

# Dracut Water Supply District

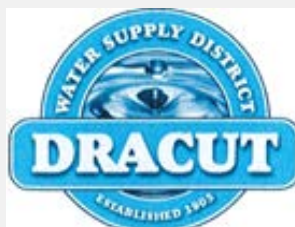
Annual Report 2020  
Fiscal Year July 1, 2019 – June 30, 2020

Warrant District Election  
May 8, 2021

Warrant Annual District Meeting  
May 8, 2021



Commissioners:  
Robert E. Corey, Commissioner  
William “Bill” Morin, Vice-Chairman  
William “Zee” Zielinski, Chairman



Staff:  
Michael Sheu, Superintendent  
Debra H. Vinal, Treasurer

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## Section I

# Annual Report

## DRACUT WATER SUPPLY DISTRICT

59 Hopkins Street  
Dracut, MA 01826

Tel. (978) 957-0441  
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[www.dracutwater.com](http://www.dracutwater.com)

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### Elected Officials Board of Water Commissioners

William “Zee” Zielinski – Chairman	Term Expires 2021
Robert E. Corey - Commissioner	Term Expires 2022
William “Bill” Morin - Vice Chairman	Term Expires 2023

### Clerk of the District

Kathleen Graham	Term Expires 2023
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### Moderator

Peter E. Natsios	Term Expires 2021
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For the year ending June 30<sup>th</sup> 2021

**Appointed Officials and Staff of the Dracut Water Supply District**  
**Appointed Officials**

Michael Sheu	Superintendent
Debra H. Vinal	District Treasurer

**Appointed Legal**

Author C. Sullivan	Legal
Roland L. Millard	Legal

**Field Staff**

Stephen Dehney	Foreman of Field Services
John Laffey	Field Service Operator
Timothy Germain	Field Service Operator
Christopher Ivos	Field Service Operator

**Office Staff**

Kelley Chasse	HR/ Office Manager
Maureen Donnelly	Customer Service Manager
Erica Tanguay	Office Assistant – Receptionist/Collections

## Section II

Report of William “Zee” Zielinski  
Water Commissioner

To the Ratepayers of the Dracut Water Supply District;

I'd like to take this opportunity to personally thank all the residents of the District for providing me the opportunity to continue to serve as one of three elected Water Commissioners representing your interest within the Dracut Water Supply District.

I would once again thank my fellow Water Commissioners, District Superintendent, Treasurer, Field Service Foreman, District Office Manager, District Office Staff, Field Service Staff, and our Legal Consultants who all continue to perform professionally in a true team effort resulting in yet another successful year here at the District.

The District Commissioners, the entire District Staff and our Legal Consultants exemplified themselves without hesitation at providing continuous twenty four hour services during this year Corvid-19 Pandemic.

This spring after many years of planning, the District has gone out to bid and awarded a contract to undertake phase two and phase three to complete the new sixteen inch water transmission main from the Tyngsboro Well Field to the Dracut State Forest Storage Facility.

Plans are underway latter this year to go out to bid and construct a new state of art water treatment plant at the Districts Tyngsboro Well Field Facility. Also, latter this year, the District will go out to bid to construct a new water storage stand pipe at the Districts State Forest Facility. These three construction projects were made possible by the District securing an eighteen million dollar low interest loan from the State Revolving Trust Fund. Once completed, these three system wide improvements will ensure the water supply demands shall be met for many years to come.

The District during the spring of 2021 will complete a new satellite well at the Tyngsboro Well Field Facility. This new well is scheduled to go on line by June 2021.

The District will continue in 2021/2022 it's successful Senior Discount Program, Water Conservation Credit Program and Spring and Fall water main flushing program.

Like always, your thoughts, your concerns and ideas regarding the water you purchase and consume will always be my top priority. I personally thank all the Citizens of Dracut and Tyngsboro who continue to support the efforts made on their behalf by the Commission, Administration and Staff here at the District. Please remember that no idea is so small or not important to ever ignore when it comes to supply water of the best quality possible to each and every one of you. Stay Safe. See You around town.

Respectfully,  
William 'Zee' Zielinski  
Water Commissioner Chairman

Report of Robert Corey  
Water Commissioner

Dear District Rate Payers,

I would like to express my appreciation for your support for electing me as a Water Commissioner. I have always kept your interests in my mind and voted for your rights as a Water Commissioner.

I would like to thank the fellow Commissioners for their support. We have achieved many important system improvement projects for the District.

I would like to thank the District Staff for their work. They have kept the District's operations running smoothly, so safe drinking water is being delivered to your tap uninterruptedly.

One of the important missions as a commissioner of the District is to provide the needs for our current customers, but also to have a long term plan to ensure the water system can meet the future demands.

The District is currently facing the following challenges.

- The aging infrastructure: Most of the District's wells and water mains were built between 1950 to 1960. The majority of wells have high levels of Iron and Manganese. Most of the water mains are under size or built up inside of the pipes with Iron and Manganese.
- Water demand increases: the population growth that results in more water usage.
- MassDEP regulation changes: MassDEP implemented a health alert on Manganese level in the drinking water. The Manganese level exceeds 0.3 mg/L will cause health concerns.

District works with the Engineering Consultant to produce a Capital Improvement Plan. District also applied and received a low interest loan from MassDEP to implement the following projects

- To build a Manganese Removal Treatment Facility at Tyngsborough Wellfield.
- To replace the 12" to 16" water transmission main from Tyngsborough to Dracut line.
- To replace the existing underground State Forest Tank with a Standpipe Tank.

We believe the consumers will benefit from the following:

- The water quality, pressure and flow will be improved.
- We will be able to produce more water from the Tyngsborough Wellfield.
- The system will have redundancy that minimizes the interruption of water services.

We have done our diligence as Water Commissioners to plan the best for the District. Please do not hesitate to contact me with any questions and suggestions. We are here to serve you.

Sincerely,

Robert Corey  
Water Commissioner



Report of Bill Morin  
Water Commissioner

Dear District Rate Payers,

I would like to thank you for electing me as Water Commissioner for many years. I have your interests in my mind when I cast my votes in the District. I would like to ensure your money is being spent for the right reasons.

I would like to thank my fellow Commissioners. We work together to control the budget and to plan infrastructure improvement projects. Our common goals are to ensure that we provide good quality water to your taps, furthermore, to build a water system that can be operated for many years.

I would like to thank the staff of the District. The field staff operates the two water treatment facilities and 117 miles of water distribution water mains. They ensure the water can continually flow to your taps. The office staff manages the water bills, so the District can pay the bill for the operation of the water treatment plants and the repairs of the water main breaks.

