

Dracut Water Supply District

Annual Report 2016

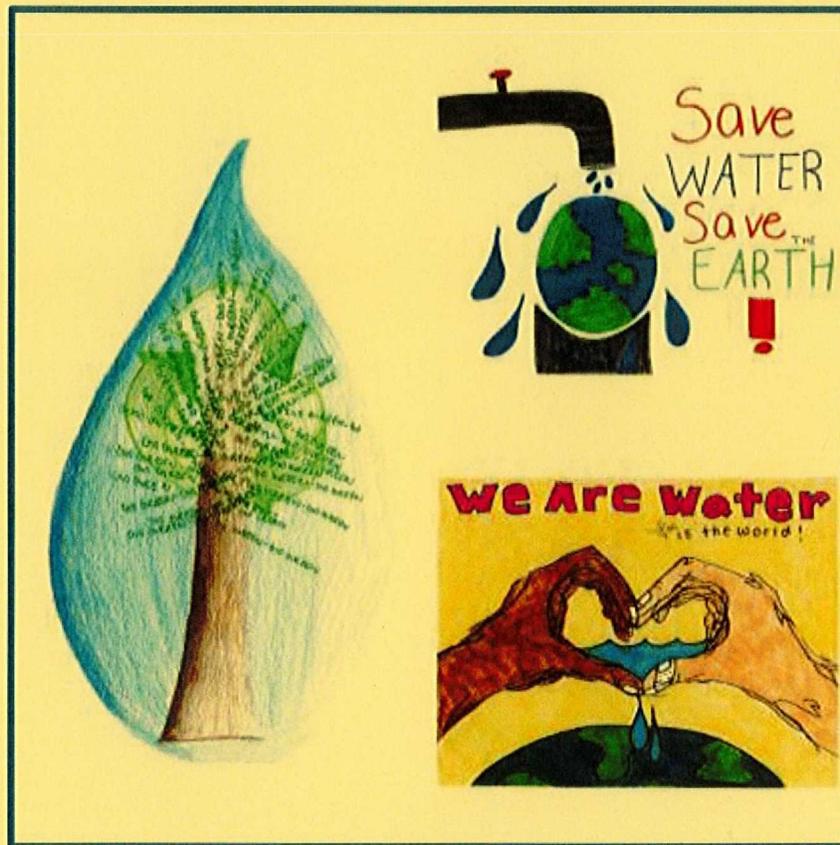
Fiscal Year July 1, 2015 – June 30, 2016

Warrant District Election

May 1, 2017

Warrant Annual District Meeting

May 6, 2017



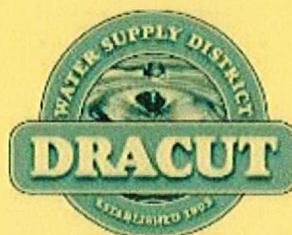
2016 Drinking Water Week Rain Barrel Contest, Richardson Middle School

Commissioners:

Robert E. Corey, Vice Chairman

William "Bill" Morin, Chairman

William "Zee" Zielinski, Commissioner



Staff:

Michael Sheu, Superintendent

John M. Hudzik, Field Service Manager

Debra H. Vinal, Treasurer

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Section I

Appointed Officials and Staff of the Dracut Water Supply District

Mark Riopelle - 2016

Michael Sheu - 2017

Superintendent

John M. Hudzik

Field Service Manager

Primary Distribution Operator

Debra H. Vinal

District Treasurer

Field Staff

Stephen Dehney Foreman of Field Services

John Laffey Field Service Operator

Timothy Germain Field Service Operator

Matthew Farren Field Service Operator

Office Staff

Maureen Donnelly Customer Service Manager

Kelley Chasse Office Assistant – Billing/IT Specialist

Erica Tanguay Office Assistant – Receptionist/Collections

Section II

Report of Robert Corey

Water Commissioner

I would like to take this opportunity to thank the rate payers for your support during the past year and allowing me to represent your voices here at the District. I have your interests and concerns in my mind when making decisions on your behalf.

I would like to thank the District staff's dedication to their excellent work. Because of their hard work, the broken water mains were being fixed, the complaints and concerns were heard and resolved, and the safe drinking water is being continuously delivered to your tap.

I am pleased to announce the newly appointed District's Superintendent, Michael Sheu. Mr. Sheu has an Engineering degree and has many years' experience in working with State and other municipalities' Drinking Water facilities. I believe that Mr. Sheu will provide a fresh view of the system and lead us in our future planning.

I am pleased to report that District's financial is in a solid ground. This is credited to the staff properly implementing the fair and consistent collection procedures as well as our careful planning and budgeting on the water improvement projects. We plan to continue to use the revenue that we receive for our future system improvement projects.

In the year of 2017, we will be focusing on the following:

- The MassDEP has tightened the Drinking Water Standard for Manganese (Mn). This requirement has changed how we operate our wells. Some of our wells have high levels of Mn. We will be looking into new wells with good water quality or maybe provide treatment.
- The MassDEP's Water Management Act Regulation (WMA) regulates how much water can be withdrawn from the ground. A permit is required under this regulation. The permit needs to be renewed every 20 years. District will work with an Engineering firm to file the WMA renewal application.
- The WMA permit may allow more water to be withdrawn from the ground if we can demonstrate our need for water, and a plan with system improvements and water conservation. A master plan for the system will be essential in renewing the WMA permit. District will work with an Engineer firm on the 20 years master plan for our WMA renewal application.

