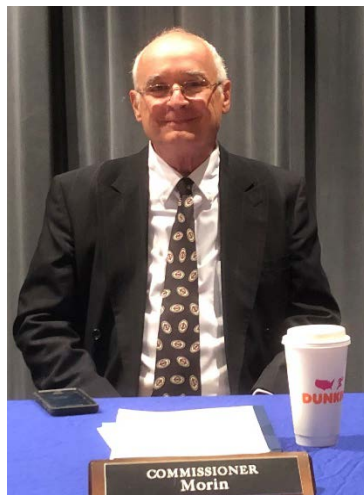


Dracut Water Supply District

Annual Report 2022
Fiscal Year July 1, 2021 – June 30, 2022

Warrant District Election
May 6, 2023

Warrant Annual District Meeting
May 8, 2023



Commissioners:
William "Zee" Zielinski, Chairman
William Morin, Vice Chairman
Leslie Gay Corey, Commissioner



Staff:
Michael Sheu, Superintendent
Lynn Newhouse, Treasurer

Table of Contents

Section I	District Elected Officials District Appointed Officials
Section II	Reports Chair of Commissioners Superintendent
Section III	Annual Meeting Warrant 2023
Section IV	Financial Reports
Section V	Report of the District Clerk

Section I

Annual Report

DRACUT WATER SUPPLY DISTRICT

59 Hopkins Street
Dracut, MA 01826

Tel. (978) 957-0441
Fax (978) 957-2073

www.dracutwater.com

Elected Officials Board of Water Commissioners

William Morin – Vice Chairman	Term Expires 2023
William “Zee” Zielinski - Chairman	Term Expires 2024
Robert E. Corey - Commissioner	Term Expires 2025

Clerk of the District

Kathleen Graham	Term Expires 2023
-----------------	-------------------

Moderator

Dave Martin	Term Expires 2024
-------------	-------------------

For the year ending June 30th 2022

Appointed Officials and Staff of the Dracut Water Supply District

Appointed Officials

Michael Sheu	Superintendent
Lynn Newhouse	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
Jenny Young	Office Assistant – Receptionist/Collections
Morgan Travers	Office Assistant – Receptionist/Collections

Section II



Commissioners

Leslie Gay. Corey

William L. Morin

Chairman – William “Zee” Zielinski

Michael Sheu

Superintendent

Lynn Newhouse

Treasurer



**Report of William “Zee” Zielinski
Water Commissioner**

To the Rate Payers 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.

It is with a deep heart saying goodbye to fellow commissioner Robert Corey passing during this past year. During our 18-year tenure, Mr. Corey’s contribution to modernizing the DWSD will benefit residents of the District for generations to come.

I would once again thank Water Commissioner William Morin, Gay Corey, District Superintendent, Treasurer, Field Service Staff, District Office Manager, District Office Staff and our Legal Consultants who continue to perform professionally in a true team effort resulting in yet another successful year here at the District.

The District’s success continued during this past year with the completion of a new 16-inch water main from the Tyngsboro Well Field to the Dracut State Forest water storage facility.

The District's success will continue during 2023 with the final completion of a new water storage facility located in the Dracut/Tyngsboro State Forest. Later this year, the District will complete construction on a new state of the art water treatment plant at its Tyngsboro Well Field Facility. Once completed, these new facilities will help meet the ever expanding demands in the Dracut/Tyngsboro water service areas for many years to come.

Plans are underway during the upcoming year to rehabilitate the K-Street Water Storage Facility. Also, during this next fiscal year the District will explore new possible well sites at the Tyngsboro well field facility.

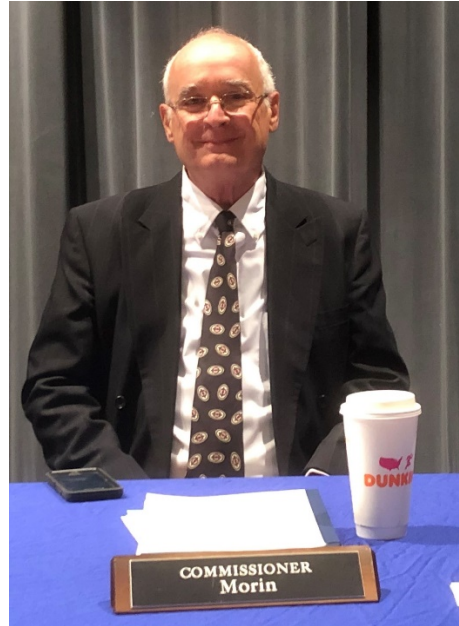
The district will continue during 2023-2024 its successful Senior Discount Program, water conservation credit program, and spring and fall water main flushing.

Like always, your thoughts, 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 supplying water of the best quality to each and every one of you. See you around town.

Respectfully,

William "Zee" Zielinski, Water Commissioner Chairman

William Morin
Water Commissioner
May 1999 to May 2023



William (Bill) Morin was elected to the Dracut Water Supply District (DWSD) office as one of three Water Commissioners in 1999. He was re-elected to office for eight terms until he retired in 2023.

Bill initially decided to run for office when the DWSD was under MassDEP's Administration Consent Order. At that time, the water system was in poor condition and the DWSD did not have adequate funds for system repairs. Bill, with the other two Commissioners, enlisted the help of Engineering Consultant (Weston & Sampson). They established a billing system to secure the necessary financials, received a loan from Enterprise Bank to repair the aging water system, hired Gary McCarthy as the Superintendent and passed new Bylaws through the DWSD's Annual Meeting. The Commissioners and the new Superintendent rebuilt the foundation of DWSD step by step.

Bill continued to contribute his time and energy to the DWSD during his tenure. He has supported many capital and system improvement projects which have fostered healthy operations and fair billing procedures. His contributions have paved the way for DWSD to provide good quality water and supply consumers for a long time to come.

In Memory of

Robert E. Corey
Water Commissioner
May 2001 to September 2022

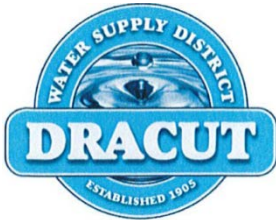


Robert E. Corey (Bob) was elected to the Dracut Water Supply District (DWSD) office as one of three Water Commissioners in 2001. He was re-elected to office for seven terms until he passed away in 2022.