We have spent many meetings to discuss and plan the District's future. Many sections of the District's water mains are undersized and over their life service expectance. We need to have a plan to replace these water mains section by section. In addition, the changes of the State Drinking Water Regulations, the District must improve our water treatment facilities to meet these requirements. In order to meet these needs and requirements, we have come to a decision that we need to apply for the State's low interest loan to complete these projects.

In the coming years, with the assistance from the Engineering Consultant, the District will implement the following:

- A new Water Treatment Plant at the Tyngsboro Wellfield.
- A new 16" water transmission main from the Tyngsboro Wellfield to State Forest Tanks.
- A new Water Storage Tank.

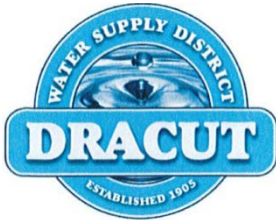
We expect that after the completion of the above projects, the District will benefit from the following:

- We can produce more good quality water from the Tyngsboro Wellfield
- We can cut back the purchase of Lowell Water.
- We can improve the Fire protection flow and water pressure in the distribution.
- We can provide redundancy of water supply source (Tyngsboro and Lowell).

I believe our work will be beneficial to the water rate payers not only in improving water quality, but also to ensure the water system can be operated for another 20-50 years until the next challenges have arrived. Please do not hesitate to reach me or the District office for assistance.

Respectfully,

Bill Morin  
Water Commissioner



*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*

Dracut Water Supply District Customers

April 5, 2021

We are pleased to present the FY20 Annual Report. This Report presents the overview of the District's Governing and Water System as well as the Operations, Planning, and Financial for the FY21& FY22.

### **Governing**

Dracut Water Supply District (DWSD) was established under Massachusetts Legislation Acts (MLA) in 1905 to supply water to part of Dracut and passed MLA in 1943 to supply water to part of Tyngsborough. DWSD is an independent Public Entity, governed by an annual meeting of the District, 3 elected Water Commissioners, and operated by 9 employees. The DWSD's source of income is from the water rate payers.

### **Water System**

The District has two Wellfields, a connection with Lowell Regional Water Facility, two Water Treatment Facilities, 3 Water Storage Tanks, 8 pump Stations and 140 miles of Water Mains.

### **Current Water System Challenges:**

- [Aging Water System Infrastructures](#): The majority of the DWSD's system was installed between 1951 and 1963. Some of the wells, water mains, and water storage tanks have almost exceeded their service life expectancy.
- [Regulation changes](#):
  - Manganese: The Mass DEP issued a Drinking Water Health Advisory for Manganese (Mn) in 2014. This Health Advisory requires the PWS to notify the public if Mn is greater than 0.3 mg/L in the water.
  - PFAS6: The Mass DEP promulgated a Drinking Water Maximum Contamination Level (MCL) for PFAS6 in 2021. The MCL for PFAS is 20 PPT.
- [Water Demands](#): The DWSD has difficulty producing adequate water with the existing infrastructure to meet water demands during the summer months due to the population growth.
- [Water Hydraulic Limitations](#):
  - Well water is rich with Iron and Manganese. Iron and Manganese build up in the water mains and results in restriction of water flow and causes pressure loss.
  - Without water from the Tyngsborough Wellfield, the DWSD would need to purchase more water from Lowell. There would be difficulty to back feed water from Lowell to Tyngsborough customers due to the pressure loss caused by buildup in the water mains.
- [Redundancy](#): Without water from the Tyngsborough Wellfield, 100% of the DWSD's water would have to be purchased from Lowell.
- [Cost of water](#): The DWSD cannot control the water rate if 100% of its water is purchased from Lowell. The City of Lowell just increased 40% of their water rate on 7/1/2021.

- [Water Quality](#): The existing water mains have Manganese and Iron buildups on the pipe. When the water mains are disturbed by the flow or pressure changed, the buildups will peel off from the pipe and results in brown water.
- [Fire Protection](#): some areas in Dracut and Tyngsborough do not have enough water flow for fire protection.

### **Projects in 2020-2021:**

In FY19, DWSD appointed the Engineers of Tighe & Bond (T&B) to overview the DWSD's water system issues and produced a 20 year Master Plan. The Engineers of T&B also provided a 5 year plan out of the Master Plan. This 5 year plan includes 3 improvement projects to resolve the most critical issues that the DWSD's water system is facing. In FY20, with the Engineers of T&B's assistance, DWSD applied and received \$25 million from the Massachusetts Drinking Water State Revolving Fund (SRF).

In the FY 2021, DWSD and Engineers of Tighe & Bond will be implementing the following projects:

- [The Manganese Removal Treatment Facility](#)
- [16" Water Main Improvement Project](#)
- [State Forest Water Storage Tank Replacement](#)

### **Financial**

The District's financial is supported by rate payers. The revenues that we collect are being used on system's operations and many current and future improvement projects. The SRF loan is a 20 year low interest loan (2%). DWSD believes there will be no significant water rate increase to implement the above three projects. DWSD believes that the savings from not purchasing Lowell Water will be able to pay the SRF loan. In addition, DWSD will be able to discontinue 3-4 Pump Stations after the completion of the 3 projects. The operation saving of these Pump Stations will be able to pay the loan.

We are committed to providing safe and high-quality drinking water to our customers. We pledge to continue to work on the behalf of all the District customers and we welcome your constructive criticism in order to improve the efficiency of the District operations.

Respectfully,



Michael Sheu  
Superintendent

## Section III

**Warrant  
Dracut Water Supply District  
District Election  
May 8, 2021**

Commonwealth of Massachusetts  
County of Middlesex ss.

To: Kathleen Graham, District Clerk or Constable

In the name of the Commonwealth of Massachusetts, you or a qualified Dracut Constable are hereby directed to notify the inhabitants of the Town of Dracut, qualified to vote in elections and in town affairs residing in the Dracut Water Supply District, to meet at the polling places located within the District as follows:

On Saturday, May 8, 2021 then and there to bring in the votes to elect the officers for the following District Offices under article one of the Annual Meeting Warrant:

One (1) Commissioner for a term of three years  
One (1) Moderator for a term of three years

The polls open at 7:00 AM and close at 8:00 PM

And further you are directed to notify the inhabitants of the Town of Dracut, qualified to vote in elections and in Town affairs residing in the Dracut Water Supply District to meet at Dracut High School Center for the Performing Arts DHS Auditorium, 1540 Lakeview Avenue on Saturday, May 8, 2021, commencing at 9:00 AM then and there to act on the articles that follow:

And you are further directed to serve this warrant by posting attested copies thereof at each of the polling places in Dracut:

Precincts 1 & 6A  
Precincts 2, 3, 4, 5, 6, 7, 8, & 9

Senior Citizens's Center, 951 Mammoth Rd.  
Richardson Middle School, 1570 Lakeview Ave.

