

# Dracut Water Supply District

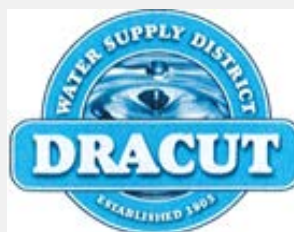
Annual Report 2021  
Fiscal Year July 1, 2020 – June 30, 2021

Warrant District Election  
May 7, 2022

Warrant Annual District Meeting  
May 14, 2022



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



Staff:  
Michael Sheu, Superintendent  
Lynn Newhouse, 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

William “Bill” 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
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### Moderator

Dave Martin	Term Expires 2024
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For the year ending June 30<sup>th</sup> 2021

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

Michael Sheu	Superintendent
Lynn Newhouse	District Treasurer

**Appointed Legal**

Authur 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
Morgan Travers	Office Assistant

## Section II



*Commissioners*

**Robert E. Corey**

**William L. Morin**

*Chairman – William “Zee” Zielinski*

**Michael Sheu**

*Superintendent*

**Lynn Newhouse**

*Treasurer*

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

To the Ratepayers of the Dracut Water Supply District;

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

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

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

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

This winter the District entered into a new phase of operation with the construction of a new state of art water treatment plant at the Districts Tyngsboro Well Field Facility. Once completed, this new treatment facility shall meet the ever increasing water demands currently placed on the District for generations to come.

The District completed a new satellite well at the Tyngsboro Wellfield Facility during this past year.

This past fall of 2021, after more than ten years of planning, construction has begun on a new updated water storage facility at the Districts State Forest location. Construction is scheduled to be completed by late summer 2022. Once completed this new water storage facility will meet the ever-expanding demands for the Tyngsboro and State Forest service areas.

Plans are underway during the upcoming year to either replace or repair the outdated K Street water storage facility. This water storage facility was constructed in 1968 and has outlived the District's Passaconaway service area.

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

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

Respectfully,

William 'Zee' Zielinski  
Water Commissioner Chairman





*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 FY21 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 FY22& FY23.

### **Governing**

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

### **Water System**

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

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

The District currently 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 (dirty water) concerns, no fire protection in some area.

### **Projects in 2021-2023:**

In FY19, DWSD and the Engineers of Tighe & Bond (T&B) produced a 20-year Master Plan.

In FY20, DWSD applied and received \$25 million from the Massachusetts Drinking Water State Revolving Fund (SRF).

In the FY 2021, DWSD implemented the following projects: the Manganese Removal Treatment Facility, 16" Water Main Improvement Project, State Forest Water Storage Tank Replacement

In FY 2022-2023, DWSD will complete the above projects

**Financial**

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

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

Respectfully



Michael Sheu  
Superintendent

## Section III

**Warrant  
Dracut Water Supply District  
Election  
May 7, 2022**

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 7, 2022 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 14, 2022, commencing at 9:00 AM then and there to act on the articles that follow:

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

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


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


DWSD Election and Annual Meeting  
Warrant 2022  
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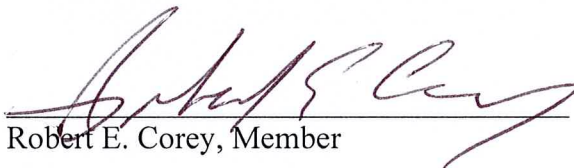
Additionally by posting at the Dracut Town Hall Lobby, Dracut Water Supply District and Dracut Public Library.

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 13<sup>th</sup> day of April, 2022:

  
William "Zee" Zielinski, Chairman

  
William L. Morin, Vice Chairman

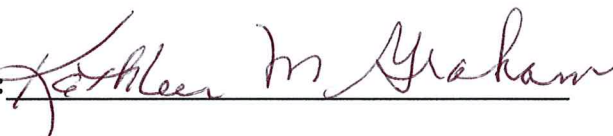
  
Robert E. Corey, Member

April 14, 2022, I have this date posted up attested copies of the above Warrant at the following places as designated in the By-Law of the Dracut Water Supply District:.

