

*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 30, 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, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Secretary Jayne Boissonneault

### **MINUTES:**

Commissioner Corey made a motion to accept the minutes of April 24, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the minutes of September 11, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

Commissioner Corey made a motion to accept the Bylaw Subcommittee minutes of September 11, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

### **COMMUNITY INPUT:**

None

### **APPOINTMENTS:**

None

### **CORRESPONDENCE:**

None

**DISTRICT COUNSEL’S REPORT:**

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

District Counsel Arthur Sullivan informed the Board he expects this matter will be on the Town Meeting Warrant for November and will check with Attorney Hall to see if the DWSD’s presence is required.

**DWSD Acts & Bylaws Update:**

Tabled

**Easement at Winding Brook Estates:**

Superintendent Michael Sheu informed the Board he has responded to Scott DeRosa, Chair of Trustees of Winding Brook Condominiums, answering all of the questions asked in his email of September 20th, and has not heard back from Mr. DeRosa as of this evening. Kelley Chasse researched 1993 minutes and did not find anything referencing the easement. Attorney Sullivan has ordered the title search on the properties.

**166 Frost Road appraisals:**

District Counsel Arthur Sullivan informed the Board that under Chapter 30B, Procurement, there are special rules for unique pieces of real estate. The District does not have to advertise, and can take the property by Eminent Domain OR negotiated purchase. The District still cannot pay more than the highest appraisal for the property, however, can pay certain actual costs, i.e., moving expenses, direct losses, etc., but they must be actual expenses incurred.

Attorney Milliard informed the Board that in conversation with Attorney Hall, the property owner may have indicated he has an antiques business at this property. Attorney Sullivan again stated any expenses must be incurred, and are capped at \$15,000.

Attorney Milliard informed the Board Attorney Hall requested an additional two weeks extension to try to look into resolving the matter. Discussion ensued, and the Board authorized District Counsel to inform Attorney Hall the Board of Commissioners will grant a two week extension, and to make it very clear that if the property owner has not signed the Purchase & Sales agreement by the October 16<sup>th</sup> meeting, the Commissioners will vote to begin Eminent Domain procedures at that meeting, which he is welcome to attend.

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 reported Tighe & Bond will be providing recommendations to determine the best location for the new Well #5.

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

As authorized at the last meeting, Mr. Sheu informed the Board the District has issued a certificate of substantial completion for this project.

**Distribution System:**

**25 Tobey Road/High Water Pressure Complaint:**

Mr. Sheu informed the Board the District received a complaint from the property owner at 25 Tobey Road about high water pressure, stating she had work done on her furnace, and was told by her plumber the furnace could be leaking because of high water pressure, requesting that the District reduce the water pressure. A pressure test was performed which indicated the pressure was 95 PSI. Mr. Sheu explained that the District should not pay for the installation of a Pressure Reducing Valve for the property owner as the District’s operational conditions have not changed at this area.

Mr. Sheu suggested the Board consider voting on a policy regarding water pressure, as there is currently no written policy in place. Commissioner Corey made a motion to establish a policy to install, at the DWSD’s expense, a pressure reduction valve in residences in excess of 110 PSI or more. Seconded by Commissioner Morin. Motion passed unanimously.

**15 Cedar Grove:**

Mr. Sheu provided the Board with correspondence from the MWWA in opposition to Senate Bill 1988 “An Act relative to Utilities, Smart Meters, and Ratepayer’s Rights”, an act that would be problematic to the public water supply in Massachusetts. Mr. Sheu will keep the Board informed as more information becomes available.

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

**OLD BUSINESS:**

**Tighe & Bond – Master Plan:**

Mr. Sheu provided the Board with a copy of DEP's Pilot Study Approval. The Pilot Test is scheduled to begin on October 2, 2019.

**State Revolving Fund:**

Mr. Sheu provided the Board with copies of the SRF application for review at the last meeting. The District should be getting preliminary results by Christmas time, and final result by March of 2020.

**Proposal of Operating Kenwood Water System:**

As reported at the last meeting, the Director of the Kenwood Water Department requested the DWSD reconsider their decision regarding operating the Kenwood Water System. Mr. Sheu suggested the Board discuss the possibility of taking over the Kenwood Water Department all together, as he does not believe AC pipe is as much a problem as was originally believed; Littleton has 80% AC pipe, and the Kelley Road pump station controls could be moved above ground, installing a small shed. Discussion ensued, and Mr. Sheu pointed out that the DWSD is investing in the ability to produce more water, and will want to sell more water, stating that the matter is worth looking into further.