I look forward to continuing to serve as one of your elected Officials here at the District. Please contact me with any comments, questions, or concerns regarding your water District.

Respectfully,

Robert E. Corey
Water Commissioner
Dracut Water Supply District

Report of Bill Morin
Water Commissioner

I would like to take this opportunity to show my gratitude to the Rate Payers for allowing me to represent you in the District. As a water consumer and rate payer, I would like to have the best quality water and a reasonable water rate in the District. As a Commissioner, I have your best interests in my mind when I cast my votes.

I would like to thank my colleagues of Commissioners for their support on many critical issues in order to move the District forward. I would like to thank the Staff of the District for their hard work. The field staff of the District operates the treatment facilities and maintains the distribution system, so safe drinking water can be delivered to your taps. The office staff collects the water bills and responds to your concerns, so the District has the revenue to improve the water system to meet your needs.

I would like to inform you that there was a position change in the District. The previous Superintendent, Mark Riopelle, retired in July 2016. Mr. Michael Sheu was hired as the Superintendent in November 2016. Mr. Sheu has many years' experience in Water Treatment & Distribution system, Water Quality, as well as State & Federal regulations. We expect that Mr. Sheu will not only continue our excellent traditions, but also contribute his experiences in the District's future planning and developments.

I am pleased to announce that the District has another healthy financial report in FY 2016. This is credited to the District's well-established By-laws, a healthy bill collecting system and careful planning & spending. With the healthy financial support, the District will be able to provide more improvements to the system. Our missions are not only to provide the current water system operation needs, but also to plan for the future growth in water demand and regulations changes.

In FY 2017, we plan to continue replacing the undersized water mains. This will improve the water pressure and water quality in some areas. We plan to replace two aging wells in the Tyngsboro wellfield, so we can pump more flow and good quality water from the wellfield. We plan to improve the existing or add a transmission water main near the Tyngsboro wellfield, so we can minimize the pressure head loss problems as well as provide redundancy to the source water transmission. We will be working with the Engineering Consultant Firm to assist the District to renew Water Management Act Permit. This will allow the District to pump more water from our own sources to meet the needs of future water demands. Lastly, the District will work with the Engineering Consultant Firm to plan for the District's future.

I sincerely appreciate you for your support in electing me as the Commissioner. I am looking forward to serving you for the next three years. Please contact me with any comments, questions, or concerns regarding your water District.
Respectfully,

William L, Morin
Water Commissioner
Dracut Water Supply District

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 citizens of the District for providing me the opportunity to continue to serve as one of three elected Water Commissioners representing your interest here at the Dracut Water Supply District.

I would like to thank my fellow Water Commissioners, District Superintendent, Treasurer, Field Service Manager, Office Staff and the entire Field Staff who continue to work together in a true team effort, resulting in yet another successful year here at the District.

It is with great pleasure to announce the hiring of Michael Sheu, the new District Superintendent in early November of 2016. Mr. Sheu brings to the District decades of experience in all aspects of the water works industry. His wealth of knowledge will guide the District to enhancing its water quality and setting the course of eventual treatment of our water supply sources in the years ahead.

The District will continue to design and replace aging infrastructure with all new water mains and valves from the State Forest Storage Tank to the Varnum Ave Pumping Station during the spring of 2017. These upgrades will prepare the District for the eventual replacement of the State Forest Storage Facility and the possibility of eliminating one of its existing pump stations serving the western part of the District.

The District will continue to work with the Department of Conservation and Recreation to work through the legal formalities of clearing up the land title issues with regards to our State Forest Storage Facility. Once these legal issues are settled, the District will continue to design and formulate a timeline for the eventual replacement of the State Forest Storage Facility.

During the spring and summer of 2017, the District will continue its successful water main replacement program. This decade old programs continued success could not be achieved without the continued support of our ratepayers at the past and present annual meetings. The District will continue during the 2017 calendar year it's most successful Senior Discount Program, Conservation Credit Program, Water Meter Replacement Program and its annual spring and fall Water Main Flushing Program.

The District during 2017 will continue to redevelop, explore and construct the installation of new wells at our Tyngsboro Well Field facility. These upgrades and replacements will further the development of providing the best water quality that this well field is capable of producing to all the residents of the Dracut Water Supply District.

Like always, your thoughts, concerns and ideas regarding the water you purchase and consume will always be my top priority. I 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. No idea is so small or unimportant to ever ignore when it comes to supply water of the best quality possible to each and every one of you. See you around town.

Respectfully,

William "Zee" Zielinski

Water Commissioner

Report of Michael Sheu

Superintendent

I am pleased to present the 2016 Annual Report. The report presents important information about the District's financial, operations, planning and budgeting for the fiscal year of 2018.

Firstly, I would like to take this opportunity to introduce myself. I was appointed as the Superintendent on 11/21/2016. The previous Superintendent Mr. Mark Riopelle retired in July 2016. I have more than 20 years' experience in water treatment/distribution, water quality monitoring, and drinking water regulations. My goal is to utilize my knowledge and experience not only to continue the District's well established operational procedures but also to plan for the future challenges for the District, such as infrastructure upgrades, water usage growth and regulation changes.