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

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

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

A TRUE COPY ATTEST:   
Kathleen M. Graham, District Clerk

DRACUT WATER SUPPLY DISTRICT WARRANT  
ELECTION MAY 7, 2022  
ANNUAL MEETING MAY 14, 2022

**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*

DRACUT WATER SUPPLY DISTRICT WARRANT  
ELECTION MAY 7, 2022  
ANNUAL MEETING MAY 14, 2022

**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 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

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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #6:**

To see if the District will vote 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

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, 2022 to be expended as follows:

Out of State Travel	\$14,000.00
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Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommend Approval*  
*Superintendent Recommends Approval*



DRACUT WATER SUPPLY DISTRICT WARRANT  
ELECTION MAY 7, 2022  
ANNUAL MEETING MAY 14, 2022

**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, 2022, 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*

**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, 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;

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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #11:**

To see if the District will vote to set the annual salary stipend for the Clerk of the District to \$5000;

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 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*

DRACUT WATER SUPPLY DISTRICT WARRANT  
ELECTION MAY 7, 2022  
ANNUAL MEETING MAY 14, 2022

**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, 2022 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 #15:**

To see if the District will vote 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.

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.**

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DRACUT WATER SUPPLY DISTRICT WARRANT  
ELECTION MAY 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #16:**

To see if the District will vote 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.

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 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:

**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 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 on the **next available Monday**.

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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #18:**

To see if the District will vote 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.

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends Approval*  
*Superintendent Recommends Approval*

**Note: This is a change to the By-Law and will require a 2/3rds vote for approval.**

**Article #19:**

To see if the District will vote 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**

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #20:**

To see if the District will vote 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.

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #21:**

To see if the District will vote 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)

Or act in any other way relative thereto

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #22:**

To see if the District will vote 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

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #23:**

To see if the District will vote 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.

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #24:**

To see if the District will vote 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

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends 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 7, 2022  
ANNUAL MEETING MAY 14, 2022

**Article #25:**

To see if the District will vote 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.

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommends Approval*  
*Superintendent Recommends Approval*

**Note: This is a change to the By-Law and will require a 2/3rds vote for approval.**

## Section IV

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2020 TO JUNE 30, 2021  
PAYMENTS OF \$100 OR MORE

