



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

MINUTES

DECEMBER 4, 2019

The meeting was called to order at 6:45 PM

PRESENT:

Commissioners William "Zee" Zielinski/Chairman, William L. Morin/Vice-Chairman, and Robert E. Corey. Superintendent Michael K. Sheu, Field Services Manager John Hudzik, Treasurer Debbie Vinal, HR/Office Manager Kelley Chasse, District Counsel Arthur C. Sullivan Jr. and Roland L. Milliard, and Secretary Jayne Boissonneault

MINUTES:

Commissioner Corey made a motion to accept the Minutes of November 13, 2019 as presented. Seconded by Commissioner Morin. Motion passed unanimously.

The Commissioners agreed to table acceptance of the November 13, 2019 Executive Session Minutes

COMMUNITY INPUT:

None

APPOINTMENTS:

6:40 PM - Brent Dow, 625A Broadway Rd., Request for Water Service:

Brent & Dana Dow appeared before the Board to request water service for two new buildings to be located at 625A Broadway Rd; one office building with approximately 50 x 100 sq. feet for immediate use and another 50 x 100 area for future use, and one approximately 40 x 80 sq. ft. building. The developers informed the Board they already have foundation permits from the Town. The Commissioners informed Mr. Dow they would need to present their plans to the Dracut Fire Department, who will determine where hydrants need to be placed and do fire flow testing.

APPOINTMENTS:

6:40 PM - Brent Dow, 625A Broadway Rd., Request for Water Service:

Brent Dow provided the Board with the preliminary plans for the buildings, and Field Services Manager John Hudzik stated they would likely need a 1” line off the 6” service. Brent Dow informed the Board they are aware they will still need to get engineered, stamped plans for the project, and will need to get a street opening permit for the State road. The Commissioners informed the developers they would have to come back before the Board to calculate cost for the connection once they have engineered, stamped plans.

TREASURER’S REPORT:

Treasurer Debbie Vinal provided the Board with a detailed financial report ending November 30, 2019 pointing out receivables are at 43.57%, over by 1.57%, and expenses are at 34.21%, under by 7.79%.

Mrs. Vinal informed the Board she expects to receive the water bill from the City of Lowell within the next week or two. Superintendent Michael Sheu stated he expects the bill to be less than the previous bills as the District has been using less, or no water from Lowell.

Commissioner Corey made a motion to accept the Treasurer’s Report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

DISTRICT COUNSEL’S REPORT:

New Office Building Close-Out/Update – Coughlin Heirs:

District Counsel Arthur Sullivan informed the Board the Warrant Article re this property passed at Town Meeting. The Town will be requesting proposals in January as required by Chapter 30B, however, it is not expected anyone will bid. Attorney Sullivan suggested the Board authorize the Superintendent to submit a bid, and will provide a recommendation for an amount, adding that this will be considered disposal of surplus property. Chairman Zielinski instructed the Secretary to add bid for surplus property to the agenda for the next meeting.

DWSD Acts & Bylaws Update:

Tabled

Easement at Winding Brook Estates:

No new information to report

166 Frost Road appraisals:

Discussed in Executive Session earlier this evening. No votes were taken.

Commissioner Morin made a motion to accept District Counsel’s report as presented. Seconded by Commissioner Corey. Motion passed unanimously.

SUPERINTENDENT’S REPORT:

Tyngsboro and New Boston Well Fields:

Superintendent Michael Sheu asked that the Board vote to authorize payment for Tighe & Bond for additional services re Manganese Treatment Facility.

Commissioner Morin made a motion authorizing payment up to \$5,000 for professional engineering services relative to the acquisition of property at 166 Frost Road. Seconded by Commissioner Corey. Motion passed unanimously.

Mr. Sheu provided the Board with a report showing November’s Manganese levels from each well, pointing out Manganese levels at Well #2 and Well #3 have gradually increased.

Mr. Sheu explained DEP’s .3 mg/L maximum limit is a lifetime measure for Adults and should not be given water with manganese concentrations greater than 0.3 mg/L for more than a total of 10-days in a year for infants up to 1 year of age. The Federal limit is .4 mg/L. If the District sees .3 mg/L detected in the water, we must report it to the consumers. Commissioner Morin pointed out there is more than 0.3 mg/L of Manganese in infant formula.