DWSD Election and Annual Meeting  
Warrant 2021 Page 2 of 2

Additionally by posting at the Dracut Town Hall Lobby and District Offices

Hereof fail not and make due of this warrant with your doings thereon to the Water Commissioners at the time and place of the meeting as aforesaid

Given our hands this 7<sup>th</sup> day of April, 2021:

  
William "Zee" Zielinski, Chairman

  
William L. Morin, Vice Chairman

  
Robert E. Corey, Member

April 8, 2021, I have this date posted up attested copies of the above Warrant at the following places as designated in the By-Law of the Dracut Water Supply District:.

Precincts 1 & 6A

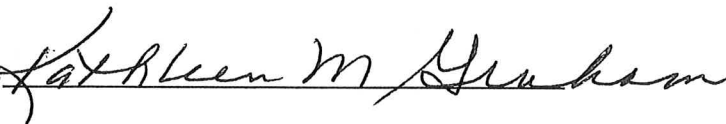
Precincts 2, 3, 4, 5, 6, 7, 8, & 9

Senior Citizens's Center, 951 Mammoth Rd.

Richardson Middle School, 1570 Lakeview Ave.

Also, at the Dracut Water Supply District, 59 Hopkins Street, and the Dracut Town Hall, 62 Arlington Street, inside and outside.

A TRUE COPY ATTEST:

  
Kathleen M. Graham, District Clerk

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #1:**

To see if the District will vote to bring in the vote for Water Commissioner for a term of three (3) years and Moderator for a term of three (3) years held by ballot;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #2:**

To see if the District will vote to hear the reports of the Water Commissioners;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #3:**

To see if the District will vote to hear the report of the Dracut Water Supply District Treasurer;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #4:**

To see if the District will vote to hear the report of committees having direction from previous meetings;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #5:**

To see if the District will vote to transfer from "Free Cash" July 1, 2020 certified amount of One Million Three Hundred Sixty-Five Thousand Four Hundred Twenty Nine dollars (\$1,365,429.00) as follows:

Repair & Replace Distribution System	\$ 965,616.00
OPEB Trust	\$ 360,000.00
Accrued Vacation	\$ 5,245.00
Accrued Sick Leave	\$ 34,568.00
Total	\$1,365,429.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #6:**

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Five Million Four Hundred Eighty-Seven Thousand Seven Hundred Forty-Five dollars (\$5,487,745.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2021 to be expended as follows:

Salary, Wages and Benefits Account	\$2,020,789.00
Operations Expenses	\$3,452,956.00
Total	\$5,487,745.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval



**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #7:**

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) to defray costs for the ensuing fiscal year beginning on July 1, 2021 to be expended as follows:

Out of State Travel                      \$14,000.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #8:**

To see if the District will vote to authorize the Treasurer to enter into compensating balance agreements during the fiscal year beginning July 1, 2021, as permitted by Massachusetts General Laws, Chapter 44, Section 5F;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #9:**

To see if the District will vote to transfer from the water revenue account the amount of Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected for the Undersized Water Mains and Valves Account as established by the Board of Water Commissioners in FY 2003 for the period collected Fiscal Year 2020 said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #10:**

To see if the District will vote to authorize the Superintendent to sell off scrap metals and surplus, outdated or obsolete equipment as may accumulate during the year;

Or act in any other way relative thereto.

Submitted by Board of Water Commissioners

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #11:**

To see if the District will vote to authorize the Treasurer, with the approval of the Board of Water Commissioners, to borrow in anticipation of revenue for the fiscal year beginning July 1, 2021, in accordance with MGL Chapter 44 Section 4 and the acts and amendments thereof; Chapter 849 of the Acts of 1969, as amended and to renew any notes as may be given for a period of less than one year in accordance with MGL Chapter 44, Section 17;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #12:**

To see if the District will vote to set the annual salary stipend for the Clerk of the District to Five Thousand dollars (\$5000.00);

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #12A:**

To see if the District will vote to set the annual salary stipend for each Commissioner of the District to Four Thousand dollars (\$4,000.00);

Or act in any other way relative thereto.

Submitted Board of Water Commissioners

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #12B:**

To see if the District will vote to set the annual salary stipend for the Moderator of the District to Six Hundred dollars (\$600.00);

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #13:**

To see if the District will vote to transfer from the System Development Fee (SDF) account Ninety-Three Thousand dollars (\$93,000.00) as follows:

Repair and Replace Distribution System Account	\$93,000.00
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Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #14:**

To see if the District will vote to transfer from the water revenue account the amount of Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY 2016 for the period collected Fiscal Year 2020, said funds to be used to replace, repair, and upgrade infrastructure;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #15:**

To see if the District will vote to raise and appropriate, borrow and/or transfer from available funds such sums of money as may be necessary to defray District charges and expenses for the fiscal year beginning July 1, 2021 and to make appropriations for the same;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #16:**

To see if the District will vote to transfer from the Debit & Liability account fund Fourteen Thousand Nine Hundred Thirty-Two dollars (\$14,932.00) into the existing Repair & Replace Distribution System account and close the Debt & Liability Account;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

Note: This is a transfer from the Stabilization Account and will require a 4/5ths vote for approval.

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #17:**

To see if the District will vote to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization Account fund Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) into the existing Repair & Replace Distribution System Account;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

Note: This is a transfer from the Stabilization Account and will require a 4/5ths vote for approval.

**Article #18:**

To see if the District will vote to reduce the System and Development Fee for the project known as Dracut Center Senior Housing, an affordable Senior Housing Development at 1530 Bridge Street & 144 Greenmont Avenue. System and Development Fees (SDF) to be \$2033.90 per unit. Developer to pay the total amount of \$150,000.01;

Or to act in any other way relative thereto.

Submitted by Voter Petition

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #19:**

To see if the District will vote to appropriate a sum of money, not to exceed Eight Million Fifty-Five Thousand dollars (\$8,055,000.00) to pay costs of making various water system improvements, and for the payment of all other costs incidental and related thereto, to determine whether this amount shall be raised by borrowing (including the borrowing of all or any portion of these funds through the Massachusetts Clean Water Trust);

Or act in any other way relative thereto.