During his tenure, Bob contributed his knowledge and experience to the Board in the decision making and long-term goals for the District. Some of the many Capital Improvement Projects that Bob has helped DWSD achieve include but are not limited to:

- The new DWSD Office Building
- Undersized Water Main Replacement Projects
- 16" Water Main Improvement Projects (from Tyngsborough Wellfield to Tyngsboro Road)
- State Forest Tank Replacement Project
- Iron & Manganese Removal Treatment Facility.

Bob's goal was to improve DWSD's system, so the system can continue to operate and produce a better quality of water for the consumers.



Commissioners

Robert E. Corey

William L. Morin

Chairman – William “Zee” Zielinski

Michael Sheu

Superintendent

Lynn Newhouse

Treasurer

Report of Michael Sheu Superintendent

Dracut Water Supply District Customers

We are pleased to present the FY22 Annual Report. This Report presents the overview of the District's Governing and Water System as well as the Operations, Planning, and Financials for the FY23& FY24.

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, managed by three 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 finished water connection with Lowell Regional Water Facility, two Water Treatment Facilities, 3 Water Storage Tanks, 8 Pump Stations, 135 miles of Water Mains and 7,622 service connections.

Current Water System Challenges:

The District experiences the following issues: *aging water system infrastructures, *Federal and State regulation changes, *high water demands in the summer months, *water hydraulic limitations in some areas, *no redundancy, *high purchase cost of water from the City of Lowell, *water quality (brown water) concerns, *no fire protection in some areas.

Future Water System Challenges:

EPA is proposing a National Primary Drinking Water Regulation (NPDWR) to establish legally enforceable levels for six PFAS in drinking water. This regulation will become enforceable after final approval and adopted by the States. All public water systems are required to reduce the levels of these PFAS in drinking water if they exceed the proposed standards. The District meets the current Massachusetts' PFAS requirements and is preparing for the future NPDWR PFAS requirements.

Projects in 2019-2024:

In FY19, DWSD and the Engineers of Tighe & Bond (T&B) produced a 20-year Master Plan. In FY20, DWSD applied and received \$20 million from the Massachusetts Drinking Water State Revolving Fund (SRF).

In FY21, DWSD implemented the following projects: the Manganese Removal Treatment Facility, 16" Water Main Improvement, and State Forest Water Storage Tank Replacement.

In FY 2022, the projects of 16" Water Main Improvement and State Forest Water Storage Tank Replacement were completed.

In FY 2023-2024, the project of Manganese Removal Treatment Facility is expected to be completed.

In FY2024-2025, prepare for the EPA's NPDWR PFAS requirements.

Financial

The district's finances are mainly from selling water. The revenues that we collect are being used on system's operations and many current and future improvement projects.

The current SRF loan is a 20-year low interest loan (2%). DWSD believes, after the completion of above three projects, the saving from the following will be able to pay off part of the loan and without significant increase to the water rate:

- DWSD will be able to reduce the purchase of water from Lowell.
- DWSD will be able to minimize the use of one pump station.
- DWSD will be able to improve the water quality and reduce the frequency of flushing.
- DWSD will be able to control the pressure in the distribution and minimize the water main breaks.

However, if the District is required to provide the treatment of PFAS, an additional loan for infrastructure improvement from MassDEP will be warranted. DWSD will then need to increase the water rate significantly to pay off the borrowing. DWSD can explore the possibility of selling water to neighboring Towns. The revenue of selling water will be able to pay off the SRF 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 to improve the efficiency of the District operations.

Respectfully



Michael Sheu
Superintendent

Section III

**Warrant
Dracut Water Supply District
Election
May 6, 2023**

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 6, 2023 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) Commissioner to fill vacancy of term to expire May, 2025
One (1) Clerk for a term of three years

The polls open at 9:00 AM and close at 4:00 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 Harmony Hall, 1600 Lakeview Avenue on Monday, May 8, 2023, commencing at 7:00 PM 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

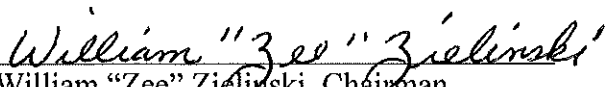
Senior Citizens's Center, 951 Mammoth Rd.
Richardson Middle School, 1570 Lakeview Ave.

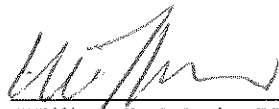
DWSD Election and Annual Meeting
Warrant 2023
Page 2 of 2

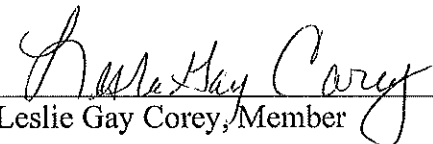
Additionally by posting at the Dracut Town Hall Lobby and District Offices

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 12th day of April, 2023:


William "Zee" Zielinski, Chairman


William L. Morin, Vice Chairman


Leslie Gay Corey, Member

April 13, 2023, 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	Senior Citizens's Center, 951 Mammoth Rd.
Precincts 2, 3, 4, 5, 6, 7, 8, & 9	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:


Thomas Tzimos, Constable

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #1:

To see if the District will vote to bring in the vote for one Water Commissioner for a term of three (3) years, one Water Commissioner to fill vacancy of term to expire May, 2025, and one District Clerk 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

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

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

Article #5:

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Five Million Seven Hundred Seventy-Five Thousand Nine Hundred Eighty-Five Dollars (\$5,775,985.00) to defray costs for the ensuing fiscal year beginning on July 1, 2023 to be expended as follows:

Salary, Wages and Benefits Account	\$1,651,402.00
Operations Expenses	\$4,124,583.00
Total	\$5,775,985.00

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 Ten Thousand dollars (\$10,000.00) to defray costs for the ensuing fiscal year beginning on July 1, 2023 to be expended as follows:

Out of State Travel	\$10,000.00
---------------------	-------------

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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #7:

To see if the District will vote to transfer from "Free Cash" July 1, 2022 certified amount of Nine Hundred Ninety Three Thousand Nine Hundred and Twenty-Two Dollars (\$993,922.00) as follows:

Birchmont & Makos Street Pump Stations Pressure Zone Improvements	\$ 300,000.00
Sladen and Lakeview Culvert Project	\$ 41,100.00
Chevrolet Silverado Work Truck	\$ 74,047.00
Repairs to Roof & Soffit at Dracut Water Supply Building	\$ 113,900.00
Vacation Stabilization Account	\$ 48,000.00
Middlesex Pension Reserve Payment	\$ 316,875.00
OPEB	\$ 100,000.00
Total	\$ 993,922.00

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, 2023, as permitted by Massachusetts General Laws, Chapter 44, Section 53F;

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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #9:

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 #10:

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, 2023, 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 #11:

To see if the District will vote to set the annual salary stipend for the Clerk of the District to \$5,000;

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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #12:

To see if the District will vote to set the annual salary stipend for each Commissioner of the District to \$4,500;

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 set the annual salary stipend for the Moderator of the District to \$600;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #14:

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, 2023 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

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #15:

To see if the District will vote to transfer from the Accrued Sick Leave Fund Twenty-One Thousand Four Hundred Seventy-Six Dollars (\$21,476.00) into the General Account to reimburse for Sick Time Buyback.

