

# Dracut Water Supply District

Annual Report 2018  
Fiscal Year July 1, 2017 – June 30, 2018

Warrant District Election  
May 6, 2019

Warrant Annual District Meeting  
May 11, 2019

## NEW ENGLAND WATER WORKS ASSOCIATION AWARD FOR BEST DRINKING WATER



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



Staff:  
Michael Sheu, Superintendent  
John M. Hudzik, Field Service Manager  
Debra H. Vinal, Treasurer

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## Section I

# Annual Report

## DRACUT WATER SUPPLY DISTRICT

59 Hopkins Street  
Dracut, MA 01826

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

[www.dracutwater.com](http://www.dracutwater.com)

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### Elected Officials Board of Water Commissioners

Robert E. Corey - Vice Chairman	Term Expires 2019
William “Bill” Morin - Commissioner	Term Expires 2020
William “Zee” Zielinski - Chairman	Term Expires 2021

### Clerk of the District

Kathleen Graham	Term Expires 2020
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### Moderator

Peter E. Natsios	Term Expires 2021
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For the year ending June 30<sup>th</sup> 2018

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

Michael Sheu  
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

Christopher Hudson              Field Service Operator

### **Office Staff**

Kelley Chasse                      HR/ Office Manager

Maureen Donnelly                Customer Service Manager

Erica Tanguay                      Office Assistant – Receptionist/Collections

## Section II

Report of William “Zee” Zielinski  
Water Commissioner

To the Ratepayers of the Dracut Water Supply District,

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

I would once again thank my fellow Water Commissioners, District Superintendent, Treasurer, Field Service Manager, District Office Staff, Field Service 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 continued in 2018 to design and replace aging infrastructure by installing eight thousand feet of sixteen inch water transmission main from the Tyngsboro well Field toward the State Forest storage facility. In the coming years, phase two and phase three will be undertaken to replace the entire aging transmission main from the Tyngsboro Well Field to the State Forest storage facility.

The District during 2018 continued to work at maintaining and developing new wells at the Tyngsboro Well Field. Such work was undertaken to replace old less performing wells that were originally constructed in the early seventies.

The District will continue development at the Tyngsboro Well Field during 2019 by moving forward with the planning and design of a new water treatment facility which shall be located at this District property in the near distant future. These improvements are necessary for the District to remain compliant with the newly adopted EPA regulations involving manganese levels in the Nations drinking water that we all use and consume on a daily basis.

The District continued to move forward in 2018 by gaining approval at the passing of the State Forest Legislation that shall pave the way for the future replacement of the State Forest water storage facility.

The District will continue in 2019/2020 its successful Senior Discount Program, Water Conservation Credit program, Spring and Fall water main flushing program and complete the Water Meter Replacement Program that was started in 2018.

Like always, your thoughts, your 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. Please remember that no idea is so small or not important to ever ignore when it comes to supply water of the best quality possible to each and every one of you. See you around town.

Respectfully,

William “Zee” Zielinski  
Water Commissioner

Report of Robert E. Corey  
Water Commissioner

I would like to thank the rate payers for electing me for another 3 year term as the Water Commissioner. As your elected Water Commissioner, I will continue to make every effort to guarantee the best interest of the rate payers and business owners in all of my decisions and treating everyone fairly and equally.

I would like to take this opportunity to thank the District Field Staff for their hard work. They keep the system running, so that good quality drinking water can be pumped and delivered to your house. The broken water mains are being fixed. Your complaints and concerns are being heard and resolved.

The District's operation needs financial support. The main source of income for the District is the water bill collections from rate payers. District Office staff have properly implemented the fair and consistent collection procedures, so the District can have a stable income. We are also carefully planning and budgeting on the water operation and system improvement projects, so we do not over spend our budget.

**In the year of 2018**, we have replaced ~8000 feet of existing 12" water main with new 16" Water Main from Tyngsboro Wellfield through Norris Road, Lawrence Road and reconnected to the existing 12" water main at Lakeview Avenue. This new water main will provide redundancy to the water transmission main from the Tyngsboro well field. We have replaced 3633 out-of-date individual household water meters. The work will improve the accuracy of the water meters. We have also replaced two existing wells in the Tyngsboro Wellfield. These two existing wells were built around 1961. The productions of these wells had significantly decreased.

**In the year of 2019**, we plan to extend the 12" water main on Nashua Road from Mascuppic Path to the Town line. This is to improve the fire flow to this area. We will fund the design of the Manganese Removal Water Treatment Plant (MRWTP) at the Tyngsboro Wellfield. The MRWTP is inevitable to future EPA and MassDEP regulations.

Finally, I would like to thank my fellow Water Commissioners for working together protecting the best interest of the District. It is our common goal to protect your rights in the District, as well as to build the best water system, so our and the next generation can benefit from our efforts.