Submitted by Board of Water Commissioners

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #20:**

To see if the District will vote to establish a "Land/Property Acquisition Fund", said fund to be used for the purchase of property which, when determined by unanimous vote of the Board of Water Commissioners to be in the best interest of the District. Such acquisition shall be for the purpose of collecting, storing, holding, purifying and preserving the purity of the water and conveying the same to any part of the district. Further, that upon the passage of this article, funding shall be provided to this account by District Meeting action. Thereafter approval for the process of the acquisition of said property (s) and expenditure from the fund shall be authorized by the Board (by unanimous vote) and recommendation by the Superintendent at any regularly scheduled meeting posted for said purpose. The District Annual Meeting shall provide from time to time funding to the "Land Acquisition Fund" as recommended by the Board and Superintendent;

Or act in any other way relative thereto.

Submitted by Board of Water Commissioners

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #21:**

To see if the District will vote to adopt the outdoor water conservation requirements as follows:

All outside water use for any purpose shall be used on an odd/even basis from June 1<sup>st</sup> through September 1<sup>st</sup>. Fines to be imposed as follows:

- A. First offense :Written Notice
- B. Second offense: \$100.00
- C. Third offense: \$200.00
- D. Fourth offense: \$500.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

Note: This is a Bylaw change and will require a 2/3rds vote for approval.

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #22:**

To see if the District will vote to amend the 11.16A Personnel Bylaw for new employees only the section titled **VACATION PROVISIONS** by deleting

Six Months	One Year	5 Days
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And inserting the bold text below;

**VACATION PROVISIONS:**

Vacation Leave shall be granted on July 1 to all full-time employees of the District (based on full-time service) as follows:

**Employees who work one (1) full year shall be granted the below vacation days at the start of the fiscal year based upon length of service. Employees who have less than one (1) year of employment shall accrue .833 a day per month.**

More than:	Less than:	Days Granted:
One Year	Five Years	10 Days
Five Years	Ten Years	15 Days
Ten Years	Fifteen Years	20 Days
Fifteen Years	Twenty Years	25 Days
Twenty Years+		30 Days

(If passed this by law shall only affect employees hired after the May 8<sup>th</sup> 2021 annual meeting )  
Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

Note: This is a Bylaw change and will require a 2/3rds vote for approval.

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #23:**

To see if the District will vote to delete the 11.16A Personnel Bylaw for new employees only the section titled **CAREER INCENTIVE** which currently reads as followed:

**CAREER INCENTIVE**

Upon retirement, separation or death, any employee covered by this By-Law shall be paid an amount equal to one (1) week's pay, at his/her most current rate of pay, for each year or any part thereof of service to the District said amount to be paid no later than one (1) month after the date of the event, provided that said employee (except in the case of death or involuntary separation) had notified the Superintendent/Director of his/her intent in the prior fiscal year so that budgetary arrangements could be made. Said notifications shall be no later than January 15 of each year. Employees who fail to notify the Superintendent/Director shall be entitled to their career incentive in the first months of the following fiscal year. However, under no circumstances will said employee receive more than the larger of career incentive or accumulated unused sick leave;

(If passed this by law shall only affect employees hired after the May 8<sup>th</sup> 2021 annual meeting)

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

Note: This is a Bylaw change and will require a 2/3rds vote for approval.

**Article #24:**

To see if the District will vote to designate the Treasurer ex-officio of the Dracut Water Supply District, to serve as Custodian of the Other Post-Employment Benefits (OPEB) Fund;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval



**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

**Article #25:**

To see if the District will vote to designate the Treasurer ex-officio of the Dracut Water Supply District, to serve as Trustee of the Other Post-Employment Benefits (OPEB) Fund;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #26:**

To see if the District will vote to authorize the Treasurer ex-officio of the Dracut Water Supply District, to execute and deliver the Investment Agreement with the State Retirement Benefit Trust Fund Board of Trustees on behalf of the Dracut Water Supply District;

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #27:**

To see if the District will vote to transfer from the water revenue account the sum of Seventy-Five Thousand dollars (\$75,000.00) for consulting fees to design an upgrade and or replace the current culvert at the Tyngsboro Well Field;

Or act in any other way relative.

Submitted by William Zee Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommend Approval

**Article #28:**

To see if the District will vote to appropriate or transfer from the water revenue account the sum of Three Hundred Thousand dollars (\$300,000.00) for additional cost of consulting fees for new construction of the Water Treatment, Transmission Line and Water Tank.

Or act in any other way relative

Submitted By Michael Sheu  
Superintendent

**DRACUT WATER SUPPLY DISTRICT  
ELECTION & ANNUAL MEETING MAY 8, 2021  
WARRANT**

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #29:**

To see if the District will vote to amend the Personnel By-Law section 11.16A titled **HOLIDAYS** by adding the newly recognized State Holiday of June 19<sup>th</sup>;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval by majority vote  
(Commissioners Corey and Zielinski in favor, Commissioner Morin opposed)  
Superintendent Recommends Approval

## Section IV

**DRACUT WATER SUPPLY DISTRICT**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - ALL FUNDS  
YEAR ENDED JUNE 30, 2020**

	General	System Development	Capital Projects	Stabilization Funds	OPEB Fund	Total All Funds
<b>Revenues:</b>						
Water rates	\$ 4,560,567	\$ -	\$ -	\$ -	\$ -	\$ 4,560,567
Service fees	170,756	-	-	-	-	170,756
Development fees	-	69,433	-	-	-	69,433
Meter to main fees	85,860	-	-	-	-	85,860
Penalties and interest	36,027	-	-	-	-	36,027
Investment income	4,713	224	9,800	1,329	51,740	67,806
Contributions and donations	-	-	-	-	290,897	290,897
Miscellaneous	36,164	-	-	-	-	36,164
<b>Total Revenues</b>	<b>4,894,087</b>	<b>69,657</b>	<b>9,800</b>	<b>1,329</b>	<b>342,637</b>	<b>5,317,510</b>
<b>Expenditures:</b>						
Maintenance and operations	2,319,861	7,500	-	-	-	2,327,361
Employee benefits	874,056	-	-	-	90,897	964,953
Water purchases	579,414	-	-	-	-	579,414
Debt service	40,714	-	-	-	-	40,714
Capital outlay	60,842	-	324,626	-	-	385,468
<b>Total Expenditures</b>	<b>3,874,887</b>	<b>7,500</b>	<b>324,626</b>	<b>-</b>	<b>90,897</b>	<b>4,297,910</b>
<b>Other Financing Sources (Uses):</b>						
Transfers in	-	-	711,628	104,710	-	816,338
Transfers out	(621,628)	(90,000)	-	(104,710)	-	(816,338)
<b>Total Expenditures and Other Financing Uses</b>	<b>(621,628)</b>	<b>(90,000)</b>	<b>711,628</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues and Other Financing Sources Over Expenditures and Other Financing Uses</b>	<b>397,572</b>	<b>(27,843)</b>	<b>396,802</b>	<b>1,329</b>	<b>251,740</b>	<b>1,019,600</b>
<b>Fund Balances, Beginning of year</b>	<b>723,204</b>	<b>53,944</b>	<b>2,469,225</b>	<b>335,056</b>	<b>1,177,751</b>	<b>4,759,180</b>
<b>Fund Balances, End of year</b>	<b>\$ 1,120,776</b>	<b>\$ 26,101</b>	<b>\$ 2,866,027</b>	<b>\$ 336,385</b>	<b>\$ 1,429,491</b>	<b>\$ 5,778,780</b>