580 RIVER SOLAR NG, LLC	POWER FOR EQUIPMENT	\$	249,849.01
AAP OF DRACUT MA 4405	VEHICLE REPAIRS	\$	825.20
AD INSTRUMENT REPAIR INC.	SUBCONTRACTOR	\$	13,743.92
AGRETECH	SUPPLIES	\$	276.71
ALL SPORTS PROMOTIONS INC	UNIFORMS	\$	2,767.35
AMERICAN HERITAGE LIFE INSURANCE	PAYROLL EXPENSE	\$	3,536.96
AMERICAN WATER WORKS ASSOCIATION	DUES & REGISTRATION	\$	2,004.00
ANSWERNET	ANSWERING SERVICE	\$	2,976.80
ARTHUR C. SULLIVAN JR. ESQ.	LEGAL	\$	32,091.48
ASAP SPRINKLER CORP	SUBCONTRACTOR	\$	1,930.46
AT T	TELEPHONE	\$	1,130.30
ATTORNEY DANIEL J MURPHY	LEGAL	\$	24,000.00
AUGER ALARMS CORP.	ALARMS	\$	9,105.92
BARLETT & BRILLON LLC	SUBCONTRACTOR	\$	5,594.38
BATTERY SHOP OF NEW ENGLAND INC	VEHICLE REPAIRS	\$	870.44
BILLERICA WINWATER	SUPPLIES	\$	17,938.88
BLUE DIAMOND EQUIPMENT CO.	SUBCONTRACTOR	\$	5,008.94
BOSTON AUTOMATIC TIME CLOCK	OFFICE EQUIPMENT	\$	235.00
BOSTON HERALD	ADVERTISING	\$	1,511.58
BROX INDUSTRIES INC.	SUPPLIES	\$	14,637.86
C A AWARDS	SUPPLIES	\$	254.79
C.J. HOLDEN CO. (GREGORY HOLDEN)	BOND REFUND	\$	3,016.89
CARBON COLORS	PRINTING	\$	7,686.35
CARDMEMBER SERVICE	SUPPLIES	\$	10,921.08
CARUS PHOSPHATES INC	CHEMICALS	\$	13,964.55
CHRISTOPHER IVOS	UNIFORM	\$	125.00
CHRISTOPHER IVOS	PHONE EXPENSE	\$	420.00
CHRISTOPHER IVOS	GROSS PAYROLL	\$	54,359.07
CITY OF LOWELL	WATER PURCHASE	\$	994,532.38
CIVICPLUS	SUPPORT	\$	1,653.75
CLEAN BASINS, INC	SUBCONTRACTOR	\$	3,500.00
COLONIAL LIFE INSURANCE	PAYROLL EXPENSE	\$	7,729.54
COLONIAL PEST CONTROL	SUBCONTRACTOR	\$	855.00
COMCAST	SECURITY	\$	5,767.56
COMCAST - HOPKINS ST.	INTERNET	\$	2,503.21
COMMONWEALTH OF MA D.E.P	DEP ASSESSMENT	\$	6,999.86
COMMONWEALTH OF MASSACHUSETTS	PERMIT	\$	200.00
COMPLETE CONTROL SERVICES, INC	SUBCONTRACTOR	\$	2,720.00
CORE & MAIN	EQUIPMENT	\$	3,901.50
COYNE CHEMICAL	CHEMICALS	\$	5,545.56
DANIEL M. BOULANGER, SR	LAND PURCHASE	\$	500,000.00
DANKRIS BUILDERS CORP.,	SUBCONTRACTOR	\$	267,173.25
DAVID M. MURPHY PLUMB., HEATING, GAS FITTING	SUBCONTRACTOR	\$	9,358.50
DEBRA VINAL	PHONE EXPENSE	\$	350.00
DEBRA VINAL	GROSS PAYROLL	\$	109,581.77
DEBRA VINAL	REIMBURSEMENT	\$	221.96
DELL MARKETING L.P.	COMPUTERS	\$	9,229.63
DELUXE BUSINESS FORMS	PRINTING	\$	489.46
DEPARTMENT OF CONSERVATION & RECREATION	PERMIT	\$	100.00
DRACUT HARDWARE INC	SUPPLIES	\$	967.76
DRACUT HISTORICAL SOCIETY	MEETING ROOM RENTAL	\$	1,750.00

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2020 TO JUNE 30, 2021  
PAYMENTS OF \$100 OR MORE