The District is governed by 3 elected Water Commissioners and operated by 10 employees. We are here to serve you 24 hours a day—365 days a year. The District continues to improve ways to better serve our customers.

Our financial audit report shows a strong financial picture. This is credited by careful calculated spending along with consistent and fair implementation of the District's bill collection procedures. The revenues that we collect are being used responsibly on system's operations and many current and future improvement projects.

In the year of 2017, we will be focusing on the following:

- Continue to replace the undersized water mains.
- Replace the out-of-date individual household water meters.
- Explore new well locations and replace three old wells in the Tyngsboro and New Boston wellfields.
- Study the hydraulic data of the water transmission mains near the Tyngsboro wellfield and plan to install additional water transmission mains out of the well field for redundancy.
- Apply for a new water withdrawal permit under MassDEP's Water Management Act. Our current permit will expire on November 18, 2018.
- Work with the Engineering Firm on the System Master Plan for future planning.

I am pleased to announce that the District continues giving credit to senior citizens and conservation credits for customers using water wisely.

I would like to thank the customers for your support of the District. 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
Dracut Water Supply District

Section III

**Warrant
Dracut Water Supply District
District Election
May 1, 2017**

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 Monday, May 1, 2017 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) Clerk 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 Harmony Hall, 1600 Lakeview Avenue on Saturday, May 6, 2017, 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	Senior Citizens's Center, 951 Mammoth Road
Precincts 2 & 6	Richardson Middle School, 1570 Lakeview Avenue
Precincts 3 & 8	Moses Greely Parker Library, 28 Arlington Street
Precincts 4 & 7	Campbell School 1021 Methuen Street
Precincts 5 & 9	Richardson Middle School, 1570 Lakeview Avenue

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, 2017:

William L. Morin, Chairman

Robert E. Corey, Vice Chairman

William "Zee" Zielinski, Member

April 18, 2017, 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 Center, 951 Mammoth Rd.
- Precincts 2 & 6 - Richardson Middle School, 1570 Lakeview Ave.
- Precincts 3 & 8 - Moses Greeley Parker Library, 28 Arlington St.
- Precincts 4 & 7 - Campbell School, 1021 Methuen St.
- Precincts 5 & 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: _____

Michael Kenyon, Constable

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 1, 2017
ANNUAL MEETING MAY 6, 2017

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 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 and act thereon;

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 and act thereon;

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 and act thereon;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 1, 2017
ANNUAL MEETING MAY 6, 2017

Article #4 (cont'd):

Board of Water Commissioners Recommend dismissal
Superintendent Recommends dismissal

Article #5:

To see if the District will vote to transfer from "Free Cash" July 1, 2016 certified amount of Seven Hundred Thirty One Thousand Three Hundred Eighteen dollars (\$731,318) as follows:

Water System Security Account	\$ 5,000
Accrued Vacation	\$ 46,000
Accrued Sick	\$ 87,862
Repair & Replacement Fund	\$ 592,456
 Total	 \$ 731,318

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 Four Million Seven Hundred Seventy Thousand Nine Hundred Twenty dollars (\$4,770,920.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2017 to be expended as follows:

Salary, Wages and Benefits Account	\$1,658,004.00
Operations Expenses	\$3,112,916.00
Total	\$4,770,920.00

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 1, 2017
ANNUAL MEETING MAY 6, 2017

Article #7:

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Three Thousand Five Hundred (\$3,500.00) to defray costs for the ensuing fiscal year beginning on July 1, 2017 to be expended as follows:

Out of State Travel \$ 3,500.00

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, 2017, 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 Fifty One Thousand One Hundred Thirty Five dollars (\$251,135) which represents the 5% 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 January 1, 2016 to December 31, 2016 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 WARRANT
ELECTION MAY 1, 2017
ANNUAL MEETING MAY 6, 2017

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, 2017, 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 authorize 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 1, 2017
ANNUAL MEETING MAY 6, 2017

Article #12A:

To see if the District will vote to authorize the annual salary stipend for the Commissioner of the District to \$3,000;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #12B:

To see if the District will vote to authorize 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 #13:

To see if the District will vote to transfer from the System Development Fee (SDF) account Nine Hundred Forty Seven Thousand dollars (\$947,000.00) into the Repairs and Replacement account;

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 transfer from the water revenue account Two Hundred Fifty One Thousand One Hundred Thirty Five dollars (\$251,135) which represents the 5% funds collected, to the infrastructure account as established by the Board of Water Commissioners in FY2016 for the period January 1, 2016 through December 31, 2016, said funds to be used to replace, repair, and upgrade infrastructure;

DRACUT WATER SUPPLY DISTRICT WARRANT
ELECTION MAY 1, 2017
ANNUAL MEETING MAY 6, 2017

Article #14 (cont'd):

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 transfer from the New Water Storage Tank account fund Eight Hundred Fifty Three Thousand Seven Hundred Ninety Dollars Seventy Six Cents (\$853,790.76) into the existing Infrastructure account as established by the Board of Commissioners in FY2016, and close the New Water Storage Tank account. The infrastructure account fund is to be used for engineering design, and construction of new tanks/new treatment facilities as well as to replace, repair, and upgrade existing infrastructure;