Respectfully,

Robert E. Corey  
Water Commissioner

Report of Bill Morin  
Water Commissioner

I would like to take this opportunity to thank the rate payers for your many years' support allowing me to represent your voice at the District. I have your interests and concerns in mind when I cast my vote on your behalf.

The District's revenue comes from the water rate payers. With the revenue that we receive, we are able to operate the water system as well as provide capital improvement work on the system. The District's financials continually shows a healthy balance. We carefully budget our daily operations, so we don't overspend our limited resources. We also work with the Engineering Consultant to have 5, 10 and 20 year system improvement plans. This allows us to plan improvement work according to our budget.

**In the year 2018,** we had the following projects:

- Replace two existing wells in the Tyngsboro Wellfield: The two replacement wells are expected to have better water yields and better water quality.
- Replace the existing 12" Water transmission mains out of the Tyngsboro Wellfield. The new 16" water transmission will be able to provide more flow and water pressure to the system.
- Replace 3633 individual household meters. The new meters will provide more accuracy in our water system.

Most of our wells and water mains were built between the 50s and 60s. Many of them are aging and undersized. In recent years, EPA and Mass DEP have promulgated several new drinking water regulations. In order to meet these regulations, the District has to face a crossroads decision: to upgrade our aging system or to purchase more water from Lowell.

**In the year 2019,**

- We will be working with our Engineering Consultant to evaluate the option of building a Manganese Removal Water Treatment Facility. We will start with the pilot plant and preliminary design.
- We will extend the 12" water main on Nashua Road from Mascuppic Path to the Town line. This is to improve the fire protection flow to this area.

Lastly, I would like to thank the District's staff for their work. The field staff keeps the water flowing to your taps uninterrupted. The billing staff ensures the water rates being collected, so we have the financial support to operate the water system and to perform system improvement work. I would like to thank my fellow Commissioners who work side-by-side with me. We have made many important decisions on Capital Improvement Projects. Our goal is to bring the affordable and safe drinking water to your taps.

Respectfully,

William L. Morin  
Water Commissioner

## Report of Michael Sheu Superintendent

I am pleased to present the 2018 Annual Report. This Report presents the overview of the District's Governing and Water System as well as the Operations, Planning, and Financial for the Fiscal year of 2019.

### **Organization**

The District was established by the ACTS of 1905. The function of the District is to supply water to the inhabitants of the Town of Dracut and was expanded by the ACTS of 1953 to serve the inhabitants in the Town of Tyngsborough. The purpose of supplying water is for fire protection, for domestic and for other purposes.

The organization of the District is shown as follows:

- The District is governed by a Board of three Water Commissioners. These three Water Commissioners are elected by voters within the limit of the District at the District's annual meeting.
- The District is operated by 10 employees. We are here to serve you 24 hours a day, 365 days a year.

### **Water System**

The water system includes the following

- Two Wellfields (Tyngsboro and New Boston - Dracut)
- A connection with Lowell Regional Water Facility.
- Two Corrosion Control Water Treatment Facilities
- 3 Water Storage Tanks,
- 8 pump Stations and 140 miles of Water Mains

### **Operations:**

Other than the daily routine operations of the water system, we also implemented the following capital improvement projects in Fiscal year of 2018:

- Replaced the existing 12" water main at Tyngsboro Wellfield and installed a new 16" Water Main from Tyngsboro Wellfield through Norris Road, Lawrence Road and reconnected to the existing 12" water main at Lakeview Avenue.
- Replaced the 3633 out-of-date individual household water meters.
- Replaced two existing wells in the Tyngsboro Wellfield.

### **Planning**

In Fiscal year of 2019, we are focusing on the following:

- To extend the 12" water main on Nashua Road from Mascuppick Path to the Town line.
- The design of the Manganese Removal Water Treatment Plant at the Tyngsboro Wellfield.

### **Financial**

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

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

Respectfully,

Michael Sheu  
Superintendent

### Section III

2019 APR 10 AM 8:43

DRACUT MASS 01826

**Warrant  
Dracut Water Supply District  
District Election  
May 6, 2019**

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 6, 2019 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

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 11, 2019, 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:

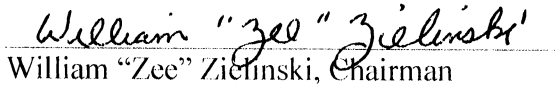
Precincts 1 & 6A	Senior Citizens's Center, 951 Mammoth Road
Precincts 2 & 6	Richardson Middle School, 1570 Lakeview Avenue
Precincts 3 & 8	Moses Greely Parker Library, 28 Arlington Street
Precincts 4 & 7	Campbell School 1021 Methuen Street
Precincts 5 & 9	Richardson Middle School, 1570 Lakeview Avenue


DWSD Election and Annual Meeting  
Warrant 2019 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 10<sup>th</sup> day of April, 2019:

  
William "Zee" Zielinski, Chairman

  
Robert E. Corey, Vice Chairman

  
William L. Morin, Member

April 10, 2019, 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:   
Kathleen M. Graham, District Clerk

**Article #1:**

To see if the District will vote to bring in the vote for Water Commissioner for a term of three (3) years, held by ballot; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #2:**

To see if the District will vote to hear the reports of the Water Commissioners; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #3:**

To see if the District will vote to hear the report of the Dracut Water Supply District Treasurer; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #4:**

To see if the District will vote to hear the report of committees having direction from previous meetings; or act in any other way relative thereto.