DRACUT OLD HOME DAY	SPONSORSHIP/ADVERTISING	\$	500.00
DRACUT TIRE SHOP	VEHICLE REPAIRS	\$	1,395.00
E.H. WACHS COMPANY	SUPPLIES	\$	991.80
E.J. PRESCOTT INC.	SUPPLIES	\$	85,765.89
EASTERN PROPANE	PROPANE	\$	7,469.16
EMPOWER RETIREMENT	PAYROLL EXPENSE	\$	34,090.00
ENTERPRISE BANK AND TRUST CO.	BANK CHARGES	\$	1,691.07
ERICA TANGUAY	GROSS PAYROLL	\$	37,948.16
ESRI (Environmental Systems Research Inst.)	SUBCONTRACTOR	\$	2,100.00
EUROFINS EATON ANALYTICAL, LLC	SUBCONTRACTOR	\$	8,400.00
F.W. WEBB CO	SUPPLIES	\$	1,246.38
FISHER SCIENTIFIC CO. LLC	CHEMICALS	\$	662.38
FLOWERS BY ALBERT, INC	SUPPLIES	\$	253.93
FLUID EQUIPMENT SOLUTIONS OF NE, LLC	EQUIPMENT	\$	53,700.00
FORESTREE SERVICES, INC.	SUBCONTRACTOR	\$	26,400.00
FRANKLIN MOTORS	VEHICLE MAINTENANCE	\$	145.00
GE DIGITAL LLC	SOFTWARE SUPPORT	\$	3,532.48
GOLDSMITH, PREST AND RINGWALL, INC	CONSULTANT	\$	7,250.00
GRANITE STATE ANALYTICAL SERVICES, LLC	LAB TESTING	\$	27,774.15
H2O SOFTWARE dba Lawrence E. Guilmartin	SOFTWARE SUPPORT	\$	6,350.00
HACH COMPANY	LAB TESTING	\$	7,134.84
HARCROS CHEMICAL GROUP	CHEMICALS	\$	1,845.80
HARPERS PAYROLL SERVICES	PAYROLL SERVICE	\$	2,294.96
HARPER'S TIME & ATTENDANCE	PAYROLL SOFTWARE	\$	978.00
HARTFORD FIRE INSURANCE COMPANY	INSURANCE	\$	13,312.00
HENRY'S PROFESSIONAL CLEANING SERVICE	SUBCONTRACTOR	\$	16,775.00
IDEXX LABORATORIES, INC	SUPPLIES	\$	2,238.21
INFINITE PROPERTY CARE	SUBCONTRACTOR	\$	6,580.00
INVOICE CLOUD	ONLINE PAYMENT COSTS	\$	5,737.74
ITRON INC	SUPPORT	\$	9,410.45
JAYNE BOISSONNEAULT	GROSS PAYROLL	\$	9,664.26
JAYNE BOISSONNEAULT	PHONE EXPENSE	\$	385.00
JOHN HUDZIK	GROSS PAYROLL	\$	127,966.03
JOHN LAFFEY	UNIFORM	\$	125.00
JOHN LAFFEY	GROSS PAYROLL	\$	76,404.22
JOHN LAFFEY	PHONE EXPENSE	\$	385.00
JUSTIN S. BETTENCOURT	GROSS PAYROLL	\$	3,111.00
KAMCO LOCK SOLUTIONS	SUPPLIES	\$	1,683.30
KATHLEEN M. GRAHAM	DISTRICT CLERK	\$	5,000.00
KELLEY A. CHASSE	GROSS PAYROLL	\$	74,590.05
KP LAW, P.C.	LEGAL	\$	89,002.17
LEBLANC GEN. CONTRACTOR	SUBCONTRACTOR	\$	342,326.40
LIBERTY CHEVROLET	NEW VEHICLE	\$	47,369.11
LOWES BUSINESS ACCT	SUPPLIES	\$	559.45
LUCKY BURNER SERVICE INC.	SUBCONTRACTOR	\$	388.24
MA HEALTH INSURANCE	PAYROLL EXPENSE	\$	630.24
MAHER SERVICES INC	SUBCONTRACTOR	\$	175,043.50
MASS CLEAN WATER TRUST	DEBT PAYMENT	\$	44,754.65
MASS MUNICIPAL HUMAN RESOURCES	EMPLOYEE TRAINING	\$	350.00
MASS WATER WORKS ASSOCIATION INC	DUES & REGISTRATION	\$	2,213.00
MAUREEN DONNELLY	GROSS PAYROLL	\$	64,874.76
MICHAEL SHEU	GROSS PAYROLL	\$	158,945.98

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2020 TO JUNE 30, 2021  
PAYMENTS OF \$100 OR MORE