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 accept Massachusetts General Law Chapter 32B Section 20 and establish an Other Post-Employment Benefits Liability Trust Fund ,the assets of which shall be held solely to meet the current and future liabilities of the Dracut Water Supply District for group health insurance benefits for retirees and their dependents;

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 1, 2017
ANNUAL MEETING MAY 6, 2017

Article #16A:

To see if the District will vote to authorize the Treasurer to deposit funds received as a sponsor of a qualified retiree prescription drug plan pursuant to 42 U.S.C. section 1395w-132 to be dedicated to and become part of the Other Post-Employment Benefits Liability Trust Fund;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #17:

To see if the District will vote to move the GASB 45 account in the amount of Nine Hundred Twenty Five Thousand Three Hundred Fifty Nine Dollars and Eight Cents (\$925,359.08) out of the stabilization fund and into the "Other Post-Employment Benefits" (OPEB) Trust Fund account, and close the GASB 45 account;

Or act in any other way relative thereto.

Submitted by Michael Sheu
Superintendent

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Article #18:

To see if the District will vote to reduce the System and Development Fee for the project known as 1827 Bridge St. Assisted Living Facility, an assisted living community at 1827 Bridge St. Dracut Massachusetts. System and Development Fees (SDF) to be \$2,613.46 per unit. Developer to pay the total amount of Two Hundred Six Thousand Four Hundred Sixty Three (\$206,463.00) Dollars based upon SDF fee for 79 units; or act in any other way relative thereto.

Submitted by Voter Petition

Board of Water Commissioners Recommend Approval
Superintendent Recommends Approval

Section IV

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
JULY 1, 2015 TO JUNE 30, 2016
PAYMENTS OF \$100 OR MORE

VENDOR	DESCRIPTION	AMOUNT
A CHASSE SIDING	Sub-Contractor	\$ 160.00
A PRECISE MAINTENANCE INC	Sub-Contractor	\$ 4,478.00
A1 DATASHRED	Office	\$ 601.00
AAA BACKFLOW	Sub-Contractor	\$ 9,285.00
ACCELA, INC. #774375	Support	\$ 15,717.34
AAP OF DRACUT	Supplies	\$ 260.47
AD INSTRUMENT REPAIR INC.	Sub-Contractor	\$ 12,197.17
ADVANCED AUTO ELECTRIC	Truck Repairs	\$ 1,831.48
ALL SPORTS PROMOTIONS INC	Uniforms	\$ 2,701.31
ALLSTATE WORKPLACE DIVISION	Payrolls	\$ 576.40
ALMO'S FLOWER & GARDEN CENTER	Supplies	\$ 203.75
AMERICAN GARAGE DOOR & GLASS INC	Repairs	\$ 296.00
AMERICAN HERITAGE LIFE INSURANCE	Payrolls	\$ 3,170.20
AMERICAN WATER WORKS ASSOCIATION	Dues	\$ 733.00
ANDREW J. LAREAU	Payrolls	\$ 2,007.00
ANSWERNET	Answering Service	\$ 2,174.15
ARTHUR C. SULLIVAN JR. ESQ.	Legal	\$ 22,535.80
ASAP SPRINKLER CORP	Sub-Contractor	\$ 1,784.35
ASTRO CHEMICALS INC	Chemicals	\$ 9,587.50
AT T	Telephone	\$ 857.49
AUGER ALARMS CORP.	Security Alarms	\$ 5,410.00
BATTERY SHOP OF NEW ENGLAND	Repairs	\$ 133.19
BENEFIT PAYOUT	Payrolls	\$ 61,026.76
BILLERICA WINWATER	Supplies	\$ 10,332.00
BLACKBOARD, INC	Support	\$ 3,696.00
BLUE DIAMOND EQUIPMENT CO.	Sub-Contractor	\$ 24,000.00
BOB'S TEES	Uniforms	\$ 408.00
BORDEN REMINGTON CORP.	Chemicals	\$ 6,825.00
BROX INDUSTRIES INC.	Supplies	\$ 7,087.57
CARBON COLORS	Printing	\$ 7,680.00
CARUS PHOSPHATES INC	Chemicals	\$ 21,819.60
CIT	Office	\$ 8,965.12
CITY OF LOWELL	Water Purchase	\$ 373,339.90
CITY OF LOWELL/POLICE DEPT.	Police Details	\$ 396.00
CITY OF METHUEN	Police Details	\$ 965.04
CLEAN BASINS	Sub-Contractor	\$ 38,017.50
CMK EQUIPMENT	Sub-Contractor	\$ 435.00
COLONIAL PEST CONTROL	Office	\$ 1,230.00
COMCAST	Security/Office	\$ 7,806.16
COMMONWEALTH OF MA	License	\$ 580.00
COMMONWEALTH OF MA D.E.P	D.E.P Assessment	\$ 5,926.38
COMMUNITY TREE SERVICE, INC	Sub-Contractor	\$ 1,575.00
COMPLETE CONTROL SERVICES, INC	Sub-Contractor	\$ 2,495.70
CRITICAL ALERT	PAGERS	\$ 190.80
DANIEL J. O'CONNELL	Payrolls	\$ 1,344.00
DANKRIS BUILDERS CORP.,	Sub-Contractor	\$ 150,413.00
DAVID M. MURPHY PLUMBING HEATING GAS FITTING INC	Sub-Contractor	\$ 42,000.20
DEBRA VINAL	Reimbursement	\$ 322.19
DEBRA VINAL	Payroll	\$ 80,279.03
DEFELICE CORPORATION	Sub-Contractor	\$ 25,230.03
DELL MARKETING L.P.	Computers	\$ 7,041.27
DENIS L. MAHER COMPANY, LLC	Sub-Contractor	\$ 46,759.14

