wellfield:

Mr. Sheu informed the Board manganese (Mn) at Well #3A has increased from 0.1 to 0.4 mg/L. Mr. Sheu stated he discussed the increase with Kevin MacKinnon of Weston & Sampson, who cautioned jumping to conclusions because of this increase as we just had very heavy rains which will contribute to higher levels of Mn. Mr. Sheu stated he will re-test the well in another couple of weeks to see how the testing comes back.

SUPERINTENDENT’S REPORT (Cont’d):

Tyngsboro and New Boston Well Fields (cont’d):

Mr. Sheu reported the District will be monitoring this well weekly, that he will be meeting with Mr. MacKinnon in early October, and will update the Board at the next meeting.

New 16” Water Main from TWF through Norris Rd./Lawrence Ave to Lakeview Ave:

Mr. Sheu reported as of today Granese has laid all pipe for this project except for the connection to Lakeview Ave. Field Services Manager John Hudzik stated it has been very helpful not to have to shut the well field down in the process, and that once the second main is done, the District will be able to isolate either main. Mr. Sheu stated that overall, the project is going very well, and is almost completed.

Meter Replacement Project:

Mr. Sheu reported approximately 700 meters have been replaced as of August, 2018. East National Water has added another staff member on the project, with a fourth staff member expected to be working on this project beginning in early October.

Mr. Sheu informed the Board Kelley Chasse has been making sure all meters installed are functioning/reading correctly.

Drinking Water Supply Protection Grant Program:

Mr. Sheu provided the Board with information on a Drinking Water Supply Protection Grant Program being offered by DEP to public water systems and municipal water departments for up to \$300,000 for the purchase of land or interests in land for the protection of existing DEP approved public drinking supplies and the protection of planned future public drinking water supplies or groundwater recharge. Mr. Sheu asked that the Board review the information. He will look into some possibilities in order for the District to take advantage of the grant program, and report back to the Board at the next meeting.

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; Commissioner Corey absent.

OLD BUSINESS:

Proposal of a new position – Office Manager:

Tabled to the next meeting with a full Board present

Proposal of a new policy – Compensatory Time:

Tabled until further notice by the Superintendent

OLD BUSINESS (Cont'd):

Low Pressure Complaint from 67 Dexter Ave:

District Counsel Roland Milliard informed the Board a letter has been drafted and sent to the Superintendent regarding a request to be reimbursed for the purchase of a new pump. The Commissioners reviewed and authorized the Superintendent to send the letter as presented.

Varnum Pump Station:

Mr. Sheu informed the Board a structural engineer will be on site tomorrow, September 27th to evaluate damages to the building.

Tamarack Road Realignment Project:

Attorney Tavenner was scheduled to appear before the Board on September 12, 2018 regarding an easement agreement. There were some complications related to one of the lots included in the easement. Discussion ensued resulting in questions regarding the width of the easement, and the number of lots to be connected. Mr. Sheu drafted a letter requesting Attorney Tavenner provide an update on this project to the Board (attached). The Board reviewed and authorized the Superintendent the send the letter as presented.

NEW BUSINESS:

Staff Review: John Hudzik

Mr. Sheu provided the Board with John Hudzik's written job performance evaluation for review. Both Chairman Zielinski and Commissioner Morin thanked Mr. Hudzik for the fantastic job he does on a daily basis for the DWSD. Mr. Hudzik stated Michael Sheu makes the job easier than it was without him.

Commissioner Morin made a motion to give John Hudzik a 5% increase retroactive to his anniversary date. Seconded by Commissioner Zielinski. Motion passed two to one, Commissioners Zielinski and Morin in favor; Commissioner Corey absent.

NEWWA Water Taste Contest:

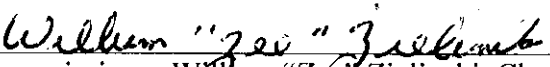
The Superintendent and Commissioners were proud to announce the DWSD won first place in the New England Water Works Association Water Taste Contest! Mr. Sheu will draft a public interest story for the local newspaper.

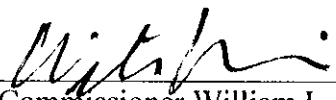
Meeting Schedule:

Chairman Zielinski announced the next meetings are scheduled as follows:

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 Morin made a motion to adjourn the meeting at 8:07 PM. Seconded by Commissioner Zielinski. Motion passed two to one, Commissioners Zielinski and Morin in favor; Commissioner Corey absent.


Commissioner William "Zee" Zielinski, Chairman


Commissioner William L. Morin, Acting Vice-Chairman