MIDCO DIVING & MARINE SERVICES, INC	SUBCONTRACTOR	\$ 6,649.00
MIDDLESEX RETIREMENT-ASSESMENT	ASSESSMENT	\$ 247,338.00
MIDDLESEX COUNTY REGISTRY OF DEEDS	LEGAL	\$ 8,610.00
MIDDLESEX RETIREMENT SYS.-EMPLOYEES SHARE	EMPLOYEE'S SHARE	\$ 68,952.93
MIIA HEALTH BENEFITS TRUST	INSURANCE	\$ 364,397.82
MIIA PROPERTY CASUALTY GROUP INC.	INSURANCE	\$ 73,180.00
MISSION COMMUNICATIONS, LLC	SUPPORT	\$ 347.40
MITCHELL MONETTE	GROSS PAYROLL	\$ 2,804.63
MORGAN TRAVERS	GROSS PAYROLL	\$ 2,040.00
N. GRANESE & SONS, INC.	SUBCONTRACTOR	\$ 29,343.92
NATIONAL GRID	POWER FOR EQUIPMENT	\$ 57,840.03
NATIONAL GRID -GAS	HEAT FOR BUILDINGS	\$ 10,233.08
NEW ENGLAND CEMENT BLOCK PIPE CO	SUPPLIES	\$ 295.96
NEW ENGLAND WATER DISTRIBUTION SERVICES	CONSULTANT	\$ 10,867.50
NOAH TIERNEY-HONAN	GROSS PAYROLL	\$ 5,594.07
ODYSSEY ADVISORS, INC	CONSULTANT	\$ 5,250.00
OPERATIONWORKS, INC	SUBCONTRACTOR	\$ 9,745.00
PAYA	ONLINE PAYMENT COSTS	\$ 17,257.39
PEPBOYS - REMITTANCE DEPT	VEHICLE REPAIRS	\$ 1,030.50
PETER E. NATSIOS	MODERATOR	\$ 600.00
PETERSEN LACHANCE REGAN PINO, LLC	SUBCONTRACTOR	\$ 3,900.00
PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	OFFICE EQUIPMENT	\$ 14,646.59
PITNEY BOWES INC	POSTAGE SUPPLIES	\$ 885.14
PLATINUM APPRAISALS	APPRAISAL	\$ 500.00
POWER PRODUCTS	EQUIPMENT	\$ 4,790.60
POWER UP GENERATOR SERVICE	EQUIPMENT	\$ 1,368.39
PRIORITY APPRAISALS	APPRAISAL	\$ 450.00
PRO-LINE INDUSTRIAL PRODUCTS INC	SUPPLIES	\$ 863.61
R.E. ERICKSON CO. INC.	SUBCONTRACTOR	\$ 3,702.10
R.L. PROULX ELECTRICAL, INC.	SUBCONTRACTOR	\$ 62,729.22
RAYBERN UTILITY SOLUTIONS	SUPPORT	\$ 12,650.00
RELIABLE EQUIPMENT, LLC	EQUIPMENT	\$ 25,562.19
REPUBLIC SERVICES 095	DUMPSTER	\$ 2,563.46
RESERVE ACCOUNT	POSTAGE	\$ 17,000.00
ROBERT COREY	STIPEND	\$ 939.96
ROBERT COREY	COMMISSIONER	\$ 4,000.00
ROLAND L. MILLIARD	LEGAL	\$ 37,894.72
ROSELLI CLARK ASSOCIATES	AUDITOR	\$ 14,500.00
SAMS CLUB	SUPPLIES	\$ 2,321.78
SAVAS C. DANOS, AGENT	CONSULTANT	\$ 275.00
SHI INTERNATIONAL CORP.	SUPPORT	\$ 1,102.00
SOFTWARE TECHNIQUES INC.	SUPPORT	\$ 720.00
SPRINGBROOK HOLDING CO., LLC	SOFTWARE SUPPORT	\$ 20,443.00
STANDARD ELECTRIC-LOWELL	SUPPLIES	\$ 5,350.01
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 1,082.00
STEPHEN DEHNEY	GROSS PAYROLL	\$ 84,190.67
STILES COMPANY INC.	EQUIPMENT	\$ 6,555.50
SWIERZ CONSULTING LLC-DBA Michael Swierz	COMPUTER SUPPORT	\$ 18,040.00
THE LOWELL PUBLISHING CO.	ADVERTISING	\$ 8,305.41
THE MAIN STREET AMERICA GROUP	BOND/INSURANCE	\$ 300.00
THE WARREN GROUP	ADVERTISING	\$ 379.00
TIGHE & BOND ENGINEERS	CONSULTANT	\$ 1,080,292.00

DRACUT WATER SUPPLY DISTRICT  
PURCHASE ANALYSIS VENDOR REPORT  
JULY 1, 2020 TO JUNE 30, 2021  
PAYMENTS OF \$100 OR MORE