\*Note: We will have a motion to dismiss as there are no reports from previous meetings

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #5:**

To see if the District will vote to transfer from "Free Cash" July 1, 2018 certified amount of Two Hundred Thirty Eight Thousand Four Hundred and Twenty One dollars (\$238,421.00) as follows:

Repair & Replacement Distribution and Site Account	\$138,421.00
OPEB Trust	\$100,000.00
Total	\$238,421.00

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 Four Million Nine Hundred Thirty Eight Thousand Five Hundred and Six dollars (\$4,938,506.00) to defray costs for the ensuing Fiscal year beginning on July 1, 2019 to be expended as follows:

Salary, Wages and Benefits Account	\$1,799,777.00
Operations Expenses	\$3,138,729.00
Total	\$4,938,506.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #7:**

To see if the District will vote to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) to defray costs for the ensuing fiscal year beginning on July 1, 2019 to be expended as follows:

Out of State Travel                      \$ 14,000.00

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, 2019, as permitted by Massachusetts General Laws, Chapter 44, Section 5F; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #9:**

To see if the District will vote to transfer from the water revenue account the amount of Two Hundred Twenty Thousand Five Hundred and Sixty Four dollars (\$220,564) which represents 5% of the funds collected for the Undersized Water Mains and Valves Account as established by the Board of Water Commissioners in FY 2003 for the period collected Fiscal Year 2019 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

**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, 2019, in accordance with MGL Chapter 44 Section 4 and the acts and amendments thereof; Chapter 849 of the Acts of 1969, as amended and to renew any notes as may be given for a period of less than one year in accordance with MGL Chapter 44, Section 17; Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #12:**

To see if the District will vote to set the annual salary stipend for the Clerk of the District to \$5,000; Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #12A:**

To see if the District will vote to set the annual salary stipend for each Commissioner of the District to \$3,500; 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 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 #13:**

To see if the District will vote to transfer from the System Development Fee (SDF) account Two Hundred Eighty Six Thousand dollars (\$286,000.00) as follows:

Hydrant and Valve: \$25,000.00  
Repair and Replace Account: \$261,000.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #14:**

To see if the District will vote to transfer from the water revenue account Two Hundred Twenty Thousand Five Hundred and Sixty Four dollars (\$220,564) which represents 5% of the funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY2016 for the period collected Fiscal Year 2019, said funds to be used to replace, repair, and upgrade infrastructure; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #15**

To see if the District will vote to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization Account fund Two Hundred Twenty Thousand Dollars (\$220,000.00) into the existing Repair and Replace Account;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

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

**Article # 16:**

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, 2018 and to make appropriations for the same; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**Article #17**

To see if the District will vote to transfer from the Land Survey Account fund One Hundred Thousand Dollars (\$100,000.00) into the Land/Property Acquisition Fund; 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 transfer from the FY19 budget Article #6 as adopted May 12, 2018 the amount of One Hundred Thousand Dollars (\$100,000,00) and Transfer the same amount to the Land/Property Acquisition Fund; or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

## Section IV

**DRACUT WATER SUPPLY DISTRICT**

**PROPRIETARY FUNDS**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

**YEAR ENDED JUNE 30, 2018**

	<u>Business-Type Activities</u> <u>Enterprise Fund - Water Services</u>
<b>Operating Revenues:</b>	
Water rate charges	\$ 4,472,391
Other fees	265,304
Total Operating Revenues	<u>4,737,695</u>
<b>Operating Expenses:</b>	
Operating and maintenance costs	3,461,109
Water purchases	678,440
Depreciation	672,954
Total Operating Expenses	<u>4,812,503</u>
<b>Operating Income (Loss)</b>	<u>(74,808)</u>
<b>Nonoperating Revenues (Expenses):</b>	
Meter to main program fees	85,499
Intergovernmental	8,428
Interest income	17,711
Other income	34,033
Interest expense	(10,726)
Total Nonoperating Revenues (Expenses)	<u>134,945</u>
<b>Income (Loss) Before Capital Contributions</b>	<u>60,137</u>
<b>Capital Contributions:</b>	
System development (privilege) fees	781,481
<b>Changes in Net Position</b>	<u>841,618</u>
<b>Total Net Position - Beginning</b>	<u>20,188,344</u>
<b>Total Net Position - Ending</b>	<u>\$ 21,029,962</u>