**Note to Schedule:**

This supplementary information is presented on the modified accrual basis of accounting; which is the accounting methodology adopted by the District for budgetary and operational purposes. This schedule is not a part of the basic financial statements of the District but is provided for additional analysis only. Accordingly, this schedule should only be used by those individuals who have an adequate understanding of the modified accrual basis of accounting.

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2019 TO JUNE 30, 2020  
PAYMENTS OF \$100 OR MORE

VENDOR	DESCRIPTION	AMOUNT
580 RIVER SOLAR NG, LLC	POWER FOR EQUIPMENT	\$ 315,884.50
AAP OF DRACUT MA 4405	TRUCK REPAIRS	\$ 603.88
ACCELA, INC. #774375	SUPPORT	\$ 19,469.00
AD INSTRUMENT REPAIR INC.	SUB-CONTRACTOR	\$ 24,841.52
AGRETECH	SUPPLIES	\$ 303.81
ALAN'S AUTO & COLLISION, INC	TRUCK REPAIRS	\$ 500.00
ALL SPORTS PROMOTIONS INC	UNIFORMS	\$ 2,649.81
AM CONSERVATION GROUP, INC	ADVERTISING	\$ 2,183.68
AMERICAN GARAGE DOOR GLASS INC	REPAIRS	\$ 1,625.00
AMERICAN HERITAGE LIFE INSURANCE	PAYROLLS	\$ 3,284.32
AMERICAN WATER WORKS ASSOCIATION	DUES	\$ 2,025.00
ANSWERNET	ANSWERING SERVICE	\$ 3,409.63
ARTHUR C. SULLIVAN JR. ESQ.	LEGAL	\$ 26,366.60
ASAP SPRINKLER CORP	SUB-CONTRACTOR	\$ 337.00
AT T	TELEPHONE	\$ 962.37
AUGER ALARMS CORP.	ALARMS	\$ 7,234.00
BATTERY SHOP OF NEW ENGLAND INC	TRUCK REPAIRS	\$ 954.56
BENEFIT PAYOUT	PAYROLLS	\$ 70,854.15
BILLERICA WINWATER	SUPPLIES	\$ 1,606.86
BLUE DIAMOND EQUIPMENT CO.	SUB-CONTRACTOR	\$ 39,000.00
BOSTON AUTOMATIC TIME CLOCK	OFFICE REPAIRS	\$ 234.00
BROX INDUSTRIES INC.	SUPPLIES	\$ 9,372.54
CARBON COLORS	PRINTING	\$ 9,577.50
CARDMEMBER SERVICE	SUPPLIES	\$ 11,067.25
CARUS PHOSPHATES INC	CHEMICALS	\$ 13,588.35
CHRIS IVOS	PHONE EXPENSE	\$ 245.00
CHRISTOPHER IVOS	EMPLOYEE	\$ 35,550.42
CIRCLE HEALTH URGENT CARE LLC	EMPLOYEE TREATMENT	\$ 387.26
CIT	OFFICE EQUIPMENT	\$ 2,590.60
CITY OF LOWELL	WATER PURCHASE	\$ 433,116.46
CITY OF LOWELL	POLICE DETAIL	\$ 440.00
CITY OF METHUEN	POLICE DETAIL	\$ 454.48
CIVICPLUS	SUPPORT	\$ 1,575.00
CLEAN BASINS, INC	SUB-CONTRACTOR	\$ 46,625.00
COLONIAL LIFE INSURANCE	PAYROLLS	\$ 7,645.17
COLONIAL PEST CONTROL	SUB-CONTRACTOR	\$ 780.00
COMCAST - HOPKINS ST.	INTERNET	\$ 2,213.80
COMCAST - K St	SECURITY	\$ 5,943.90

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2019 TO JUNE 30, 2020  
PAYMENTS OF \$100 OR MORE

COMMONWEALTH OF MA D.E.P	D.E.P. ASSESMENT	\$	6,395.73
COMMONWEALTH OF MASSACHUSETTS	LICENSE	\$	130.00
COMPLETE CONTROL SERVICES, INC	SUB-CONTRACTOR	\$	2,720.00
DAVID M. MURPHY PLUMBING HEATING GAS FITTING	SUB-CONTRACTOR	\$	14,392.00
DEBRA VINAL	REIMBURSEMENT	\$	186.77
DEBRA VINAL	PAYROLL	\$	94,819.18
DELL MARKETING L.P.	COMPUTERS	\$	20,110.93
DRACUT HARDWARE INC	SUPPLIES	\$	1,954.13
DRACUT OLD HOME DAY	OFFICE	\$	500.00
DRACUT TIRE SHOP	TRUCK REPAIR	\$	2,441.00
E.J. PRESCOTT INC.	SUPPLIES	\$	32,646.63
EASTERN PROPANE	PROPANE	\$	6,941.01
EMPOWER RETIREMENT	PAYROLLS	\$	33,970.00
ENTERPRISE BANK AND TRUST CO.	BANK CHARGES	\$	3,106.27
ENVIRONMENTAL SYSTEMS RESEARCH INST., INC	SUB-CONTRACTOR	\$	2,100.00
ERIC DOVE CONSTRUCTION	GARAGE ROOF	\$	19,000.00
ERICA TANGUAY	EMPLOYEE	\$	37,510.61
F.W. WEBB CO	SUPPLIES	\$	321.25
FEDEX	SHIPPING	\$	266.40
FISHER SCIENTIFIC CO. LLC	CHEMICALS	\$	10,016.47
FORESTREE SERVICES, INC.	SUB-CONTRACTOR	\$	1,125.00
GE DIGITAL LLC	SUPPORT	\$	3,532.48
GRANITE STATE ANALYTICAL SERVICES, LLC	LAB TESTING	\$	32,395.40
H2O SOFTWARE	SUPPORT	\$	6,100.00
HACH COMPANY	LAB TESTING	\$	12,347.55
HARCROS CHEMICAL GROUP	CHEMICALS	\$	10,468.90
HARPER'S TIME & ATTENDANCE	PAYROLLS	\$	1,040.05
HARPERS PAYROLL SERVICES	PAYROLLS	\$	2,524.21
HARTFORD FIRE INSURANCE COMPANY	INSURANCE	\$	14,260.00
HENRY'S PROFESSIONAL CLEANING SERVICE	SUB-CONTRACTOR	\$	15,600.00
HYDRA TECH, INC	SUB-CONTRACTOR	\$	8,250.00
IDEXX LABORATORIES, INC	SUPPLIES	\$	958.33
INFINITE PROPERTY CARE	SUB-CONTRACTOR	\$	6,235.00
INVOICE CLOUD	SUPPORT	\$	6,538.91
ITRON INC	SUPPORT	\$	8,046.74
JAYNE BOISSONNEAULT	PHONE EXPENSE	\$	420.00
JAYNE BOISSONNEAULT	BOARD SECTARY/ASS'T CLERK	\$	10,706.49
JOHN HUDZIK	REIMBURSEMENT	\$	119.52
JOHN HUDZIK	PAYROLL	\$	108,357.44
JOHN LAFFEY	EMPLOYEE	\$	67,580.23