TIMOTHY GERMAIN	UNIFORM	\$	125.00
TIMOTHY GERMAIN	GROSS PAYROLL	\$	74,501.19
TIMOTHY GERMAIN	PHONE EXPENSE	\$	420.00
TOSHIBA BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	1,430.00
TOSHIBA FINANCIAL SERVICES	OFFICE EQUIPMENT RENTAL	\$	8,419.45
TOWN OF DRACUT-CLERK	ELECTION COSTS	\$	11,586.75
TOWN OF DRACUT-DPW	FUEL	\$	14,460.85
TOWN OF DRACUT-POLICE	POLICE DETAILS	\$	23,099.75
TOWN OF TYNGSBOROUGH	ENGINEERING	\$	118,687.50
TOWN OF TYNGSBOROUGH	POLICE DETAILS	\$	17,943.92
TOWN OF TYNGSBOROUGH	SPECIAL PERMIT	\$	350.00
TOWN OF TYNGSBOROUGH	TAX IN LIEU PAYMENT	\$	12,011.50
U.S. POST SERVICE	POSTAGE	\$	271.80
U.S. DEPARTMENT OF TREASURY	PAYROLL EXPENSE	\$	11,953.74
UNDERWATER SOLUTIONS INC	SUBCONTRACTOR	\$	9,980.00
UNIVAR USA INC.	CHEMICALS	\$	90,688.51
UNIVERSAL AUTOMATION & MECHANICAL SERV.	REPAIRS & MAINTENANCE	\$	10,113.66
UNIVERSITY OF MASS LOWELL POLICE DEPT.	POLICE DETAILS	\$	1,076.00
UNUM LIFE INSURANCE COMPANY OF AMERICA	PAYROLL EXPENSE	\$	11,891.78
US ECO PRODUCTS, CORPORATION	SUPPLIES	\$	420.00
USA BLUEBOOK	SUPPLIES	\$	2,433.78
UTILITRONICS	SUBCONTRACTOR	\$	4,497.84
VERIBANC, INC	BANKING COSTS	\$	200.00
VERIZON	TELEPHONE	\$	17,145.63
VERIZON CONNECT NWF, INC	SUPPORT	\$	2,103.60
W.B. MASON	OFFICE SUPPLIES	\$	1,779.08
WELCH WELDING IND.	VEHICLE MAINTENANCE	\$	118.02
WESTON & SAMPSON CMR, INC.	SUBCONTRACTOR	\$	76,256.56
WILLIAM MORIN	COMMISSIONER	\$	4,000.00
WILLIAM MORIN	PHONE EXPENSE	\$	420.00
WILLIAM MORIN	STIPEND	\$	939.96
WILLIAM ZIELINSKI	COMMISSIONER	\$	4,000.00
WILLIAM ZIELINSKI	Health Ins. Reimbursement	\$	125.90
WILLIAM ZIELINSKI	PHONE EXPENSE	\$	420.00
WILLIAM ZIELINSKI	STIPEND	\$	939.96
WINN-911 SOFTWARE	SUPPORT	\$	660.00



## Section V



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

**Mark R. Riopelle**  
*Executive Director-Superintendent*

**John M. Hudzik**  
*Field Service Manager*  
*Primary Distribution Operator*

**Debra H. Vinal**  
*Treasurer*

May 10, 2021

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 8, 2021 at the Dracut High School Auditorium, 1540 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 9:06 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 dismiss Article #1 as the election is being held today, May 8, 2021 and results are not yet available.

Submitted by Kathleen Graham, District Clerk

**ARTICLE #2:**

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

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, 2020 certified amount of One Million Three Hundred Sixty-Five Thousand Four Hundred Twenty Nine dollars (\$1,365,429.00) as follows:

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

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

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

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

**ARTICLE #7:**

Unanimously, the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) for Out of State Travel for the ensuing Fiscal Year beginning on July 1, 2021 to be expended as follows:

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

**ARTICLE #8:**

Unanimously, the District voted to authorize the Treasurer to enter into compensating balance agreements during the Fiscal Year beginning July 1, 2021, 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 Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected for the Undersized Water Mains and Valves Account as established by the Board of Water Commissioners in FY 2003 for the period collected Fiscal Year 2020 said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves;

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

**ARTICLE #10:**

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

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

**ARTICLE #11:**

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

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 Five Thousand dollars (\$5,000.00).