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
JULY 1, 2015 TO JUNE 30, 2016
PAYMENTS OF \$100 OR MORE

DG COMMUNICATIONS	Sub-Contractor	\$	2,519.00
DOMTAR PAPER CO., LLC	Supplies	\$	1,272.88
DOWLING CONSTRUCTION	Bond Refund	\$	3,013.59
DRACUT HARDWARE INC	Supplies	\$	2,119.54
DRACUT HISTORICAL SOCIETY	Annual Meeting	\$	350.00
DRACUT OLD HOME DAY	Office	\$	500.00
DRACUT TIRE SHOP	Truck Repairs	\$	2,415.00
DRACUT WATER SUPPLY	Supplies	\$	110.36
E.I.T.S. VIDEO SYSTEMS	Security	\$	2,685.00
E.J. PRESCOTT INC.	Supplies	\$	14,886.28
EASTERN PROPANE	Propane	\$	3,062.53
EDWARD J JUDGE	Payroll	\$	1,872.00
ENTERPRISE BANK AND TRUST CO.	Bank Charges	\$	12,479.79
ERICA TANGUAY	Payroll	\$	32,072.02
ESRI	Computers	\$	2,100.00
F.W. WEBB CO	Supplies	\$	1,335.96
FIRST ELECTRIC MOTOR SERVICE INC	Repairs	\$	3,636.00
FIRST NATIONAL BANK	Supplies	\$	6,708.28
FISHER SCIENTIFIC CO. LLC	Chemicals	\$	4,634.37
FRANKLIN MOTORS	Truck Repairs	\$	1,800.00
FRONTIER RESEARCH	Lab Testing	\$	3,640.00
GENERAL TRUCK CENTER	Truck Repairs	\$	1,096.69
GRANITE STATE ANALYTICAL SERVICES, LLC	Lab Testing	\$	24,266.32
GREAT WEST RETIREMENT SERVICES WELLSFARGO	Payrolls	\$	28,080.00
GTC CONSTRUCTION MANAGEMENT	Bond Refund	\$	6,001.38
H2O SOFTWARE	Support	\$	720.00
HACH COMPANY	Chemicals	\$	6,457.43
HARPER'S TIME & ATTENDANCE	Payrolls	\$	902.60
HARPERS PAYROLL SERVICES	Payrolls	\$	2,293.95
HARTFORD FIRE INSURANCE COMPANY	Insurance	\$	12,851.00
HENRY'S PROFESSIONAL CLEANING SERVICE	Sub-Contractor	\$	15,600.00
HYDRA TECH, INC	Supplies	\$	2,337.00
INNOVYZE INC	Support	\$	1,500.00
INTERRA INNOVATION, INC	Supplies	\$	540.00
INVOICE CLOUD	Support	\$	4,425.04
ITRON INC	Support	\$	7,609.50
JAYNE BOISSONNEAULT	Board Secretary	\$	4,833.00
JAYNE BOISSONNEAULT	Phone Expense	\$	420.00
JAYNE BOISSONNEAULT	Ass't Clerk	\$	3,000.00
JOHN HUDZIK	Payroll	\$	93,529.97
JOHN LAFFEY	Payroll	\$	57,349.56
JOHN LAFFEY	Phone Expense	\$	350.00
KAMCO LOCK SOLUTIONS	Repairs	\$	2,465.39
KATHLEEN M. GRAHAM	District Clerk	\$	5,000.00
KELLEY A. CHASSE	Payroll	\$	49,962.49
KENWOOD HARDWARE	Supplies	\$	766.31
KYLE C. MAXIM	Payrolls	\$	1,008.00
LEBLANC GEN. CONTRACTOR	Sub-Contractor	\$	83,989.00
LIBERTY CHEVROLET	New Vehicle	\$	43,081.00
LINE-X OF SOUTHERN NH	Truck Repairs	\$	800.00

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
JULY 1, 2015 TO JUNE 30, 2016
PAYMENTS OF \$100 OR MORE