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2019 TO JUNE 30, 2020  
PAYMENTS OF \$100 OR MORE

JOHN LAFFEY	PHONE EXPENSE	\$	420.00
JOHN LAFFEY	REIMBURSEMENT	\$	139.00
JUSTIN S. BETTENCOURT	EMPLOYEE	\$	2,240.81
JW SULLIVAN CORPORATION	BRIDGE ST EXTENSION	\$	48,480.94
KAMCO LOCK SOLUTIONS	SECURITY	\$	739.00
KATHLEEN M. GRAHAM	DISTRICK CLERK	\$	5,000.00
KELLEY A. CHASSE	EMPLOYEE	\$	65,884.13
KENWOOD HARDWARE	SUPPLIES	\$	65.17
KP LAW, P.C.	LEGAL	\$	3,087.07
LEBLANC GEN. CONTRACTOR	SUB-CONTRACTOR	\$	83,083.00
LIBERTY CHEVROLET	NEW VEHICLE	\$	32,860.03
LISTON UTILITY SERVICES	SUB-CONTRACTOR	\$	15,525.00
LOWELL GENERAL HOSPITAL	EMPLOYEE TREATMENT	\$	315.00
LOWES BUSINESS ACCT/GEMB	SUPPLIES	\$	115.80
MA HEALTH INSURANCE	PAYROLLS	\$	738.98
MAHER SERVICES INC	SUB-CONTRACTOR	\$	74,782.75
MASS CLEAN WATER TRUST	BOND	\$	40,713.84
MASS MUNICIPAL HUMAN RESOURCES	EMPLOYEE TRAINING	\$	350.00
MASS WATER WORKS ASSOCIATION INC	EMPLOYEE TRAINING	\$	2,219.00
MAUREEN DONNELLY	EMPLOYEE	\$	58,370.67
MICHAEL SHEU	EMPLOYEE	\$	138,726.00
MIDDLESEX RET-ASSESSMENT	ASSESSMENT	\$	229,578.00
MIDDLESEX COMMUNITY COLLEGE	EMPLOYEE TRAINING	\$	620.00
MIDDLESEX COUNTY REGISTRY OF DEEDS	LEGAL	\$	1,365.00
MIDDLESEX RETIREMENT SYSTEM	EMPLOYEE'S SHARE	\$	70,551.92
MIIA HEALTH BENEFITS TRUST	INSURANCE	\$	375,876.48
MIIA PROPERTY CASUALTY GROUP INC.	INSURANCE	\$	69,751.00
MILTON CAT	TRUCK REPAIRS	\$	1,756.50
MISSION COMMUNICATIONS, LLC	SUPPORT	\$	347.40
N. GRANESE & SONS, INC.	SUB-CONTRACTOR	\$	271,213.55
NATIONAL GRID	POWER FOR EQUIPMENT	\$	41,156.04
NATIONAL GRID -GAS	HEAT FOR BUILDINGS	\$	10,561.25
NEW ENGLAND WATER WORKS ASSOC.	DUES	\$	2,200.00
NOAH TIERNEY-HONAN	EMPLOYEE	\$	2,244.00
OCEAN STATE METER SERVICES & SUPPLY	SUB-CONTRACTOR	\$	234.20
OPERATIONWORKS, INC	SUB-CONTRACTOR	\$	15,645.00
PAYA	BANK CHARGES	\$	10,375.28
PEPBOYS - REMITTANCE DEPT	TRUCK REPAIRS	\$	661.82
PETER E. NATSIOS	MODERATOR	\$	600.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	OFFICE	\$	14,391.60
PLATINUM APPRAISALS	APPRAISAL	\$	1,200.00

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2019 TO JUNE 30, 2020  
PAYMENTS OF \$100 OR MORE

POLLARDWATER	SUPPLIES	\$	4,998.00
POWER UP GENERATOR SERVICE	REPAIRS	\$	14,493.86
PRO-LINE INDUSTRIAL PRODUCTS INC	SUPPLIES	\$	669.61
R.L. PROULX ELECTRICAL, INC.	SUB-CONTRACTOR	\$	20,314.74
REPUBLIC SERVICES 095	DUMPSTER	\$	1,887.27
RESERVE ACCOUNT	POSTAGE	\$	15,000.00
RICHARD A. GLYNN	EMPLOYEE	\$	3,090.00
ROBERT COREY	STIPEND	\$	939.96
ROBERT E. COREY	COMMISSIONER	\$	3,500.00
ROLAND L. MILLIARD	LEGAL	\$	27,197.50
ROSELLI CLARK ASSOCIATES	AUDITOR	\$	14,500.00
SAMS CLUB	SUPPLIES	\$	1,390.77
SAVAS C. DANOS, AGENT	CONSULTANT	\$	125.00
SAYBROOKE ENVIRONMENTAL MANAGEMENT, LLC	SUB-CONTRACTOR	\$	1,444.22
SEAN P. NUGENT	EMPLOYEE	\$	2,403.00
SEBASTIAN JARAMILLO	EMPLOYEE	\$	2,490.00
SHANNON ROWE	BOARD-MEETINGS	\$	228.55
SHAWN RYGIEL	REPAIRS	\$	370.00
SHI INTERNATIONAL CORP.	SUPPORT	\$	1,102.00
SOFTWARE TECHNIQUES INC.	SUPPORT	\$	360.00
SOUTHWORTH MILTON INC.	TRUCK REPAIRS	\$	1,216.55
STAPLES CREDIT PLAN	SUPPLIES	\$	922.73
STEPHEN DEHNEY	PAYROLL	\$	71,285.90
SWIERZ CONSULTING LLC	SUPPORT	\$	17,122.00
TCS COMMUNICATIONS CORP.	SUPPORT	\$	600.00
TELVENT USA LLC	SUPPORT	\$	2,315.20
THE LOWELL PUBLISHING CO.	LEGAL ADS	\$	4,858.13
THE MAIN STREET AMERICA GROUP	INSURANCE	\$	300.00
THE WARREN GROUP	OFFICE	\$	379.00
TIGHE & BOND ENGINEERS	CONSULTANT	\$	257,278.47
TIMOTHY GERMAIN	EMPLOYEE	\$	69,499.53
TIMOTHY GERMAIN	PHONE EXPENSE	\$	420.00
TOSHIBA BUSINESS SOLUTIONS	SUPPLIES	\$	1,070.00
TOSHIBA FINANCIAL SERVICES	OFFICE	\$	5,665.55
TOWN OF DRACUT	POLICE DETAILS	\$	15,119.82
TOWN OF DRACUT	ELECTION	\$	15,114.16
TOWN OF DRACUT	FUEL	\$	10,392.17
TOWN OF DRACUT -DPW	PAVING	\$	2,292.68
TOWN OF TYNGSBOROUGH	REAL ESTATE TAXES	\$	13,333.92
TOWN OF TYNGSBOROUGH	POLICE DETAILS	\$	2,307.12
U.S. POST SERVICE	POSTAGE	\$	480.00



DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2019 TO JUNE 30, 2020  
PAYMENTS OF \$100 OR MORE

U.S. DEPARTMENT OF TREASURY	PAYROLLS	\$	11,286.42
UNIVAR USA INC.	CHEMICALS	\$	102,138.52
UNIVERSAL AUTOMATION & MECHANICAL SERVICE	REPAIRS	\$	2,763.78
UNUM LIFE INSURANCE COMPANY OF AMERICA	PAYROLLS	\$	9,624.60
US ECO PRODUCTS, CORPORATION	SUPPLIES	\$	419.90
USA BLUEBOOK	SUPPLIES	\$	2,261.67
UTILITY SERVICES CO., INC	REPAIRS TO WATER TANK	\$	32,056.00
VERIZON	TELEPHONE/SECURITY	\$	21,158.30
VERIZON CONNECT NWF, INC	SUPPORT	\$	1,381.44
W.B. MASON	OFFICE SUPPLIES	\$	1,263.79
WALTER W. DUNN	TRUCK REPAIRS	\$	328.20
WELCH WELDING IND.	TRUCK REPAIRS	\$	123.93
WILLIAM MORIN	STIPEND	\$	939.96
WILLIAM MORIN	COMMISSIONER	\$	3,500.00
WILLIAM MORIN	PHONE EXPENSE	\$	420.00
WILLIAM ZIELINSKI	STIPEND	\$	939.96
WILLIAM ZIELINSKI	COMMISSIONER	\$	3,500.00
WILLIAM ZIELINSKI	PHONE EXPENSE	\$	420.00
WINN-911 SOFTWARE	SUPPORT	\$	495.00
YOUR MEMBERSHIP, INC	MEMBERSHIP	\$	199.00

## Section V



*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*

July 2, 2020

Mary Jane Handy, Director of Accounts  
Massachusetts Department of Revenue  
Division of Local Services  
P.O. Box 9655  
Boston, MA 02114

Dear Ms. Handy,

The Annual Meeting of the Dracut Water Supply District was held on Tuesday, June 30, 2020 at the Dracut High School Auditorium, 1540 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 5:31 PM.

The Pledge of Allegiance was recited.

**PROCEDURAL MOTIONS:**

Unanimously, the District voted to waive the reading of the warrant articles.

Submitted by Kathleen M. Graham, District Clerk

Unanimously, the District voted to implement Section 2 Chapter 448 of the Acts of 1996 for the purpose of this meeting, allowing for the declaration of the Moderator of a 2/3rds vote when in the opinion of the Moderator the voice vote is obviously in the 2/3rds prevailing side of the issue in question.

Submitted by Kathleen M. Graham, District Clerk

The Moderator announced speakers would be limited to three minutes.

**ARTICLE #1:**

Unanimously, the District voted to bring in the vote for Water Commissioner, and Clerk for a term of three (3) years, held by ballot. The Clerk presented the June 29, 2020 DWSD Election results as follows:

**Commissioner:**

William Bill Morin	1771
Blanks & Others	282
Total:	2053

**Clerk:**

Kathleen M. Graham	1891
Blanks & Others	162
Total:	2053

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #2:**

Unanimously, the District voted to hear the reports of the Water Commissioners and act thereon.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #3:**

Unanimously, the District voted to hear the report of the Dracut Water Supply District Treasurer, as printed in the warrant, and act thereon.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #4:**

Unanimously, the District voted to dismiss Article #4 as there were no reports from previous meetings.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval (to dismiss)  
Superintendent Recommended Approval (to dismiss)

**ARTICLE #5:**

Unanimously, the District voted to transfer from “Free Cash” July 1, 2019 certified amount of Six Hundred Twelve Thousand Two Hundred and Eight dollars (\$612,208.00) as follows:

Land/Property Acquisition Fund	\$412,208.00
OPEB Trust	\$200,000.00
Total:	\$612,208.00

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #6:**

Unanimously, the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Four Million Nine Hundred Ninety-Seven Thousand Five Hundred Six dollars (\$4,997,506.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2020 to be expended as follows:

Salary, Wages and Benefits Account	\$2,055,583.00
Operations Expenses	\$2,941,923.00
Total:	\$4,997,506.00

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #7:**

Unanimously, the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) for Out of State Travel for the ensuing Fiscal Year beginning on July 1, 2020 to be expended as follows:

Out of State Travel	\$14,000.00
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Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #8:**

Unanimously, the District voted to authorize the Treasurer to enter into compensating balance agreements during the Fiscal Year beginning July 1, 2020, as permitted by Massachusetts General Laws, Chapter 44, Section 5F.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #9:**

Unanimously, the District voted to transfer from the Water Revenue Account the amount of One Hundred Four Thousand Seven Hundred Ten dollars (\$104,710.00) to balance the calculated amount owed on revenue earned for the Undersized Water mains and Valves Account as established by the Board of Water Commissioners in FY2003 for the period collected through June 30, 2019.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #10:**

Unanimously, the District voted to authorize the Superintendent to sell off scrap metals and surplus, outdated or obsolete equipment as may accumulate during the year.