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 Four Thousand dollars (\$4,000.00) 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 Six Hundred dollars (\$600.00).

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

**ARTICLE #13:**

Unanimously, the District voted to transfer from the System Development Fee (SDF) account Ninety-Three Thousand dollars (\$93,000.00) as follows:

Repair and Replacement System	Account:	\$93,000.00
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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 the amount of Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY 2016 for the period collected Fiscal Year 2020, said funds to be used to replace, repair, and upgrade infrastructure.

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

**ARTICLE #15:**

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, 2021 and to make appropriations for the same.

**ARTICLE #15 (Cont'd):**

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

**ARTICLE #16:**

Unanimously, the District voted to transfer from the Debit & Liability account fund Fourteen Thousand Nine Hundred Thirty-Two dollars (\$14,932.00) into the existing Repair & Replace Distribution System account and close the Debt & Liability Account.

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 fund Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) into the existing Repair & Replace Distribution System Account.

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

**ARTICLE #18:**

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

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

**ARTICLE #19:**

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

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

**ARTICLE #20:**

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

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

**ARTICLE #21:**

Unanimously, the District voted to adopt the outdoor water conservation requirements as follows:

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

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

**ARTICLE #22:**

Unanimously, the District voted to amend the 11.16A Personnel Bylaw for new employees only the section titled **VACATION PROVISIONS** by deleting

Six Months

One Year

5 Days

And inserting the bold text below;

**VACATION PROVISIONS:**

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



**ARTICLE #22:**

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

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

This by law shall only affect employees hired after the May 8<sup>th</sup> 2021 annual meeting.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #23:**

By 2/3rds Majority (Moderator called for a raise of hands vote. Four (4) in favor; Eight (8) opposed), Articles #23 failed.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners did not make a recommendation  
Superintendent recommends approval

**ARTICLE #24:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #25:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #26:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #27:**

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

Or act in any other way relative.

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

**ARTICLE #28:**

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

Submitted By Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

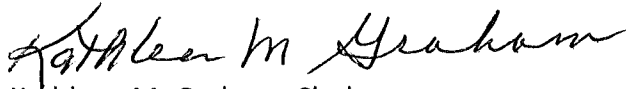
**ARTICLE #29:**

By 2/3rds Majority Voice Vote (clearly heard and so called by the Moderator) the District voted to amend the Personnel By-Law section 11.16A titled **HOLIDAYS** by adding the newly recognized State Holiday of June 19<sup>th</sup>;

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

A motion from the floor was made and seconded to adjourn the DWSD 2021 Annual District meeting at 9:39 AM. Motion passed unanimously. The DWSD 2021 Annual District Meeting was adjourned by the Moderator at 9:39 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



*Commissioners*

**Robert E. Corey**

**William L. Morin**

*Chairman – William “Zee” Zielinski*

**Michael Sheu**

*Superintendent*

**Lynn Newhouse**

*Treasurer*

February 2, 2022

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

**Re: DWSD May 8, 2021 Annual Meeting Vote, Revised to include clarification of 2/3rds majority vote, ARTICLE #19**

Dear Ms. Handy,

The Annual Meeting of the Dracut Water Supply District was held on Saturday, May 8, 2021 at the Dracut High School Auditorium, 1540 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 9:06 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

February 2, 2022

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

**Re: DWSD May 8, 2021 Annual Meeting Vote, Revised to include clarification of 2/3rds majority vote, ARTICLE #19**

Dear Ms. Handy,

The Annual Meeting of the Dracut Water Supply District was held on Saturday, May 8, 2021 at the Dracut High School Auditorium, 1540 Lakeview Avenue, Dracut, MA. Moderator Peter Natsios called the meeting to order at 9:06 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 dismiss Article #1 as the election is being held today, May 8, 2021 and results are not yet available.