Distribution System:

2083 Bridge Street:

Mr. Sheu informed the Board the water connection work for this project (A.L. Prime) was completed on 11/22/19, however pressure and bacteria tests still need to be completed prior to activating this water main.

Commissioner Corey made a motion to accept the Superintendent’s report as presented. Seconded by Commissioner Morin. Motion passed unanimously.

OLD BUSINESS:

Tighe & Bond – Master Plan:

Mr. Sheu reported DEP will be on site for the Biological Treatment Pilot Test scheduled for 12/09/19 AM.

State Revolving Fund:

Mr. Sheu provided the Board with simple calculations to show the impact on the District’s budget for a proposed Water Treatment Plant, Water Mains and Tanks improvements. The conclusion is that the DWSD would be 100% self-sufficient, and would be able to shut down four pumping stations, a savings of \$617,100 vs calculated SRF payment of \$300,890. Mr. Sheu stated it is very cost effective to move forward with this proposal.

Mass DEP Asset Management Grant Application:

Mr. Sheu reported Tighe & Bond is assisting the District in applying for this \$100,000 Asset Management Grant, and we should know by Christmas whether or not the District will be awarded the Grant.

NEW BUSINESS:

Meeting with the Town of Tyngsboro:

The Commissioners agreed they would meet with the Town of Tyngsboro in late February in order to provide a more thorough presentation.

Proposal of 19-Lot Open Space Subdivision at 52A Avis Avenue:

Mr. Sheu informed the Board the applicant has just filed an application with the Town of Dracut for a residential 19 lot subdivision. Mr. Sheu informed the Board he notified the applicant via the Dracut Planning Board that water is available, and the applicant is required to submit the plans to the District, and attend a DWSD meeting to present their plans to the Board of Commissioners for review.

Update System Development Fee:

HR/Office Manager Kelley Chasse presented the Board with an Application for New Residential Water service. Mrs. Chasse stated this application would be in keeping with the District's goal in basing the SDF fees on the size of the service while addressing number of units. For example, Mrs. Chasse pointed out the proposed affordable housing project off of Bridge Street would be \$30,000 for a 2" service, plus an additional 59 units @ \$3,500/unit (plus tap fees), approximately \$240,000 vs. \$450,000. This proposed new water service application would eliminate the need for developers to go to the legislative body to vote to reduce SDF fees, as fees would be more affordable and consistent.

District Counsel Roland Milliard stated Mrs. Chasse did an excellent job to solve a problem that has existed for several years in calculating SDF fees as well as solving issues caused by having to wait until Annual Meeting for the legislative body to vote. District Counsel Arthur Sullivan added the District will need to address hotel/rehabilitation development SDF fees separately.

Commissioner Morin made a motion to accept the "Application for New Commercial and Residential Water Service" amended as follows: Mrs. Chasse will add an * after the words "dwelling unit" just above the table, and change the title to "Application for New Commercial and Residential Water Service". Seconded by Commissioner Corey. Motion passed unanimously.

The Commissioners thanked Mrs. Chasse again for a great job.

Lien Policy:

HR/Office Manager Kelley Chasse informed the Board the Registry of Deeds will be increasing their fees the end of January from \$75/\$75 to \$105/\$105 (to add a lien, and to take remove a lien) and suggested the District, therefore, increase their fees as well.

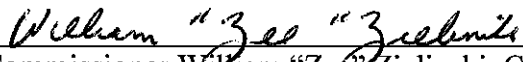
Commissioner Corey made a motion to increase the DWSD's lien policy from \$210 to \$260 effective January 1, 2020. Seconded by Commissioner Morin. Motion passed unanimously.

Meeting Schedule

Chairman Zielinski announced the next meetings are scheduled as follows:

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| Wednesday, December 18, 2019 | Regularly Scheduled Meeting
5:30 PM Main Office Building/Conference Rm |
| Wednesday, December 18, 2019 | Executive Session Meeting for the purpose of
Discussing real estate acquisition and legal strategy
thereto
6:00 PM Main Office Building/Conference Rm |

Commissioner Corey made a motion to adjourn the meeting at 7:55 PM. Seconded by Commissioner Morin. Motion passed unanimously.



Commissioner William "Zee" Zielinski, Chairman



Commissioner William L. Morin, Vice Chairman



Commissioner Robert E. Corey