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 #16:

To see if the District will vote to transfer from the Accrued Vacation Leave Fund Thirty-Four Thousand Two Hundred and Seven Dollars (\$34,207.00) into the General Account to reimburse for Vacation Time Buyback;

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 #17:

To see if the District will vote to authorize the Board of Water Commissioners to file any necessary legislation and to co-ordinate the immediate filing of the same with our State Representative and State Senator to amend Section 1 of Chapter 433 of the Acts of 1905 to allow the District by its Board of Water Commissioners to supply water to the Kenwood Water Department of the Town of Dracut, Massachusetts or to 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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #18:

To see if the District will vote to authorize the Board of Water Commissioners to file any necessary legislation and to co-ordinate the immediate filing of the same with our State Representative and State Senator to amend Section 1 of Chapter 433 of the Acts of 1905 to allow the District by its Board of Water Commissioners to supply water to the Town of Pelham, New Hampshire or a water district servicing said Town;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #19:

To see if the District will vote to authorize the Board of Water Commissioners to file any necessary legislation and to co-ordinate the immediate filing of the same with our State Representative and State Senator to amend Section 1 of Chapter 433 of the Acts of 1905 to allow the District by its Board of Water Commissioners to supply water to the Town of Hudson, New Hampshire or a water district servicing said Town;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #20:

To see if the District will vote to authorize the Board of Water Commissioners pursuant to Section 39H of Chapter 40 of the Massachusetts General Laws to aid the Town of Dracut Water Department with regard to the operation, administration, repair and maintenance of its water supply system or to 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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #21:

To see if the District will vote to authorize the Board of Water Commissioners to file any necessary legislation and to co-ordinate the filing of the same with our State Representative and State Senator to allow the District to construct and maintain a second water storage tank on Gage Hill in the Dracut-Lowell-Tyngsborough State Forest pursuant to Amendment Article 97 of the Massachusetts Constitution and Section 5A of Chapter 3 of the Massachusetts General Laws;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #22:

To see if the District will vote to authorize the Board of Water Commissioners to expend up to One Hundred Thousand Dollars (\$100,000.00) from the Land Acquisition Fund to identify and or acquire a site suitable for a second water storage tank;

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 WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #23:

To see if the District will vote to amend section 10.4.10 Personnel Bylaw VACATION PROVISIONS by inserting the bold text below;

10.4.10 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.

The District shall take into consideration crediting prior Massachusetts Municipal or Government experience when calculating length of service for vacation weeks not to exceed fifteen (15) days. If fifteen (15) days is granted, additional vacation time will be earned after ten (10) years of employment with Dracut Water Supply District.

<u>More than</u>	<u>Less than</u>	<u>Days Granted</u>
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

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 change to the By-Law and will require a 2/3rds vote for approval.

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #24:

To see if the District will vote to amend section 11.19 Bylaw titled CHARGES FOR REPAIRS by deleting the text highlighted in bold:

SECTION 11.19 CHARGES FOR REPAIRS

The pipe from the street to the building (or all pipes beyond the Town property line including meter pits **and curb boxes**) is **(are)** the property of the **Consumer**. All repairs to these lines, meter pits **or curb boxes** shall be made at **their (homeowners)** expense. Any **consumer** who fails to repair lines as directed by the District shall have water service “temporarily shut-off” until such repairs are made. The **Consumer** shall pay charges for service calls. A representative of the District shall inspect all repairs. Only those persons “licensed” by the District shall do repairs on the water service line. Water Service shall not be restored until such time as the District deems that the repairs have been done in accordance with the regulations of the department and no threat to the public water supply exists.

New Bylaw to read as follows:

SECTION 11.19 CHARGES FOR REPAIRS

The pipe from the street to the building (or all pipes beyond the Town property line including meter pits) is the property of the property owner. All repairs to these lines or meter pits shall be made at the property owner’s expense. Any property owner who fails to repair lines as directed by the District shall have water service “temporarily shut-off” until such repairs are made. The property owner shall pay charges for service calls. A representative of the District shall inspect all repairs. Only those persons “licensed” by the District shall do repairs on the water service line. Water Service shall not be restored until such time as the District deems that the repairs have been done in accordance with the regulations of the department and no threat to the public water supply exists;

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 change to the By-Law and will require a 2/3rds vote for approval.

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 6, 2023
ANNUAL MEETING MAY 8, 2023

Article #25:

To see if the District will vote to reduce the System and Development Fee of the affordable units, for the development known as Louis Farm Village at 133 Phineas Street. There will be a total of twenty (20) units being built, five (5) of which are affordable units. In accordance with the Department of Housing and Community Development guidelines permitting the waiver of the local tie-in fees for developments under their 40B program, we are requesting a reduction of the System and Development Fee by fifty percent (50%) only for the five affordable units.

Submitted by Voter Petition

Board of Water Commissioners Recommend Dismissal
Superintendent Recommends Dismissal

Section IV

DRACUT WATER SUPPLY DISTRICT
Receipts
FISCAL YEAR ENDING JUNE 30, 2022

Water Revenue	\$5,679,184.42
Antenna Rental	\$30,796.90
Interest	\$560.27
Miscellaneous	\$5,565.00
System Development Fees	\$138,659.64
<hr/>	
Total Receipts	\$5,854,766.23

DRACUT WATER SUPPLY DISTRICT
Cash Balance
FISCAL YEAR ENDING JUNE 30, 2022

General Fund	\$1,967,131.30
Special Revenue (SDF Fees)	\$161,863.58
Capital Projects	\$1,501,370.82
Stabilization	\$333,607.56
OPEB	\$1,838,202.74
<hr/>	
CASH BALANCE	\$5,802,176.00