The following is a summary of outstanding long-term debt obligations for the year ended June 30, 2018:

<u>Debt Description</u>	<u>Maturing Fiscal Year</u>	<u>Interest Rate</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Maturities</u>	<u>Ending Balance</u>
MCWT Note	2021	5.0 - 5.25%	<u>\$ 238,540</u>	<u>\$ -</u>	<u>\$ (54,665)</u>	<u>\$ 183,875</u>

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

<u>Year Ending June 30</u>	<u>Principal</u>			<u>Interest</u>			<u>Total</u>
	<u>Balance</u>	<u>Subsidy</u>	<u>Net</u>	<u>Balance</u>	<u>Subsidy</u>	<u>Net</u>	
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	64,605	(19,899)	44,706	1,696	(1,696)	-	44,706
Total	<u>\$ 183,875</u>	<u>\$ (57,095)</u>	<u>\$ 126,780</u>	<u>\$ 13,945</u>	<u>\$ (13,134)</u>	<u>\$ 811</u>	<u>\$ 127,591</u>

**DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2017 TO JUNE 30, 2018  
PAYMENTS OF \$100 OR MORE**

VENDOR	DESCRIPTION	AMOUNT
AAA BACKFLOW	SUB-CONTRACTOR	\$13,290.00
AAP OF DRACUT MA 4405	TRUCK REPAIRS	\$400.08
ACCELA, INC.	SUPPORT	\$17,658.43
AD INSTRUMENT REPAIR INC.	SUB-CONTRACTOR	\$29,038.17
ALBANESE D&S, INC	SUB-CONTRACTOR	\$3,001.35
ALL SPORTS PROMOTIONS INC	UNIFORMS	\$994.20
AM CONSERVATION GROUP, INC	SUPPLIES	\$2,031.83
AMERICAN GARAGE DOOR GLASS INC	REPAIRS	\$736.00
AMERICAN HERITAGE LIFE INSURANCE	PARYOLLS	\$4,034.36
AMERICAN WATER WORKS ASSOCIATION	DUES	\$1,292.00
ANSWERNET	ANSWERING SERVICE	\$2,440.59
AQUA LINE UTILITY INC.	SUB-CONTRACTOR	\$255,266.57
ARTHUR C. SULLIVAN JR. ESQ.	LEGAL	\$34,228.00
ASAP SPRINKLER CORP	SUB-CONTRACTOR	\$574.65
ASTRO CHEMICALS INC	CHEMICALS	\$3,264.00
AT T	TELEPHONE	\$908.12
AUGER ALARMS CORP.	ALARMS	\$6,331.00
BATTERY SHOP OF NEW ENGLAND INC	TRUCK REPAIRS	\$126.63
BENEFIT PAYOUT	PAYROLLS	\$59,625.45
BILLERICA WINWATER	SUPPLIES	\$7,129.63
BLACKBOARD, INC	SUPPORT	\$3,696.00
BLUE CROSS BLUE SHIELD	PAYROLLS	\$30,282.45
BLUE DIAMOND EQUIPMENT CO.	SUB-CONTRACTOR	\$36,000.00
BROX INDUSTRIES INC.	SUPPLIES	\$9,057.61
CAM OFFICE SERVICES, INC	OFFICE SUPPLIES	\$1,686.00
CARBON COLORS	PRINTING	\$10,942.00
CARDMEMBER SERVICE	SUPPLIES	\$7,889.45
CARUS PHOSPHATES INC	CHEMICALS	\$12,685.47
CHRISTOPHER HUDSON	EMPLOYEE	\$760.00
CIT	OFFICE EQUIPMENT	\$7,771.80
CITY OF LOWELL	WATER PURCHASE	\$496,581.22
CITY OF METHUEN	POLICE DETAIL	\$424.60
CLEAN BASINS	SUB-CONTRACTOR	\$43,797.50
COLONIAL PEST CONTROL	OFFICE	\$1,155.00
COMCAST	SECURITY	\$7,677.37
COMM OF MA	LICENSE	\$704.00
COMMONWEALTH OF MA D.E.P	D.E.P. ASSESSMENT	\$6,753.85
COMPLETE CONTROL SERVICES, INC	SUB-CONTRACTOR	\$2,446.00
COYNE CHEMICAL	CHEMICALS	\$2,404.86

**DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2017 TO JUNE 30, 2018  
PAYMENTS OF \$100 OR MORE**

DAC EXCAVATIONS & CONSTRUCTION	BOND REFUND	\$3,000.44
DANKRIS BUILDERS CORP.,	SUB-CONTRACTOR	\$230,850.00
DAVID M. MURPHY PLUMBING HEATING GAS FITTING	SUB-CONTRACTOR	\$7,302.82
DEBRA VINAL	REIMBURSEMENT	\$403.84
DEBRA VINAL	EMPLOYEE	\$85,463.60
DEFELICE CORPORATION	SUB-CONTRACTOR	\$831,090.14
DELL MARKETING L.P.	COMPUTERS	\$17,078.06
DEPENDABLE WINDOW CO.	OFFICE	\$210.00
DRACUT HARDWARE INC	SUPPLIES	\$1,736.71
DRACUT HISTORICAL SOCIETY	ANNUAL MEETING	\$500.00
DRACUT OLD HOME DAY	OFFICE	\$500.00
DRACUT TIRE SHOP	TRUCK REPAIRS	\$2,686.06
DRACUT WATER SUPPLY DISTRICT/PETTY CASH	SUPPLIES	\$145.56
E.J. PRESCOTT INC.	SUPPLIES	\$25,523.77
EASTERN PROPANE	PROPANE	\$13,608.75
ENTERPRISE BANK AND TRUST CO.	BANK CHARGES	\$2,518.77
ERICA TANGUAY	EMPLOYEE	\$33,808.67
ESRI	COMPUTERS	\$2,100.00
EVAN A PAUL	EMPLOYEE	\$4,295.50
FEDEX	SHIPPING	\$712.01
FIRST ELECTRIC MOTOR SERVICE INC	REPAIRS	\$8,529.11
FISHER SCIENTIFIC CO. LLC	CHEMICALS	\$4,837.83
FORESTREE SERVICES, INC.	SUB-CONTRACTOR	\$20,760.00
FRANKLIN MOTORS	TRUCK REPAIRS	\$1,950.00
G.MITCHELL ASSOCIATES	SUB-CONTRACTOR	\$10,637.00
GRANITE STATE ANALYTICAL SERVICES, LLC	LAB TESTING	\$21,126.70
GREAT WEST RETIREMENT SERVICES WELLSFARGO	PAYROLLS	\$32,420.00
H2O SOFTWARE	SUPPORT	\$6,100.00
HACH COMPANY	LAB SUPPLIES	\$7,962.75
HARCROS CHEMICAL GROUP	CHEMICALS	\$2,783.00
HARPER'S TIME & ATTENDANCE	PAYROLLS	\$944.70
HARPERS PAYROLL SERVICES	PAYROLLS	\$2,644.75
HARTFORD FIRE INSURANCE COMPANY	INSURANCE	\$13,527.00
HENRY'S PROFESSIONAL CLEANING SERVICE	SUB-CONTRACTOR	\$16,800.00
HYDRA TECH, INC	SUB-CONTRACTOR	\$5,250.00
INVOICE CLOUD	SUPPORT	\$2,786.10
ITRON INC	SUPPORT	\$8,230.44
JAYNE BOISSONNEAULT	PHONE EXPENSE	\$420.00
JAYNE BOISSONNEAULT	BOARD SECRETARY/ASS'T CLERK	\$10,616.36
JD CONSTRUCTION EXCAVATION	SUB-CONTRACTOR	\$800.00

**DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2017 TO JUNE 30, 2018  
PAYMENTS OF \$100 OR MORE**

JOHN HUDZIK	EMPLOYEE	\$98,767.83
JOHN LAFFEY	EMPLOYEE	\$61,216.11
JOHN LAFFEY	PHONE EXPENSE	\$420.00
JOHN LAFFEY	REIMBURSEMENT	\$125.00
JOHN LITCHFIELD JR	SUB-CONTRACTOR	\$500.00
JOSEPH P. CARDILLO & SON, INC	SUB-CONTRACTOR	\$227,211.64
KAMCO LOCK SOLUTIONS	SECURITY	\$1,200.00
KATHLEEN M. GRAHAM	DISTRICT CLERK	\$5,000.00
KELLEY A. CHASSE	EMPLOYEE	\$54,185.66
KP LAW, P.C.	LEGAL	\$2,550.18
KYLE C. MAXIM	PAYROLLS	\$4,188.25
LANGONE DEVELOPMENT GROUP INC	BOND REFUND	\$3,000.77
LEBLANC GEN. CONTRACTOR	SUB-CONTRACTOR	\$107,595.50
LIBERTY CHEVROLET	NEW VEHICLE	\$41,906.56
LOWELL GENERAL HOSPITAL	EMPLOYEE TREATMENT	\$465.00
LOWES BUSINESS ACCT/GEMB	SUPPLIES	\$319.75
LUCKY BURNER SERVICE INC.	FUEL OIL	\$1,208.43
MA HEALTH INSURANCE	PAYROLLS	\$736.80
MAHER SERVICES INC	SUB-CONTRACTOR	\$16,000.00
MASS WATER POLLUTION ABATEMENT TRUST	BOND	\$39,522.40
MASS WATER WORKS ASSOCIATION INC	EMPLOYEE TRAINING	\$1,300.00
MASSACHUSETTS INTERLOCAL INSURANCE ASSOC.	EMPLOYEE TRAINING	\$2,500.00
MATT FARREN	PHONE EXPENSE	\$210.00
MATTHEW FARREN	EMPLOYEE	\$28,621.71
MAUREEN DONNELLY	EMPLOYEE	\$53,309.27
MICHAEL SHEU	EMPLOYEE	\$122,828.91
MICHAEL SHEU	REIMBURSEMENT	\$227.98
MIDDLESEX RET-ASSESSMENT	ASSESSMENT	\$162,034.00
MIDDLESEX RETIREMENT SYSTEM	EMPLOYEE'S SHARE	\$62,694.69
MIDDLESEX COUNTY REGISTRY OF DEEDS	LEGAL	\$4,050.00
MIIA HEALTH BENEFITS TRUST	INSURANCE	\$352,305.60
MIIA PROPERTY CASUALTY GROUP INC.	INSURANCE	\$62,291.00
MIKE'S SIGNS	SUPPLIES	\$625.00
MISSION COMMUNICATIONS, LLC	SUPPLIES	\$347.40
MSA	BOND	\$300.00
NATIONAL GRID	POWER FOR EQUIPMENT	\$361,587.01
NATIONAL GRID -GAS	HEAT FOR BUILDINGS	\$12,719.47
NEW ENGLAND STORM WATER	SUB-CONTRACTOR	\$2,800.00
NEW ENGLAND WATER DISTRIBUTION SERVICES	SUB-CONTRACTOR	\$11,962.00
ODYSSEY ADVISORS, INC	CONSULTANT	\$4,950.00

**DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2017 TO JUNE 30, 2018  
PAYMENTS OF \$100 OR MORE**

PETER E. NATSIOS	MODERATOR	\$600.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	OFFICE	\$14,837.46
PITNEY BOWES INC	SUPPLIES	\$295.00
POLLARDWATER.COM	SUPPLIES	\$2,607.29
POWER UP GENERATOR SERVICE	REPAIRS	\$7,907.49
PRO-LINE INDUSTRIAL PRODUCTS INC	SUPPLIES	\$831.15
R & D SITE DEVELOPMENT	SUB-CONTRACTOR	\$258,285.92
R.E. ERICKSON CO. INC.	SUB-CONTRACTOR	\$2,087.40
R.L. PROULX ELECTRICAL, INC.	SUB-CONTRACTOR	\$13,412.86
RACHAEL C. FLORES	EMPLOYEE	\$2,205.50
REPUBLIC SERVICES 095	DUMPSTER	\$1,382.30
RESERVE ACCOUNT	POSTAGE	\$13,500.00
RH WHITE CONSTRUCTION CO. INC.	BOND REFUND	\$8,038.43
ROBERT COREY	STIPEND	\$939.96
ROBERT E. COREY	COMMISSIONER	\$3,033.75
ROLAND L. MILLIARD	LEGAL	\$37,130.00
ROSELLI CLARK ASSOCIATES	AUDITOR	\$14,500.00
RYAN MURPHY	REIMBURSEMENT	\$275.00
RYAN R. MERCIER	EMPLOYEE	\$14,104.75
SAGE PAYMENT	BANK CHARGES	\$13,392.12
SAMS CLUB	SUPPLIES	\$1,902.55
SANTOS & SONS PROPERTY MAINTENANCE	SUB-CONTRACTOR	\$5,335.00
SCHWAAB INC.	OFFICE SUPPLIES	\$221.25
SERVPRO OF LOWELL	SUB-CONTRACTOR	\$1,380.60
SHANNON ROWE	BOARD -MEETINGS	\$268.74
SOFTWARE TECHNIQUES INC.	SUPPORT	\$360.00
SPENCER W. MCKINNON	EMPLOYEE	\$4,719.00
STANLEY HOLDEN	SUPPLIES	\$352.50
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$2,942.10
STEPHEN DEHNEY	EMPLOYEE	\$69,258.33
STILES COMPANY INC.	METERS	\$68,147.95
SWIERZ CONSULTING LLC	SUPPORT	\$13,078.00
TELVENT USA LLC	SUPPORT	\$2,100.00
THE LOWELL PUBLISHING CO.	LEGAL ADS	\$7,774.24
THE WARREN GROUP	OFFICE	\$349.00
TIGHE & BOND ENGINEERS	CONSULTANT	\$173,818.75
TIM GERMAIN	REIMBURSEMENT	\$125.00
TIMOTHY GERMAIN	EMPLOYEE	\$66,587.92
TIMOTHY GERMAIN	PHONE EXPENSE	\$420.00
TOSHIBA BUSINESS SOLUTIONS	SUPPLIES	\$471.00