Submitted by William "Zee" Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #11:**

Unanimously, the District voted to authorize the Treasurer with the approval of the Board of Water Commissioners, to borrow in anticipation of revenue for the fiscal year beginning July 1, 2020, in accordance with MGL Chapter 44 Section 4 and the acts and amendments thereof; Chapter 849 of the Acts of 1969, as amended and to renew any notes as may be given for a period of less than one year in accordance with MGL Chapter 44, Section 17.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #12:**

Unanimously, the District voted to set the annual salary stipend for the Clerk of the District to \$5,000.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**Article #12A:**

Unanimously, the District voted to set the annual salary stipend for the Commissioners of the District to \$4,000 per Commissioner.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**Article #12B:**

Unanimously, the District voted to set the annual salary stipend for the Moderator of the District to \$600.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #13:**

Unanimously, the District voted to transfer from the System Development Fee (SDF) account Ninety Thousand dollars (\$90,000.00) as follows:

Repair and Replacement District & Site Account:	\$90,000.00
Total:	\$90,000.00

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #14:**

Unanimously, the District voted to transfer from the Water Revenue Account One Hundred Four Thousand Seven Hundred Ten dollars (\$104,710.00) to balance the calculated amount owed on revenue earned for the Infrastructure Account as established by the Board of Water Commissioners in FY2016 for the period through June 30, 2019.

**ARTICLE #14 (Cont'd):**

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #15:**

Unanimously, the District voted to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization Account Fund One Hundred Four Thousand Seven Hundred Ten dollars (\$104,710.00) into the Land/Property Acquisition Fund.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #16:**

Unanimously, the District voted to raise and appropriate, borrow and/or transfer from available funds such sums of money as may be necessary to defray District charges and expenses for the fiscal year beginning July 1, 2020 and to make appropriations for the same.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #17:**

Unanimously, the District voted to designate Debra H. Vinal, Treasurer of the Dracut Water Supply District, to serve as Custodian of the Other Post-Employment Benefits (OPEB) Fund.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #18:**

Unanimously, the District voted to designate Debra H. Vinal, Treasurer of the Dracut Water Supply District, as Trustee of the Other Post-Employment Benefits (OPEB) Fund.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval



**ARTICLE #19:**

Unanimously, the District voted to authorize Debra H. Vinal, Treasurer of the Dracut Water Supply District, to execute and deliver the Investment Agreement with the State Retirement Benefit Trust Fund Board of Trustees on behalf of the Dracut Water Supply District.

Submitted by William “Zee” Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #20:**

Unanimously, the District voted to appropriate a sum of money, not to exceed Seventeen Million One Hundred Fifty-Two Thousand dollars (\$17,152,000.00) be and hereby is appropriated to pay costs of making various water system improvements, including, but not limited to, (i) the design and construction of an iron and manganese removal water treatment plant at the Tyngsborough wellfield, (ii) the design and construction of a wellfield transmission main, and (iii) the replacement of the State Forest water storage tank and K Street water storage tank, and the payment of all other costs incidental and related thereto, and that to meet this appropriation, the District Treasurer, with the approval of the Board of Water Commissioners, is hereby authorized to borrow said amount under and pursuant to M.G.L. c. 44, §§7 and 8, or pursuant to any other enabling authority, and to issue bonds or notes of the District therefor. All, or any portion, of this borrowing may be obtained through the Massachusetts Clean Water Trust (the “Trust”). The Board of Water Commissioners, the Treasurer and any other appropriate official of the District are authorized to execute and deliver any and all agreements and other documents that may be required by the Trust, or by The Commonwealth of Massachusetts’ Department of Environmental Protection in connection with any financing to be obtained through the Trust. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Submitted by William “Zee” Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #21:**

Unanimously, the District voted to appropriate a sum of money, not to exceed One Hundred Nine Thousand Seven Hundred Fifty dollars (\$109,750.00) be and hereby is appropriated to pay costs of a water system asset management plan, and the payment of all other costs incidental and related thereto, and that to meet this appropriation, \$43,900 shall be transferred from available funds, and \$65,850 shall be obtained by the District in the form of a grant from the Massachusetts Clean Water Trust.

**ARTICLE #21 (Cont'd):**

Submitted by William "Zee" Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #22:**

Unanimously, the District voted to authorize the Board of Water Commissioners to acquire by purchase, gift, eminent domain, or otherwise, a parcel of land with the buildings thereon at 166 Frost Road, Tyngsborough, Massachusetts, owned or formerly owned by Daniel Boulanger, containing 3 acres, more or less, being the land described in a Transfer Certificate of Title filed in the Middlesex North District Land Registration Office in Book 188 at page 187, and to expend a sum of money not to exceed \$500,000.00 from the land/property acquisition fund said land being acquired for the purposes of building an iron and manganese removal water treatment plant at the Tyngsboro Wellfield, and for all things pertinent to its rights and duties pursuant to its enabling act as amended.

Submitted by William "Zee" Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #23:**

Unanimously, the District voted to authorize the Board of Water Commissioners to acquire by purchase, gift, eminent domain, or otherwise, a parcel of land with the buildings thereon at 24 Preston Street, Dracut, Massachusetts owned or formerly owned by Rosalie M. Lussier, containing 5,103 square feet, more or less, being the land described in a deed recorded in the Middlesex County Registry of Deeds in Book 01815, Page 0427, and to expend a sum of money from the land/property acquisition fund said land being acquired for the purposes of building a water field operation garage/for future expansion, not to exceed \$500,000.

Submitted by William "Zee" Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #24:**

By Standing Vote (10 in favor, 6 opposed), Article #24 was amended and passed as follows:

I move that the District vote for the System and Development Fee for the project known as Dracut Center Senior Housing at 1530 Bridge Street & 144 Greenmont Avenue as follows:

**ARTICLE #24 (Cont'd):**

Cost to connect to 2" main	\$ 30,000.00
\$3,500 x 59 additional units	\$206,500.00
Total	\$236,500.00

Submitted by William "Zee" Zielinski, Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**Original Motion (failed):**

I move that the District vote to reduce the System and Development Fee for the project known as Dracut Center Senior Housing, an affordable Senior Housing Development at 1530 Bridge Street & 144 Greenmont Avenue. System and Development Fees (SDF) to be \$1675.00 per unit. Developer to pay the total amount of \$100,500.00.

Submitted by Karen Frederick

A motion from the floor was made and seconded to adjourn the Annual District meeting at 6:22 PM. Motion passed unanimously. The Annual District Meeting was adjourned by the Moderator at 6:22 PM.

Respectfully submitted,



Kathleen M. Graham, Clerk  
Dracut Water Supply District