DRACUT WATER SUPPLY DISTRICT
Balance Sheet
Fiscal Year Ending June 30, 2022

	Governmental Fund Types			Fiduciary Fund Types	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Trust and Agency	
<u>ASSETS</u>					
Cash and cash equivalents	1,967,131.30	161,863.58	1,501,370.82	2,171,810.30	5,802,176.00
Investments					0.00
Receivables:					
Departmental					0.00
Other receivables	230,949.45				230,949.45
Due from other governments					0.00
Prepays					0.00
Due to/from other funds					0.00
Working deposit					0.00
Inventory					0.00
Fixed assets, net of accumulated depreciation					0.00
Amounts to be provided - payment of bonds			6,181,280.00		6,181,280.00
Amounts to be provided - vacation/sick leave					0.00
Total Assets	<u>2,198,080.75</u>	<u>161,863.58</u>	<u>7,682,650.82</u>	<u>2,171,810.30</u>	<u>12,214,405.45</u>
<u>LIABILITIES AND FUND EQUITY</u>					
Liabilities:					
Warrants payable					0.00
Accounts payable					0.00
Accrued payroll					0.00
Withholdings	440.09				440.09
Accrued claims payable					0.00
Due to/from other funds					0.00
Due to other governments					0.00
Other liabilities	141,141.41				141,141.41
Deferred revenue:					
Departmental					0.00
Other receivables	230,949.45				230,949.45
Due from other governments					0.00
IBNR					0.00
Agency Funds					0.00
Notes payable			6,181,280.00		6,181,280.00
Bonds payable					0.00
Vacation and sick leave liability					0.00
Total Liabilities	<u>372,530.95</u>	<u>0.00</u>	<u>6,181,280.00</u>	<u>0.00</u>	<u>6,553,810.95</u>
Fund Equity:					
Reserved for encumbrances	115,645.04				115,645.04
Reserved for continuing appropriations					0.00
Reserved for expenditures E&D/Other	265,137.00				265,137.00
Reserved for petty cash					0.00
Reserved for appropriation deficit					0.00
Designated for Capital Projects			1,501,370.82		1,501,370.82
Reserved for Stabilization				2,171,810.30	2,171,810.30
Designated for System Development		161,863.58			161,863.58
Excess and Deficiency/Undesignated fund balance	1,444,767.76				1,444,767.76
Investment in capital assets					0.00
Total Fund Equity	<u>1,825,549.80</u>	<u>161,863.58</u>	<u>1,501,370.82</u>	<u>2,171,810.30</u>	<u>5,660,594.50</u>
Total Liabilities and Fund Equity	<u>2,198,080.75</u>	<u>161,863.58</u>	<u>7,682,650.82</u>	<u>2,171,810.30</u>	<u>12,214,405.45</u>

DRACUT WATER SUPPLY DISTRICT
Budget to Actual Expenditures
Fiscal Year Ending June 30, 2022

Description	Budgeted	Expended	Encumbered	Balance
Commissioners Salaries	12,000.00	12,000.24		(0.24)
Commissioners Expense	6,000.00	5,477.13		522.87
Moderator Salary	600.00	600.00		-
Treasurer Salary	90,000.00	48,721.16		41,278.84
Office Clerks Salary	248,520.00	177,065.70		71,454.30
Utilities - Electric	385,000.00	378,472.97		6,527.03
Utilities - Gas	25,000.00	18,275.95		6,724.05
Utilities - Fuel Oil	2,000.00	64.95		1,935.05
Utilities - Sewer	800.00	-		800.00
Property Taxes	20,000.00	13,877.47		6,122.53
Office Equipment - Repairs/ M	20,000.00	9,719.21		10,280.79
Office Equipment - Rentals	22,800.00	22,163.40		636.60
Accounting Audit Fees	17,000.00	15,000.00		2,000.00
Legal Fees	80,000.00	92,657.72		(12,657.72)
Technical Support	137,740.00	83,711.84	7,991.46	46,036.70
Advertising	7,000.00	7,621.96		(621.96)
Postage	21,000.00	20,608.07		391.93
Freight Deliver Charges	2,500.00	795.10	150.00	1,554.90
Telephone	13,000.00	13,960.73		(960.73)
Answering Service	3,500.00	3,427.06		72.94
Internet	3,500.00	2,806.92		693.08
Water Purchases - Current	1,110,000.00	937,911.75		172,088.25
Cleaning Service	22,000.00	19,116.08		2,883.92
Office Supplies	18,000.00	17,329.13		670.87
Bank /PR Charges	35,000.00	44,306.40		(9,306.40)
General Liability Insurance	96,500.00	81,019.00		15,481.00
District Clerk Salary	5,000.00	5,000.04		(0.04)
District Clerk - Secretary Salar	3,000.00	3,000.00		-
Election /Meeting Workers	7,000.00	6,667.83		332.17
District Voting Expenses	13,000.00	10,554.20		2,445.80
Superintendent	152,000.00	150,597.35		1,402.65
Salary - Fieldworkers	385,000.00	224,093.34		160,906.66
Overtime - Fieldworkers	90,000.00	53,121.88		36,878.12
Employee Expense	6,000.00	3,113.81		2,886.19
Professional Development - T	10,000.00	3,216.92		6,783.08
Outside Laboratory Services	120,000.00	43,900.15		76,099.85
Outside Consultants	43,000.00	56,941.57		(13,941.57)
Subcontractors	30,000.00	13,799.00		16,201.00
Police Details	25,000.00	19,710.81		5,289.19
System - Operating Supplies	5,000.00	1,857.16		3,142.84
Equipment - Repairs Mainten	85,796.00	1,349.48		84,446.52
Equipment - Capital Costs	55,000.00	49,485.74		5,514.26
System - Repairs and Mainten	748,700.00	592,431.25	70,346.74	85,922.01
Vehicles - Repairs Maintenac	9,000.00	6,366.58		2,633.42
Vehicles - Gasoline	20,000.00	15,063.26		4,936.74
Chemicals	184,000.00	150,557.05	17,156.84	16,286.11
Safety Equipment	2,000.00	383.84		1,616.16
In-State Travel - Projects	1,920.00	-		1,920.00
Out-of-State Travel	14,000.00	-		14,000.00
Dues Registrations - Individu	6,000.00	4,095.96		1,904.04
DEP Assessments	8,000.00	6,461.84		1,538.16
Long-Term Debt Principal	29,710.00	-		29,710.00
Long-Term Debt Interest	2,490.00	-		2,490.00
County Retirement	513,679.00	409,412.40		104,266.60
Unemployment Compensatio	5,000.00	685.45		4,314.55
Long Term Disability	12,500.00	6,476.37		6,023.63
Workers Compensation	19,265.00	9,137.00		10,128.00
Health Insurance + Dental	450,500.00	302,259.02		148,240.98
Life Insurance	1,725.00	1,180.51		544.49
Medicare - Employer	18,000.00	11,048.97		6,951.03
OASDI - Employer	7,000.00	1,241.75		5,758.25
	\$ 5,487,745.00	\$ 4,189,920.47	\$ 95,645.04	\$ 1,202,179.49