**DRACUT WATER SUPPLY DISTRICT**  
**PURCHASE ANALYSIS VENDOR REPORT**  
**JULY 1, 2017 TO JUNE 30, 2018**  
**PAYMENTS OF \$100 OR MORE**

TOWN OF DRACUT	POLICE DETAIL	\$74,513.04
TOWN OF DRACUT	FUEL	\$26,150.58
TOWN OF TYNGSBOROUGH	REAL ESTATE TAXES	\$12,459.77
TOWN OF TYNGSBOROUGH	POLICE DETAIL	\$2,297.76
TOWN OF TYNGSBOROUGH	LEGAL AD	\$118.32
TRACTOR SUPPLY CREDIT PLAN	SUPPLIES	\$80.72
U.S. POST OFFICE	POSTAGE	\$2,516.82
U.S. DEPARTMENT OF TREASURY	PAYROLLS	\$11,507.91
UNDERWATER SOLUTIONS INC	SUB-CONTRACTOR	\$13,990.00
UNIVAR USA INC.	CHEMICALS	\$100,711.94
UNIVERSAL AUTOMATION & MECHANICAL SERVICES	REPAIRS	\$6,869.62
UNIVERSITY OF MASS LOWELL POLICE DEPT.	POLICE DETAIL	\$726.00
UNUM LIFE INSURANCE COMPANY OF AMERICA	PAYROLLS	\$8,839.85
USA BLUEBOOK	SUPPLIES	\$6,729.62
VERIBANC, INC	OFFICE	\$125.00
VERIZON	TELEPHONE / SECURITY	\$22,986.12
VIRTUAL TOWN HALL HOLDINGS, LLC	SUPPORT	\$3,000.00
WALTER W. DUNN	TRUCK REPAIRS	\$1,762.09
WELCH WELDING IND.	SUPPLIES	\$490.00
WESTON & SAMPSON CMR, INC.	CONSULTANT	\$249,128.00
WILLIAM MORIN	STIPEND	\$939.96
WILLIAM MORIN	COMMISSIONER	\$3,000.00
WILLIAM MORIN	PHONE EXPENSE	\$420.00
WILLIAM ZIELINSKI	STIPEND	\$939.96
WILLIAM ZIELINSKI	COMMISSIONER	\$3,000.00
WILLIAM ZIELINSKI	PHONE EXPENSE	\$420.00
WIN-911 SOFTWARE	SUPPORT	\$495.00
WOODARD AND CURRAN	CONSULTANT	\$262,122.86
ZEP SALES AND SERVICE	SUPPLIES	\$138.98

**DRACUT WATER SUPPLY DISTRICT**  
**PURCHASE ANALYSIS VENDOR REPORT**  
**JULY 1, 2017 TO JUNE 30, 2018**  
**PAYMENTS OF \$100 OR MORE**

TOWN OF DRACUT	POLICE DETAIL	\$74,513.04
TOWN OF DRACUT	FUEL	\$26,150.58
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WILLIAM MORIN	COMMISSIONER	\$3,000.00
WILLIAM MORIN	PHONE EXPENSE	\$420.00
WILLIAM ZIELINSKI	STIPEND	\$939.96
WILLIAM ZIELINSKI	COMMISSIONER	\$3,000.00
WILLIAM ZIELINSKI	PHONE EXPENSE	\$420.00
WIN-911 SOFTWARE	SUPPORT	\$495.00
WOODARD AND CURRAN	CONSULTANT	\$262,122.86
ZEP SALES AND SERVICE	SUPPLIES	\$138.98



## 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 14, 2018

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 12, 2018 at Harmony Hall, 1660 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 9:00 AM.

**ARTICLE #1:**

Unanimously the District voted to bring in the vote for Water Commissioner for a term of three (3) years and Moderator for a term of three (3) years held by ballot. The Clerk presented the May 7, 2018 DWSD Election results as follows:

**Commissioner:**

William "Zee" Zielinski	1900
Blanks & Others	202
Total:	2102

**Moderator**

Peter Natsios	1874
Blanks & Others	228
Total:	2102

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

**ARTICLE #2:**

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

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

**ARTICLE #3:**

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

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

**ARTICLE #4:**

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

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

**ARTICLE #5:**

Unanimously the District voted to transfer from “Free Cash” July 1, 2017 certified amount of One Million Sixteen Thousand Eight Hundred Three dollars (\$1,016,803.00) as follows:

Repair & Replacement Distribution and Site Account	\$1,016,803.00
Total:	\$1,016,803.00

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

**ARTICLE #6:**

The following amendment failed for lack of a second:

I move that the District vote to amend Article #6 by changing the salary amount to \$1.5 Million.