Attorney Milliard suggested that if the District were to operate both water departments, they may then be considered the municipal water supply. Mr. Sheu disagreed, stating both Sudbury & Acton Water District operate the water supply solely in Town, but are not considered the municipal water supply. Lengthy discussion ensued regarding the pros and cons of servicing vs taking over the Kenwood Water Department. The Commissioners authorized the Superintendent to talk to the Town Manager about the proposal of Operating the Kenwood Water System and to report back to the Commissioners at the next meeting, perhaps inviting the Town Manager to attend the meeting.

**OPEB:**

Tabled

**NEW BUSINESS:**

**Staff Reviews:**

Mr. Sheu informed the Board Kelley Chasse has completed her probationary period for the position of HR/Office Manager and recommended she be offered the permanent position. All Commissioners agreed they are very happy with Kelley's performance. Commissioner Morin made a motion to offer Kelley Chasse the permanent position of HR/Office Manager. Seconded by Commissioner Corey. Motion passed unanimously.

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

**Staff Reviews (cont'd):**

Commissioner Corey made a motion to adjust Kelley Chasse, HR/Office Manager's annual salary to \$65,000.00 effective immediately. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners agreed all personnel files should be turned over to and handled by the HR/Office Manager, and that only the HR/Office Manager and Superintendent shall have access to personnel files.

**Job Posting – Drinking Water Operator:**

Mr. Sheu reported he had three applicants, applicants, one has turned down the interview because we are a Non-Unionized Organization. Of the two remaining applicants, Mr. Sheu recommended Chris Ivos. John Hudzik, Field Services Manager, agreed Mr. Ivos is the best fit for the District. Commissioner Corey made a motion to authorize the Superintendent to hire Chris Ivos as Field Services Operator. Seconded by Commissioner Morin. Motion passed unanimously.

**Mass DEP Asset Management Grant Application:**

Tabled

**Staff Salary Adjustment:**

Tabled

**Fluoridation:**

Tabled

**Other:**

**NEWW Annual Conference:**

Both the Superintendent and Chairman attended the NEWW Annual Conference, and reported it was a great conference again this year, allowing opportunities for networking and receiving information about upcoming changes within the industry.

Mr. Sheu informed the Board Chairman Zielinski received recognition at the conference as a 25 year member of NEWW.

**Dracut Old Home Day:**

Chairman Zielinski shared correspondence from the Dracut Old Home Day Committee as follows:

“On behalf of the Dracut Old Home Day Committee, we would like to thank you for your sponsorship of our 19<sup>th</sup> Annual Dracut Old Home Day. We are grateful for companies, like yours, that see the importance in supporting our town’s largest community event. So much time and effort are put forth into making sure this event is a huge success, and it simply wouldn’t be possible without support of local businesses. Your support made it possible for Dracut to have a wonderful Old Home Day despite the threat of Hurricane Dorian.

We are looking forward to your continued support of our 20<sup>th</sup> Annual Dracut Old Home Day which will be held Saturday, September 12, 2020.

Thank you again,

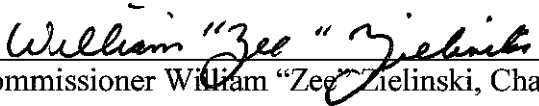
Ken Chuna, Chairman  
Dave Paquin, Vice-Chairman  
Dracut Old Home Day Committee”

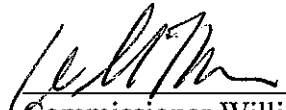
**Meeting Schedule**

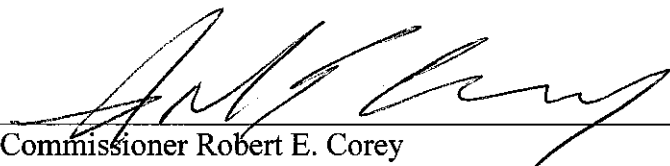
Chairman Zielinski announced the next meetings are scheduled as follows:

Wednesday, October 16, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, October 16, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm
Wednesday, October 30, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, October 30, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm
Wednesday, November 6, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, November 6, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm
Wednesday, December 4, 2019	Bylaw Subcommittee Meeting 5:30 PM Main Office Building/Conference Rm
Wednesday, December 18, 2019	Regularly Scheduled Meeting 6:30 PM Main Office Building/Conference Rm

Commissioner Corey made a motion to adjourn the meeting at 8:20 PM. Seconded by Commissioner Zielinski. Motion passed unanimously.

  
Commissioner William "Zee" Zielinski, Chairman

  
Commissioner William L. Morin, Vice Chairman

  
Commissioner Robert E. Corey