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
July 1, 2021 to June 30, 2022
PAYMENTS OF \$100 OR MORE

580 RIVER SOLAR NG, LLC	POWER FOR EQUIPMENT	\$	336,863.75
AD INSTRUMENT REPAIR INC.	SUBCONTRACTOR	\$	13,799.00
ALBANESE D&S, INC	SUBCONTRACTOR	\$	2,242,444.07
ALL SPORTS PROMOTIONS INC	UNIFORMS	\$	546.86
ALWAYS ON CALL ANSWERING SERVICE	ANSWERING SERVICE	\$	1,438.08
AMERICAN HERITAGE LIFE INSURANCE	PAYROLL EXPENSE	\$	2,463.16
AMERICAN WATER WORKS ASSOCIATION	DUES & REGISTRATIONS	\$	2,043.00
ANSWERNET	ANSWERING SERVICE	\$	1,902.19
ARTHUR C. SULLIVAN JR. ESQ.	LEGAL	\$	23,572.71
AT T	TELEPHONE	\$	1,050.10
AUGER ALARMS CORP.	ALARMS	\$	5,600.00
BATTERY SHOP OF NEW ENGLAND INC	VEHICLE REPAIRS	\$	142.93
BILLERICA WINWATER	SUPPLIES	\$	11,920.38
BOB'S TEES	UNIFORMS	\$	1,923.00
BORDEN REMINGTON CORP.	CHEMICALS	\$	102,018.02
BOSTON AUTOMATIC TIME CLOCK	OFFICE EQUIPMENT	\$	205.00
BROX INDUSTRIES INC.	SUPPLIES	\$	14,704.73
CABOT RISK STRATEGIES LLC	INSURANCE	\$	1,870.00
CARBON COLORS	PRINTING	\$	7,567.35
CARDMEMBER SERVICE	SUPPLIES	\$	20,146.21
CARUS PHOSPHATES INC	CHEMICALS	\$	18,579.90
CHRIS IVOS	TELEPHONE	\$	570.00
CHRISTOPHER IVOS	PAYROLL	\$	58,276.60
CITY OF LOWELL	WATER PURCHASE	\$	937,911.75
CITY OF METHUEN	POLICE DETAILS	\$	563.45
CIVICPLUS	SUPPORT	\$	1,736.44
COLONIAL LIFE INSURANCE	PAYROLL EXPENSE	\$	7,199.59
COLONIAL PEST CONTROL	SUBCONTRACTOR	\$	1,005.00
COMCAST - HOPKINS ST.	INTERNET	\$	2,806.92
COMCAST	SECURITY	\$	6,091.02
COMMONWEALTH OF MA D.E.P	DEP ASSESSMENT	\$	6,461.84
COMMONWEALTH OF MASSACHUSETTS	PERMIT	\$	191.00
COMPLETE CONTROL SERVICES, INC	SUBCONTRACTOR	\$	3,150.00
COYNE CHEMICAL	CHEMICAL	\$	12,349.92
DANKRIS BUILDERS CORP.,	SUBCONTRACTOR	\$	333,285.48
DAVID M. MURPHY PLUMBING HEATING GAS FITTING INC.	SUBCONTRACTOR	\$	11,459.50
DAVID MARTIN	MODERATOR	\$	600.00
DEBRA H. VINAL	TELEPHONE	\$	210.00
DEBRA VINAL	PAYROLL	\$	149,790.57
DELL MARKETING L.P.	COMPUTERS	\$	26,112.86
DELL MARKETING LP US	COMPUTER LICENSING	\$	6,650.00
DELL SERVICE SALES	COMPUTER SECURITY	\$	2,173.63
DELUXE BUSINESS FORMS	PRINTING	\$	111.49

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
July 1, 2021 to June 30, 2022
PAYMENTS OF \$100 OR MORE

DRACUT HARDWARE INC	SUPPLIES	\$	1,421.61
DRACUT HISTORICAL SOCIETY	MEETING ROOM RENTAL	\$	600.00
DRACUT POST OFFICE	POSTAGE	\$	627.08
DRACUT TIRE SHOP	VEHICLE MAINTENANCE/REPAIRS	\$	525.00
E.J. PRESCOTT INC.	SUPPLIES	\$	58,633.61
EASTERN PROPANE	PROPANE	\$	5,468.18
EMPOWER RETIREMENT	PAYROLL EXPENSE	\$	74,080.00
ENTERPRISE BANK AND TRUST CO.	BANK AND ONLINE PAYMENT COSTS	\$	4,860.93
ERICA TANGUAY	PAYROLL	\$	34,047.00
ESRI (ENVIRONMENTAL SYSTEMS RESEARCH INST.)	SUBCONTRACTOR	\$	3,093.11
EUROFINS EATON ANALYTICAL, LLC	SUBCONTRACTOR	\$	8,000.00
FEDEX	DELIVERY SERVICE	\$	335.57
FIRST ELECTRIC MOTOR SERVICE INC	SUBCONTRACTOR	\$	9,654.80
FISHER SCIENTIFIC CO. LLC	CHEMICALS	\$	2,385.07
FLOWERS BY ALBERT, INC	SUPPLIES	\$	223.13
FORESTREE SERVICES, INC.	SUBCONTRACTOR	\$	4,825.00
GE DIGITAL LLC	SOFTWARE SUPPORT	\$	3,744.43
GRANITE STATE ANALYTICAL SERVICES, LLC	LAB TSTING	\$	37,500.15
H2O SOFTWARE	SOFTWARE SUPPORT	\$	6,350.00
HACH COMPANY	CHEMICALS	\$	4,898.97
HARCROS CHEMICAL GROUP	CHEMICALS	\$	1,845.80
HARPERS PAYROLL SERVICES	PAYROLL SERVICE	\$	2,967.28
HARPER'S TIME & ATTENDANCE	PAYROLL SOFTWARE	\$	992.40
HARTFORD FIRE INSURANCE COMPANY	INSURANCE	\$	8,198.00
HD SUPPLY, INC.	SUBCONTRACTOR	\$	4,025.05
HENRY'S PROFESSIONAL CLEANING SERVICE	SUBCONTRACTOR	\$	17,280.00
HILLER FIRE PROTECTION	SUBCONTRACTOR	\$	790.00
HYDRA TECH, INC	SUBCONTRACTOR	\$	4,800.00
IDEXX LABORATORIES, INC	SUPPLIES	\$	919.73
INFINITE PROPERTY CARE	SUBCONTRACTOR	\$	4,905.00
INVOICE CLOUD	ONLINE PAYMENT COSTS	\$	5,133.30
ITRON INC	SUPPORT	\$	14,923.88
JAMES FAUVEL	REIMBURSEMENT	\$	1,790.07
JASON ANTIFONARIO	REIMBURSEMENT	\$	387.43
JAYNE BOISSONNEAULT	PAYROLL	\$	10,930.00
JAYNE BOISSONNEAULT	TELEPHONE	\$	420.00
JENNY YOUNG	PAYROLL	\$	51,431.31
JOHN LAFFEY	TELEPHONE	\$	455.00
JOHN LAFFEY	PAYROLL	\$	75,441.51
KAMCO LOCK SOLUTIONS	SUPPLIES	\$	1,301.20
KATHLEEN M. GRAHAM	CLERK	\$	5,041.71
KELLEY A. CHASSE	PAYROLL	\$	77,483.19
KP LAW, P.C.	LEGAL	\$	38,850.57
LARKIN AND LARKIN DEVELOPMENT	BOND	\$	3,000.65