Submitted by: Rich Cowan

**ARTICLE #6 (Cont'd):**

Unanimously the District voted 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, 2018 to be expended as follows:

Salary, Wages and Benefits Account	\$1,668,891.00
Operations Expenses	\$3,102,029.00
Total:	\$4,770,920.00

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 Three Thousand Five Hundred (\$3,500.00) to defray costs for the ensuing Fiscal Year beginning on July 1, 2018 to be expended as follows:

Out of State Travel	\$ 3,500.00
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Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #8:**

Unanimously the District voted to authorize the Treasurer to enter into compensating balance agreements during the Fiscal Year beginning July 1, 2018, as permitted by Massachusetts General Laws, Chapter 44, Section 5F.

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

**ARTICLE #9:**

Unanimously the District voted to transfer from the Water Revenue Account the amount of Two Hundred Forty Three Thousand Six Hundred Five dollars (\$243,605.00) 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, 2017 to December 31, 2017 said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves.

**ARTICLE #9 (Cont'd):**

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

**ARTICLE #10:**

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

Submitted by Robert E. Corey, Acting Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommended Approval

**ARTICLE #11:**

Unanimously the District voted to authorize the Treasurer with the approval of the Board of Water Commissioners, to borrow in anticipation of revenue for the fiscal year beginning July 1, 2018, in accordance with MGL Chapter 44 Section 4 and the acts and amendments thereof; Chapter 849 of the Acts of 1969, as amended and to renew any notes as may be given for a period of less than one year in accordance with MGL Chapter 44, Section 17.

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

**ARTICLE #12:**

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

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

**Article #12A:**

Unanimously the District voted to set the annual salary stipend for the Commissioners of the District to \$3,500 per Commissioner.

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

**Article #12B:**

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

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

**ARTICLE #13:**

Unanimously the District voted to transfer from the System Development Fee (SDF) account Eight Hundred Twenty Thousand dollars (\$820,000.00) into the Repairs and Replacement account.

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

**ARTICLE #14:**

Unanimously the District voted to transfer from the Water Revenue Account Two Hundred Forty Three Thousand Six Hundred Five dollars (\$243,605.00) 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, 2017 through December 31, 2017, said funds to be used to replace, repair, and upgrade infrastructure.

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

**ARTICLE #15:**

Unanimously the District voted to transfer from the Undersized Mains Account Two Hundred Fifty Thousand dollars (\$250,000.00) into the existing Repair and Replacement Account.

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

**ARTICLE #16:**

Unanimously the District voted to transfer from the General Stabilization Account the amount of One Hundred Sixty Five Thousand dollars (\$165,000.00) to be expended as follows:

Repair and Replacement Distribution System and Site Account	\$165,000.00
Total:	\$165,000.00

**ARTICLE #16 (Cont'd):**

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

**ARTICLE #17:**

Unanimously the District voted to transfer from the Replace, Repair-Upgrade Infrastructure Stabilization Account the amount of Six Hundred Twenty Five Thousand dollars (\$625,000.00) to be expended as follows:

Repair and Replacement Distribution System and Site Account	\$625,000.00
Total:	\$625,000.00

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

**ARTICLE #18:**

Unanimously the District voted to transfer from Article #6 Fiscal Year 2018 budget the amount of Three Hundred Thousand dollars (\$300,000.00) as follows:

OPEB Trust Fund Account	\$100,000.00
Repair & Replacement Distribution and Site Account	\$200,000.00
Total:	\$300,000.00

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

**ARTICLE #19:**

Unanimously the District voted to authorize the Board of Water Commissioners to petition the legislature to amend the enabling legislation (Chapter 433 of the Acts of 1905) by repealing section 2 of Chapter 850 of the Acts of 1975 and adopting in its place the following section:

“Said Chapter 433 is hereby further amended by inserting after Section 9A the following section:

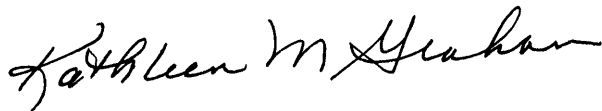
**ARTICLE #19 (Cont'd):**

Section 9B. Whenever a connection is made, either directly or indirectly, to any water main supplied by the district, a system development fee shall be assessed. The amount of said system development fee shall be as established by the Board of Water Commissioners from time to time. The Board of Water Commissioners may establish rules and regulations regarding assessment and/or application of said fee."

Submitted by Robert E. Corey, Acting Chairman, Board of Water Commissioners  
Board of Water Commissioners Recommended Approval  
Superintendent Recommends Approval

A motion from the floor was made and seconded to adjourn the Annual District meeting at 9:18 AM. Motion passed unanimously. The Annual District Meeting was adjourned by the Moderator at 9:18 AM.

Respectfully submitted,

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

Kathleen M. Graham, Clerk  
Dracut Water Supply District