LOWELL GENERAL HOSPITAL	Employee Treatment	\$	225.00
LOWELL SUN	legal Ads	\$	5,390.28
LOWES BUSINESS ACCT/GEMB	Supplies	\$	686.12
MA HEALTH INSURANCE	Payrolls	\$	610.51
MAHER SERVICES INC	Sub-Contractor	\$	3,005.00
MARK R. RIOPELLE	Payroll	\$	138,354.88
MASS INSTALLATION INC.	Supplies	\$	14,974.50
MASS WATER POLLUTION ABATEMENT TRUST	Bond	\$	43,421.24
MASS WATER WORKS ASSOCIATION INC	Employee Training	\$	2,230.00
MATTHEW FARREN	Phone Expense	\$	495.00
MATTHEW FARREN	Payroll	\$	49,029.43
MAUREEN DONNELLY	Payroll	\$	50,487.46
MERRIMACK VALLEY EMERGENCY PHYSICIANS	Employee Treatment	\$	596.00
MIDDLESEX RET-ASSESSMENT	Assessment	\$	147,603.00
MIDDLESEX RETIREMENT SYSTEM	Employee's Share	\$	61,404.45
MIDDLESEX COUNTY REGISTRY OF DEEDS	Legal	\$	6,675.00
MIIA HEALTH BENEFITS TRUST	Insurance	\$	336,034.56
MIIA PROPERTY CASUALTY GROUP INC.	Insurance	\$	54,768.77
MIIA WORKERS COMPENSATION GROUP INC	Insurance	\$	8,250.43
MILL CITY IRON FABRICATORS INC.	Repairs	\$	849.00
MINI JOBS	Supplies	\$	483.33
MISSION COMMUNICATIONS, INC	Supplies	\$	347.40
NASHUA OUTDOOR POWER EQUIPMENT REPAIR	Equipment Repair	\$	456.94
NATIONAL GRID	Power for Equipment	\$	398,545.56
NATIONAL GRID -GAS	Heat for Buildings	\$	7,863.57
NETWORKFLEET, INC	Trucks	\$	1,427.60
NEW ENGLAND WATER DISTRIBUTION SERVICES	Repairs	\$	1,950.00
NEW ENGLAND WATER WORKS ASSOCIATION	Dues/Training	\$	1,195.00
NORTHEAST PUMP INSTRUMENTS COMPANY	Repairs	\$	3,811.54
OCEAN STATE METER SERVICES & SUPPLY	Supplies	\$	2,485.00
PETER E. NATSIOS	Moderator	\$	500.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	Office	\$	11,834.50
POLLARDWATER.COM	Supplies	\$	2,395.70
POWER UP GENERATOR SERVICE	Repairs	\$	5,164.76
PRECISE INDUSTRIES INC.	Repairs	\$	150.00
PRO-LINE INDUSTRIAL PRODUCTS, INC	Supplies	\$	444.57
PURCHASE POWER	Repairs	\$	1,020.99
QUICK DRY	Office	\$	540.00
R D FENCE CO.	Repairs	\$	6,354.80
R.E. ERICKSON CO. INC.	Repairs	\$	980.80
R.L. PROULX ELECTRICAL, INC.	Sub-Contractor	\$	10,141.41
REGAN SUPPLY AND TESTING SERVICE INC	Supplies	\$	130.00
REPUBLIC SERVICES 095	Dumpster	\$	1,416.46
RESERVE ACCOUNT	Postage	\$	17,000.00
ROBERT COREY	Stipend	\$	939.96
ROBERT E. COREY	Commissioner	\$	2,500.00
ROLAND L. MILLIARD	Legal	\$	8,580.00
ROSELLI CLARK ASSOCIATES	Auditor	\$	14,500.00
RYAN R. MERCIER	Payrolls	\$	1,428.00
SAMS CLUB	Supplies	\$	1,663.62

DRACUT WATER SUPPLY DISTRICT
PURCHASE ANALYSIS VENDOR REPORT
JULY 1, 2015 TO JUNE 30, 2016
PAYMENTS OF \$100 OR MORE

SANTOS & SONS PROPERTY MAINTENANCE	Sub-Contractor	\$	3,028.00
SHANE E. GODEK	Payrolls	\$	756.00
SOFTWARE TECHIQUES, INC	Support	\$	150.00
SPECTER INSTRUMENTS, INC	Repairs	\$	495.00
STANLEY HOLDEN	Supplies	\$	150.00
STAPLES CREDIT PLAN	Supplies	\$	5,362.58
STEPHEN DEHNEY	Payroll	\$	63,307.89
STILES COMPANY INC.	Meters	\$	114,499.31
SWIERZ CONSULTING LLC	Consultant	\$	13,672.00
TELVENT USA LLC	Support	\$	3,900.00
THE MAIN STREET AMERICA GROUP	Office	\$	300.00
THE WARREN GROUP	Office	\$	349.00
THERMO PROCESS INSTRUMENTS INC	Chemicals	\$	2,019.36
TIMOTHY GERMAIN	Payroll	\$	61,180.00
TIMOTHY GERMAIN	Phone Expense	\$	495.00
TOSHIBA BUSINESS SOLUTIONS	Supplies	\$	254.00
TOWN OF DRACUT	Election	\$	9,213.88
TOWN OF DRACUT	Police Details	\$	10,417.12
TOWN OF DRACUT	Gasoline	\$	12,623.70
TOWN OF TYNGSBOROUGH	Real Estate Taxes	\$	12,356.97
TOWN OF TYNGSBOROUGH	Police Details	\$	1,604.80
TRACTOR SUPPLY CREDIT PLAN	Supplies	\$	116.96
POST OFFICE	Mailings	\$	430.00
U.S. DEPARTMENT OF TREASURY	Payrolls	\$	10,055.04
UNDERWATER SOLUTIONS INC	Sub-Contractor	\$	9,890.00
UNIFIRST CORPORATION	Office	\$	2,950.00
UNIVAR USA INC.	Chemicals	\$	168,563.72
UNIVERSAL AUTOMATION & MECHANICAL SERVICES, INC	Repairs	\$	2,676.08
UNIVERSITY OF MASS LOWELL POLICE DEPT.	Police Details	\$	1,177.34
UNUM LIFE INSURANCE COMPANY OF AMERICA	Payrolls	\$	8,270.04
USA BLUEBOOK	Supplies	\$	9,808.62
VERIZON	Telephone/Security	\$	17,280.21
VIRTUAL TOWN HALL HOLDINGS, LLC	Support	\$	1,500.00
WALTER W. DUNN	Truck Repairs	\$	1,294.00
WATER WORKS SUPPLY CORPORATION	Supplies	\$	13,979.08
WELCH WELDING IND.	Repairs	\$	331.01
WESTERN NRG, INC	Support	\$	425.00
WILLIAM MORIN	Stipend	\$	939.96
WILLIAM MORIN	Phone Expense	\$	420.00
WILLIAM MORIN	Commissioner	\$	2,500.00
WILLIAM ZIELINSKI	Stipend	\$	939.96
WILLIAM ZIELINSKI	Phone Expense	\$	420.00
WILLIAM ZIELINSKI	Commissioner	\$	2,500.00
WILLIAM ZIELINSKI	Training/Class	\$	745.95
WOODARD AND CURRAN	Consultant	\$	243,203.53
ZEP SALES AND SERVICE	Supplies	\$	627.19