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
July 1, 2021 to June 30, 2022
PAYMENTS OF \$100 OR MORE

LAW OFFICE OF KEVIN J. MURPHY	LEGAL	\$	3,500.00
LEBLANC GEN. CONTRACTOR	SUBCONTRACTOR	\$	247,833.48
LENZIS CATERING & FUNCTIONS	TREATMENT PLANT CEREMONY	\$	1,151.25
LHS ASSOCIATES INC	VOTING EXPENSES	\$	2,700.00
LIBERTY CHEVROLET	NEW VEHICLE	\$	49,485.74
LOCKE & LORD ATTORNEYS	BOND COUNSEL	\$	11,300.00
LOWELL GENERAL HOSPITAL	EMPLOYEE HEALTH SCREENING	\$	100.00
LUCKY BURNER SERVICE INC.	SUBCONTRACTOR	\$	1,004.95
LYNN NEWHOUSE	PAYROLL	\$	41,327.42
MA HEALTH INSURANCE	PAYROLL	\$	667.99
MA MUNICIPAL ASSOCIATION	DUES & REGISTRATIONS	\$	150.00
MAHER SERVICES INC	SUBCONTRACTOR	\$	71,479.75
MASS MUNICIPAL HUMAN RESOURCES	EMPLOYEE TRAINING	\$	350.00
MASS WATER WORKS ASSOCIATION INC	DUES & REGISTRATIONS	\$	1,050.00
MAUREEN DONNELLY	PAYROLL	\$	40,358.10
MICHAEL SHEU	PAYROLL	\$	168,916.55
MICHAEL SHEU	REIMBURSEMENT	\$	123.01
MIDDLESEX RET-ASSESMENT	ASSESSMENT	\$	252,748.00
MIDDLESEX COUNTY REGISTRY OF DEEDS	LEGAL	\$	3,045.00
MIDDLESEX RETIREMENT SYSTEM- EMPLOYEE	EMPLOYEE'S SHARE	\$	62,329.67
MIIA HEALTH BENEFITS TRUST	INSURANCE	\$	335,844.44
MIIA PROPERTY CASUALTY GROUP INC.	INSURANCE	\$	79,627.00
MILLER ENGINEERING & TESTING, INC.	SUBCONTRACTOR	\$	9,388.63
MISSION COMMUNICATIONS, LLC	SUPPORT	\$	359.40
MITCHELL MONETTE	PAYROLL	\$	2,899.13
MORGAN TRAVERS	PAYROLL	\$	25,229.85
NATIONAL GRID	POWER FOR EQUIPMENT	\$	41,609.22
NATIONAL GRID -GAS	HEAT FOR BUILDINGS	\$	12,807.77
NEW ENGLAND WATER DISTRIBUTION SERVICES	CONSULTANT	\$	10,867.50
NEW ENGLAND WATER WORKS ASSOCIATION	PROFESSIONAL DEVELOPMENT	\$	2,675.00
NOAH TIERNEY-HONAN	PAYROLL	\$	3,118.51
NORTH OF BOSTON MEDIA	ADVERTISING	\$	724.00
OPERATIONWORKS, INC	SUBCONTRACTOR	\$	13,990.00
PAYA	ONLINE PAYMENT COSTS	\$	28,218.32
PEPBOYS - REMITTANCE DEPT	VEHICLE MAINTENANCE/REPAIRS	\$	2,744.65
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	OFFICE EQUIPMENT	\$	14,391.60
PITNEY BOWES INC	POSTAGE SUPPLIES	\$	1,010.14
POTVIN LANDSCAPING INC.	SUBCONTRACTOR	\$	3,016.55
POWER PRODUCTS	EQUIPMENT	\$	15,745.60
PRECISE INDUSTRIES INC	SUBCONTRACTOR	\$	809.88
PRELOAD, LLC	WATER TANK SUBCONTRACTOR	\$	1,701,991.18
PURCHASE POWER	POSTAGE	\$	970.99
R.L. PROULX ELECTRICAL, INC.	SUBCONTRACTOR	\$	49,418.34
REPUBLIC SERVICES 095	DUMPSTER	\$	3,189.05

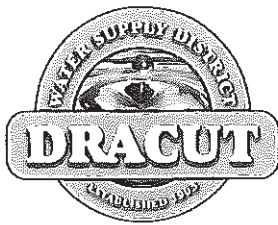
DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
July 1, 2021 to June 30, 2022
PAYMENTS OF \$100 OR MORE