Submitted by Kathleen Graham, District Clerk

**ARTICLE #2:**

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

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, 2020 certified amount of One Million Three Hundred Sixty-Five Thousand Four Hundred Twenty Nine dollars (\$1,365,429.00) as follows:

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

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

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

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

**ARTICLE #7:**

Unanimously, the District voted to raise and appropriate or transfer from the Water Revenue Account the amount of Fourteen Thousand dollars (\$14,000.00) for Out of State Travel for the ensuing Fiscal Year beginning on July 1, 2021 to be expended as follows:

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

**ARTICLE #8:**

Unanimously, the District voted to authorize the Treasurer to enter into compensating balance agreements during the Fiscal Year beginning July 1, 2021, 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 Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected for the Undersized Water Mains and Valves Account as established by the Board of Water Commissioners in FY 2003 for the period collected Fiscal Year 2020 said funds to be used to replace, repair and upgrade as determined by the Superintendent any 2" and undersized mains and valves;

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

**ARTICLE #10:**

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

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

**ARTICLE #11:**

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

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 Five Thousand dollars (\$5,000.00).

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 Four Thousand dollars (\$4,000.00) 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 Six Hundred dollars (\$600.00).

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

**ARTICLE #13:**

Unanimously, the District voted to transfer from the System Development Fee (SDF) account Ninety-Three Thousand dollars (\$93,000.00) as follows:

Repair and Replacement System	Account:	\$93,000.00
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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 the amount of Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) which represents 5% of the funds collected, to the Infrastructure Account as established by the Board of Water Commissioners in FY 2016 for the period collected Fiscal Year 2020, said funds to be used to replace, repair, and upgrade infrastructure.

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

**ARTICLE #15:**

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, 2021 and to make appropriations for the same.

**ARTICLE #15 (Cont'd):**

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

**ARTICLE #16:**

Unanimously, the District voted to transfer from the Debit & Liability account fund Fourteen Thousand Nine Hundred Thirty-Two dollars (\$14,932.00) into the existing Repair & Replace Distribution System account and close the Debt & Liability Account.

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 fund Two Hundred Twenty-Seven Thousand One Hundred Forty-Three dollars (\$227,143.00) into the existing Repair & Replace Distribution System Account.

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

**ARTICLE #18:**

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

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

**ARTICLE #19:**

By 2/3rds Majority voice vote clearly heard and so declared by the Moderator, the District voted to appropriate a sum of money, not to exceed Eight Million Fifty-Five Thousand dollars (\$8,055,000.00) to pay costs of making various water system improvements, and for the payment of all other costs incidental and related thereto, to determine whether this amount shall be raised by borrowing (including the borrowing of all or any portion of these funds through the Massachusetts Clean Water Trust).

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

**ARTICLE #20:**

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

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

**ARTICLE #21:**

Unanimously, the District voted to adopt the outdoor water conservation requirements as follows:

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

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

**ARTICLE #22:**

Unanimously, the District voted to amend the 11.16A Personnel Bylaw for new employees only the section titled **VACATION PROVISIONS** by deleting

Six Months                      One Year                      5 Days

And inserting the bold text below;

**VACATION PROVISIONS:**

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

**ARTICLE #22 (Cont'd):**

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

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

This by law shall only affect employees hired after the May 8<sup>th</sup> 2021 annual meeting.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #23:**

By 2/3rds Majority (Moderator called for a raise of hands vote. Four (4) in favor; Eight (8) opposed), Articles #23 failed.

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners did not make a recommendation  
Superintendent recommends approval

**ARTICLE #24:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #25:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #26:**

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

Submitted by Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #27:**

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

Or act in any other way relative.

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

**ARTICLE #28:**

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

Submitted By Michael Sheu, Superintendent  
Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval

**ARTICLE #29:**

By 2/3rds Majority Voice Vote (clearly heard and so called by the Moderator) the District voted to amend the Personnel By-Law section 11.16A titled **HOLIDAYS** by adding the newly recognized State Holiday of June 19<sup>th</sup>;

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

A motion from the floor was made and seconded to adjourn the DWSD 2021 Annual District meeting at 9:39 AM. Motion passed unanimously. The DWSD 2021 Annual District Meeting was adjourned by the Moderator at 9:39 AM.

Respectfully submitted,

A handwritten signature in red ink, reading "Kathleen M. Graham". The signature is written in a cursive style with a large initial "K".

Kathleen M. Graham, Clerk  
Dracut Water Supply District