**Dracut Water District
Combining Balance Sheet
All Fund Types
June 30, 2016**

	General	Special Revenue	Capital Projects	Trust and Agency	Fixed Asset Group	Long term debt Group	Total Memorandum only
Cash and equivalents	\$ 861,041	\$ 445,537	\$ 4,825,293	\$ 1,502,333	\$ -	\$ -	\$ 7,634,204
User charges	308,164	-	-	-	-	-	308,164
Other receivables	21,669	-	-	-	-	-	21,669
Fixed Assets (net)	-	-	-	-	16,260,816	-	16,260,816
Amounts to be provided	-	-	-	-	-	293,205	293,205
Total	\$ 1,190,874	\$ 445,537	\$ 4,825,293	\$ 1,502,333	\$ 16,260,816	\$ 293,205	\$ 24,518,058
Accounts payable	\$ 3,723	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,723
Deferred revenue	329,833	-	-	-	-	-	329,833
Planning Board Deposits	125,242	-	-	-	-	-	125,242
Long-term debt	-	-	-	-	-	293,205	293,205
Total Liabilities	458,798	-	-	-	-	293,205	752,003
Fund Balances:							
Undesignated	732,076	-	-	-	-	-	732,076
Reserved for System Development	-	445,537	-	-	-	-	445,537
Reserved for Hydrants and Valves	-	-	108,045	-	-	-	108,045
Reserved for Undersized Mains	-	-	2,142,651	-	-	-	2,142,651
Reserved for Distribution	-	-	1,088,265	-	-	-	1,088,265
Reserved for water system security	-	-	45,204	-	-	-	45,204
Reserve for Land acquisition	-	-	488,473	-	-	-	488,473
Reserve for Design/New Storage Tank	-	-	852,655	-	-	-	852,655
Reserve for Registered Land Survey	-	-	100,000	-	-	-	100,000
Reserve for Debt and Liability	-	-	-	14,738	-	-	14,738
Reserve for Vacation	-	-	-	70,113	-	-	70,113
Reserve for Sick Pay	-	-	-	88,326	-	-	88,326
Reserve for OPBB	-	-	-	925,028	-	-	925,028
Reserve for Meter to Main	-	-	-	100,275	-	-	100,275
Replace, Repair - upgrade infrastructure	-	-	-	135,614	-	-	135,614
Stabilization fund	-	-	-	168,240	-	-	168,240
Invested in Capital Assets	-	-	-	-	16,260,816	-	16,260,816
Total Fund Balances	732,076	445,537	4,825,293	1,502,334	16,260,816	-	23,766,056
Total	\$ 1,190,874	\$ 445,537	\$ 4,825,293	\$ 1,502,334	\$ 16,260,816	\$ 293,205	\$ 24,518,059

The following is a summary of outstanding long-term debt obligations for the year ended June 30, 2016:

Description of Issue	Maturing Year	Interest Rate	Beginning Balance	Additions	Maturities	Ending Balance
MCWT Note	2020	Varies	\$ 347,870	\$ -	\$ (54,665)	\$ 293,205

Future Debt Payoff – Payments on general long-term debt obligation bonds due in future years consist of the following:

Year Ending June 30	Principal			Interest			Total
	Balance	Subsidy	Net	Balance	Subsidy	Net	
2017	\$ 54,665	\$ (17,008)	\$ 37,657	\$ 13,421	\$ (9,980)	\$ 3,441	\$ 41,098
2018	54,665	(17,441)	37,224	10,410	(8,428)	1,982	39,206
2019	59,635	(18,133)	41,502	7,498	(6,687)	811	42,313
2020	59,635	(19,063)	40,572	4,751	(4,751)	-	40,572
2021-2022	64,605	(19,899)	44,706	1,696	(1,696)	-	44,706
Total	\$ 293,205	\$ (91,544)	\$ 201,661	\$ 37,776	\$ (31,542)	\$ 6,234	\$ 207,895

Section V



Commissioners
Robert E. Corey
William L. Morin
Chairman-William "Zee" Zielinski

Mark R. Riopelle
Superintendent

John M. Hudzik
Field Service Manager
Primary Distribution Operator

Debra H. Vinal
Treasurer

May 17, 2016

Gerard D. Perry, Director of Accounts
Massachusetts Department of Revenue
Division of Local Services
P.O. Box 9655
Boston, MA 02114

Dear Mr. Perry,

The Annual Meeting of the Dracut Water Supply District was held on Saturday, May 7, 2016 at Harmony Hall, 1660 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 9:01 AM.