RESERVE ACCOUNT	POSTAGE	\$	18,500.00
ROBERT COREY	STIPEND	\$	939.96
ROBERT E. COREY	COMMISSIONER	\$	4,000.08
ROLAND L. MILLIARD	LEGAL	\$	28,016.01
ROSELLI CLARK ASSOCIATES	AUDITOR	\$	15,000.00
RYAN'S PROPERTY PROJECTS	SUBCONTRACTOR	\$	8,300.00
SAGE PAYMENT	ONLINE PAYMENT COSTS	\$	2,022.68
SAMS CLUB	SUPPLIES	\$	990.52
SAVAS C. DANOS, AGENT	CONSULTANT	\$	200.00
SAYBROOKE ENVIRONMENTAL MANAGEMENT, LLC	CHEMICAL REMOVAL	\$	5,755.44
SCHWAAB INC.	SUPPLIES	\$	370.21
SHAWN RYGIEL	EQUIPMENT REPAIRS	\$	204.00
SHI INTERNATIONAL CORP.	SUPPORT	\$	1,070.47
SOFTWARE TECHNIQUES INC.	SUPPORT	\$	540.00
SPRINGBROOK HOLDING CO., LLC	SOFTWARE SUPPORT	\$	21,465.15
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$	1,684.30
STEPHEN DEHNEY	PAYROLL	\$	93,330.09
STILES COMPANY INC.	EQUIPMENT	\$	382.51
SWIERZ CONSULTING LLC	COMPUTER SUPPORT	\$	12,072.00
TEWKSBURY POLICE DEPARTMENT	POLICE DETAILS	\$	232.00
THE LOWELL PUBLISHING CO.	ADVERTISING	\$	3,830.84
THE WARREN GROUP	ADVERTISING	\$	399.00
TIGHE & BOND ENGINEERS	CONSULTANT	\$	669,979.80
TIMOTHY GERMAIN	TELEPHONE	\$	440.00
TIMOTHY GERMAIN	PAYROLL	\$	78,964.77
TOSHIBA BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	952.00
TOSHIBA FINANCIAL SERVICES	OFFICE EQUIPMENT RENTAL	\$	7,771.80
TOWN OF DRACUT - CLERK	ELECTION COSTS	\$	13,072.78
TOWN OF DRACUT -DPW	FUEL	\$	15,043.26
TOWN OF DRACUT- POLICE DETAILS	POLICE DETAILS	\$	74,270.73
TOWN OF TYNGSBOROUGH	POLICE DETAILS	\$	87,764.76
TOWN OF TYNGSBOROUGH	TAXES/TAX IN LIEU	\$	16,612.27
TOWN OF TYNGSBOROUGH	TREATMENT PLANT EXPENSES	\$	103,826.20
TRAVELERS INDEMNITY AND AFFILIATES	INSURANCE	\$	361.00
U.S. POST SERVICE	POSTAGE	\$	265.00
U.S. DEPARTMENT OF TREASURY	PAYROLL	\$	12,290.72
UNDERWATER SOLUTIONS INC	SUBCONTRACTOR	\$	4,870.00
UNIVAR USA INC.	CHEMICALS	\$	1,182.72
UNIVERSAL AUTOMATION & MECHANICAL SERVICES, INC	REPAIRS & MAINTENANCE	\$	1,685.72
UNIVERSITY OF MASS LOWELL POLICE DEPT.	POLICE DETAILS	\$	8,046.08
UNUM LIFE INSURANCE COMPANY OF AMERICA	PAYROLL EXPENSE	\$	8,506.20
UTILITY SERVICES CO., INC	SUBCONTRACTOR	\$	22,889.00
VERIBANC, INC	BANKING COSTS	\$	200.00
VERIZON	TELEPHONE	\$	12,789.76

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
July 1, 2021 to June 30, 2022
PAYMENTS OF \$100 OR MORE

VERIZON CONNECT NWF, INC	SUPPORT	\$	1,766.46
VERIZON WIRELESS	TELEPHONE	\$	5,859.15
W.B. MASON	OFFICE SUPPLIES	\$	1,404.61
WES Construction Corp	SUBCONTRACTOR	\$	1,710,156.22
WESTON & SAMPSON CMR, INC.	CONSULTANT	\$	884.55
WILLIAM MORIN	COMMISSIONER	\$	4,000.08
WILLIAM MORIN	STIPEND	\$	939.96
WILLIAM MORIN	TELEPHONE	\$	420.00
WILLIAM ZIELINSKI	REIMBURSE DUES/LICENSING	\$	168.00
WILLIAM ZIELINSKI	COMMISSIONER	\$	4,000.08
WILLIAM ZIELINSKI	STIPEND	\$	939.96
WILLIAM ZIELINSKI	TELEPHONE	\$	420.00
WINN-911 SOFTWARE	SUPPORT	\$	660.00

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

May 23, 2022

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 Saturday, May 14, 2022 at Harmony Hall, 1660 Lakeview Avenue, Dracut, MA. Moderator David Marin called the meeting to order at 9:03 AM.

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

ARTICLE #1:

Unanimously the District voted to bring in the vote for Water Commissioner for a term of three (3) years, held by ballot. The Clerk presented the May 7, 2022 DWSD Election results as follows:

Commissioner:

Robert Bob Corey	1717
Blanks & Others	131
Total:	1848

ARTICLE #1 (Cont'd):

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.

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 Kathleen M. Graham, District Clerk
Board of Water Commissioners Recommended Approval (to dismiss)
Superintendent Recommended Approval (to dismiss)

ARTICLE #5:

Unanimously the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Five Million Six Hundred Seventeen Thousand Two Hundred Eighty-Six Dollars (\$5,617,286.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2022 to be expended as follows:

Salary, Wages and Benefits Account	\$1,958,060.00
Operations Expenses	\$3,659,226.00
Total	\$5,617,286.00

ARTICLE #5 (Cont'd):

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

ARTICLE #6:

Unanimously the District voted to transfer from "Free Cash" July 1, 2021 certified amount of Four Hundred Thirty Thousand Two Hundred Ninety-Two Dollars (430,292.00) as follows:

Purchase of Fill Screener Equipment	\$ 242,000.00
OPEB Trust	\$ 100,000.00
Accrued Vacation	\$ 31,000.00
Accrued Sick Leave	\$ 34,155.00
Makos Pump Station Repairs	\$ 23,137.00
Total	\$ 430,292.00

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) to defray costs for the ensuing fiscal year beginning on July 1, 2022 to be expended as follows:

Out of State Travel	\$14,000.00
---------------------	-------------

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, 2022, as permitted by Massachusetts General Laws, Chapter 44, Section 53F.

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

ARTICLE #9:

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 Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Superintendent Recommended Approval

ARTICLE #10:

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, 2022, 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 #11:

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 #12:

Unanimously the District voted to set the annual salary stipend for each Commissioner of the District to \$4,500.

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

Article #13:

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 #14:

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, 2022 and to make appropriations for the same.

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

ARTICLE #15:

Unanimously the District voted to transfer from the Accrued Sick Leave fund Thirty-Eight Thousand Five Hundred Forty-Eight Dollars (\$38,548.00) into the General Account to reimburse for Sick Time Buyback.

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

ARTICLE #16:

Unanimously the District voted to transfer from the Accrued Vacation Leave fund Fifty-Four Thousand Nine Hundred and Fifty-Seven Dollars (\$54,957.00) into the General Account to reimburse for Vacation Time Buyback.

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

ARTICLE #17:

Unanimously the District voted to change the day of the annual district meeting from Saturday to Monday by amending Section 2.0 of the Dracut Water Supply District Bylaw as follows:

ARTICLE #17 (Cont'd):

Section 2.1. The date of the Annual Election shall coincide with the Town of Dracut Election. Polling places utilized by the Town of Dracut in conducting elections shall also be used by the District to conduct the District Annual Election whenever possible. The annual business meeting shall be held **at 7:00 PM** on the **first available Monday** following the District Annual Election at a suitable place within the District; in the event of a conflict with that date, the Board of Water Commissioners shall call said annual business meeting **at 7:00 PM** on the **next available Monday**.

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

ARTICLE #18:

Unanimously the District voted to delete the below section 2.4 from the District's By-Law as it is now governed by statute:

SECTION 2.4. At the annual meeting the District shall by ballot elect a Moderator who shall enter upon the performance of his duties as soon as he is qualified and shall preside at all meetings during the year. The District shall also by ballot elect a Clerk for a term of three years, and an Auditor who shall serve until the next annual meeting, each of whom shall enter upon the performance of his duties as soon as he is qualified and shall hold office until his term expires and until his successor is qualified.

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

ARTICLE #19:

Unanimously the District voted to amend the 11.16A Personnel By Law, Scope of the By-Law by inserting the bold text below:

SCOPE OF THE BY-LAW:

This By-Law shall pertain to all District employees except:

1. The Superintendent/Director
2. Positions filled by popular election
3. District Counsel
4. **Commissioners' Secretary**

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

ARTICLE #20:

Unanimously the District voted to amend the 11.16A Personnel By Law, Performance Evaluations by inserting the bold text below:

PERFORMANCE EVALUATIONS: Performance evaluations of all employees will be once annually. (The Commissioners will evaluate the Superintendent/Director, **Treasurer and Commissioners' Secretary**). All other employees shall be evaluated and reviewed by the Superintendent/Director. All employees shall have the opportunity to review the evaluations and be given the opportunity to correct or implement suggestions regarding their job performance. The Superintendent/Director may determine the need for additional evaluations. If so, the employee shall be given the opportunity to review and comment on each additional evaluation. All performance evaluations shall become a permanent part of the employees Personnel File.

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

ARTICLE #21:

Unanimously the District voted to delete the below 11.16A Personnel By-Law, Employee Disciplinary Notifications Process which will now be addressed in the Employee Handbook;

EMPLOYEE DISCIPLINARY NOTIFICATIONS PROCESS: All employees other than those employed pursuant to a written contract, are employed at the will of the Board of Water Commissioners and may be terminated by majority vote of the Board at any time notwithstanding any provisions in these By-Laws, District Rules and Regulations or contractual considerations that might appear to the contrary
(Amended May 21st 2002 Annual District Meeting)

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

ARTICLE #22:

Unanimously the District voted to delete the below 11.16A Personnel By Law, Amendments to or changes in Classification:

AMENDMENTS TO OR CHANGES IN CLASSIFICATION: If at any time the Superintendent/Director is of the opinion that changes in this By-Law are desirable, he shall be responsible for initiating all necessary actions to effect the changes. The Superintendent/Director may add new job titles and descriptions and any reclassification shall be effective for the period from that date to the date of any vote with respect thereto adopted at the next District Meeting.

ARTICLE #22 (Cont'd):

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

ARTICLE #23:

Unanimously the District voted to change the definition of work week by amending the 11.16A Personnel By-Law and inserting the revised language in place of the bold type language in Work Week Definition:

Proposed Revised Language:

"The workweek shall be as established by the Superintendent and approved by the Board of Commissioners from time to time."

Current Definition:

WORK WEEK: The workweek shall be defined as forty (40) regularly scheduled hours in one week. **The workweek shall be Monday through Friday unless otherwise specified.** For payroll purposes, the pay week shall commence through Saturday at twelve (12) midnight.

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

ARTICLE #24:

Unanimously the District voted to delete the below section 11.20 Expense Reimbursement from the District's By-Laws:

SECTION 11.20. EXPENSE REIMBURSEMENT All elected Water Commissioners must submit travel expense vouchers in lieu of receiving an annual car allowance. Any miscellaneous out of pocket expenses claimed on these vouchers must be accompanied by receipts showing specific dates the expense was incurred. Place and location must be shown along with mileage used. No reimbursement will be made unless the travel is prior approved by both of the other Commissioners. When and if substantiated, incurred expenses may be reimbursed. If their privately owned vehicle is used, the mileage rate of reimbursement will be paid at the rate currently being used by the IRS for the year the expense is incurred.

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

ARTICLE #25:

Unanimously the District voted to delete the below Maternity and Paternity/Adoption Leave sections in 11.16A Personnel By Law which are governed by state and federal laws:

MATERNITY LEAVE: An employee who becomes pregnant and wishes leave will consult the Superintendent/Director to make arrangements on an individual basis to determine the type of leave to be granted and the length of time off the employee and her physician anticipate may be needed for prenatal and postnatal requirements. Massachusetts Law and Regulations of the Massachusetts Commission Against Discrimination are applicable to the District and require, among other things that up to eight (8) weeks of maternity leave may be granted dating from the termination of pregnancy. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery there from are, for all job related purposes, temporary disabilities and should be treated as such under the District's sick leave procedures and medical insurance coverage if the employee is a participant.

When leave is granted, an employee who returns to active employment upon completion of her leave from pregnancy will retain the unused benefits accrued during her District employment. The position to which the employee returns shall be the same position from which the pregnancy leave was granted or similar thereto in status, pay, length of service credit, and seniority. An employee who elects to terminate employment because of pregnancy will be terminated without prejudice and may apply for consideration for re-employment at a further date.

PATERNITY/ADOPTION LEAVE: The Superintendent/Director may, authorize employees a reasonable amount of leave without pay for paternity or adoption leave. Said leave shall be requested in writing to the Superintendent/Director. No employee shall be granted more than one year without pay.

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

A motion from the floor was made and seconded to adjourn the Annual meeting at 9:31 AM.
Motion passed unanimously.

Respectfully submitted,



Kathleen M. Graham, Clerk
Dracut Water Supply District