ARTICLE #1:

Unanimously the District voted to bring in the vote for Water Commissioner for a term of three years, held by ballot vote. The Clerk presented the May 4, 2016 DWSD Election results as follows:

Commissioner:

Robert Bob Corey	3011
Blanks & Others	258
Total:	3269

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #2:

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

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #3:

Unanimously the District voted to hear the report of the Dracut Water Supply District Treasurer and act thereon.

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #4:

Unanimously the District voted to hear the report of the Water Quality Study Committee.

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #5:

Unanimously the District voted to transfer from "Free Cash" July 1, 2015 certified amount of Five Hundred Three Thousand Seven Hundred Sixty dollars (\$503,760.00) as follows:

GASB 45 – Employee Retirement Benefits	\$ 150,000.00
Accrued Vacation	\$ 5,000.00
General Stabilization	\$ 50,000.00
Accrued Sick	\$ 20,000.00
Undersized Water Mains	\$ 200,000.00
Land/Property Acquisition Fund	\$ 78,760.00
Total	\$ 503,760.00

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #6:

Unanimously the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Four Million Two Hundred Twenty Nine Thousand One Hundred Seventy Five dollars (\$4,229,175.00) to defray costs for the ensuing Fiscal Year beginning on July 1, 2016 to be expended as follows:

ARTICLE #6 (Cont'd):

Salary, Wages and Benefits Account	\$1,495,649.00
Operations Expenses	\$2,733,526.00
Total	\$4,229,175.00

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #7:

Unanimously the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Three Thousand Five Hundred (\$3,500.00) to defray costs for the ensuing Fiscal Year beginning on July 1, 2016 to be expended as follows:

Out of State Travel	\$ 3,500.00
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Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik 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, 2016, as permitted by Massachusetts General Laws, Chapter 44, Section 5F.

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #9:

Unanimously the District voted to transfer from the water revenue account the amount of Two Hundred Thirty Thousand One Hundred Forty One dollars (\$230,141.00) which represents the 5% 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 January 1, 2015 to December 31, 2015 said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves.

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik 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 DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik 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, 2016, 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 DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #12:

Unanimously the District voted to set the annual salary stipend of Elected Officials of the District as follows:

Commissioners	\$2,500 (per commissioner)
Clerk	\$5,000
Moderator	\$ 500

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #13:

Unanimously the District voted to transfer from the Fiscal Year 2016 budget Article 6 as adopted May 9, 2015 the amount of Seven Hundred Thousand Dollars (\$700,000.00) and transfer to the following accounts:

Repair & Replacement Account	\$200,000.00
General Stabilization Fund Account	\$ 50,000.00
Undersized Mains	\$200,000.00
Accrued Vacations	\$ 30,000.00
Accrued Sick	\$ 20,000.00
Land/Property Acquisition Account	\$200,000.00

ARTICLE #13 (Cont'd):

Total

\$700,000.00

Submitted by DWSD Board of Water Commissioners
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #14:

Unanimously the District voted to transfer from the System Development Fee (SDF) account Two Hundred Thousand Dollars (\$200,000.00) into the New Water Storage Tank account.

Submitted by William "Zee" Zielinski, Commissioner
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

ARTICLE #15:

Unanimously the District voted to establish an infrastructure account, which will be set up within the stabilization account, to deposit the 5% rate increase passed on July 1, 2015.

Submitted by William "Zee" Zielinski, Commissioner
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

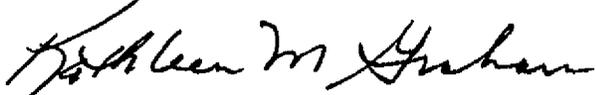
ARTICLE #16:

Unanimously the District voted to transfer from the water revenue account One Hundred Thirty Five Thousand Six Hundred Fourteen dollars (\$135,614.00) which represents the 5% funds collected for the infrastructure account as established by the Board of Water Commissioners in FY2015 for the period of July 1, 2015 through December 31, 2015, said funds to be used to replace, repair and upgrade infrastructure.

Submitted by William "Zee" Zielinski, Commissioner
Board of Water Commissioners Recommended Approval
Field Services Manager John Hudzik Recommended Approval

A motion from the floor was made and seconded to adjourn the Annual District meeting at 9:51 AM. Motion passed unanimously. The Annual District Meeting was adjourned by the Moderator at 9:51 AM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kathleen M. Graham". The signature is written in a cursive, flowing style.

Kathleen M. Graham, Clerk
Dracut Water Supply District

