



*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

**OCTOBER 30, 2019**

The meeting was called to order at 6:38 PM

### **PRESENT:**

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

### **ABSENT:**

Commissioner Robert E. Corey

### **MINUTES:**

Tabled to the next meeting with a full Board present

### **COMMUNITY INPUT:**

None

### **APPOINTMENTS:**

#### **6:40 PM - Steven Joncas, Water Connection at 1530 Bridge Street/144 Greenmont:**

Steven Joncas of Common Ground Development Corporation informed the Board Common Ground Development is proposing an Affordable Housing project to be located at 144 Greenmont Avenue (the former Richardson Farm). Mr. Joncas stated the Town of Dracut has a need for affordable housing, and recently voted to budget \$3M toward this project from Community Preservation Funds. DHCD's next pre-application round is due November 25<sup>th</sup>, and Mr. Joncas and Susan Carter from PLACES Associates, Inc., are here this evening to present the plan and see what the DWSD will require for water connection, should this project get through DHCD's application selection process. Mr. Joncas informed the Board 54 applications were submitted for the last round, 30 of which were "hold-overs" from previous round, emphasizing the competition for funding 40B projects.

**APPOINTMENTS (Cont'd):**

**6:40 PM - Steven Joncas, Water connection at 1530 Bridge Street/144 Greenmont:**

Mr. Joncas reported the proposed project would consist of 60 (54 one-bedroom and 6 two-bedroom) units. Susan Carter stated utilities only would be going out to Bridge Street. The building would be three stories, with a 2" line for water service and fire protection. Commissioner Zielinski informed Mr. Joncas and Ms. Carter the District would have to see the engineered plans to be sure a 2" line is adequate for the three-story building.

Ms. Carter asked if a gravel roadway would be acceptable as an easement from Bridge Street. The Commissioners made it clear the District does not encourage easements, and would require a written perpetual maintenance agreement should an easement be granted.

Discussion ensued regarding connecting from the 12" main on Bridge Street to a 6" line. Field Services Manager John Hudzik stated the District has not authorized a 6" line for similar projects in the past, and should require an 8" line for this project as well. All agreed the water connection should be looped.

Mr. Joncas and Ms. Carter were provided with a copy of the District's fee schedule. Both asked if there is any flexibility on the fees, as the proposed project is an affordable senior housing project. Attorney Milliard explained how the fee schedule was created in an effort to provide consistency and certainty. Kelley Chasse will update the fee schedule on the District's website. The Commissioners informed Mr. Joncas and Ms. Carter they could apply for a waiver by submitting an article to be placed on the DWSD Annual Meeting Warrant, to be voted on at the Annual Meeting. Mr. Joncas and/or Ms. Carter will contact the Superintendent for details about the DWSD's 2020 Annual Meeting.

**DISTRICT COUNSEL'S REPORT:**

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

District Counsel Arthur Sullivan informed the Board this matter is on the Town Meeting Warrant for November.

**DWSD Acts & Bylaws Update:**

Tabled

**Easement at Winding Brook Estates:**

Nothing new to report

**DISTRICT COUNSEL'S REPORT (Cont'd):**

**166 Frost Road appraisals:**

District Counsel informed the Board there has been no response from the property owner. Superintendent Michael Sheu informed the Board he received another call from the Veteran's agent on behalf of the property owner. The Commissioners instructed the Superintendent, if the Veteran's agent continues to call, to refer him to District Counsel.

Tighe & Bond has been contacted to begin the Eminent Domain process. The process takes approximately four months. Chairman Zielinski instructed the Secretary to post an Executive Session meeting for November 13<sup>th</sup> for the purpose of discussing the acquisition of property.

**Hearthstone Lane – Total cost to the District:**

District Counsel was please to present the DWSD with a check in the amount of \$7,000 as reimbursement by the developers of Hearthstone Lane as payment for booster pumps installed by the DWSD. The Commissioners thanked District Counsel for their persistence and success in this matter. Attorney Milliard asked that the check be held until District Counsel files a stipulation of dismissal with the court, which is expected to be filed on Friday, November 1<sup>st</sup>. Kelley Chasse will hold the check until she gets the okay to deposit from District Counsel.

Commissioner Morin made a motion to accept District Counsel's report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

**SUPERINTENDENT'S REPORT:**

**Tyngsboro and New Boston Well Fields:**

Superintendent Michael Sheu reported Tighe & Bond has made their recommendation to install a new Well #5 at 4-19. A proposal has been submitted to DEP for review.

**New Boston Well Field:**

Mr. Sheu reported Maher has performed the chemical redevelopment of New Boston Well #1, however, this well is currently off line due to high Manganese (Mn) detection. The well is being flushed and Manganese levels monitored. Once the Mn levels meet DEP requirements, the well will be placed back on line.

**Distribution System:**

**Mass Legislature – Bill No. 1988:**

Mr. Sheu provided the Board with an update relative the Bill # 1988, an Act relative to utilities, smart meters, and ratepayers' rights.

**SUPERINTENDENT’S REPORT (Cont’d):**

**2083 Bridge Street:**

Mr. Sheu reported A. L. Prime began work on the water connection for this project on October 23, 2019.

Commissioner Morin made a motion to approve the Superintendent’s Report as presented. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor; Commissioner Corey absent.

**OLD BUSINESS:**

**Tighe & Bond – Master Plan:**

Mr. Sheu reported the Biological Treatment Pilot Test began on October 7, 2019.

**State Revolving Fund:**

Nothing new to report

**Proposal of Operating Kenwood Water System:**

Tabled

**OPEB:**

Tabled

**Staff Salary Adjustment:**

Mr. Sheu provided the Board with a copy of the AWWA Compensation Survey for medium sized water utilities, showing that the DWSD’s pay scale is lower than average compared to other similar water systems, and asked that they review the information provided for discussion at the next meeting. The Commissioners asked that Mr. Sheu add surrounding Towns such as Pepperell, Acton, Chelmsford, Tewksbury, & Tyngsboro, as requested at the last meeting.

**NEW BUSINESS:**

**Employee Handbook/Policies:**

The Superintendent, HR/Office Manager, District Counsel, District Clerk, and Board of Commissioners continue to work on updating the DWSD Employee Handbook, Policies and Procedures at duly posted Bylaw Subcommittee meetings. No new policies were voted on at this evening’s Bylaw Subcommittee meeting.

**Mass DEP Asset Management Grant Application:**

Tabled

**NEW BUSINESS (Cont'd):**

**Mass DEP/Assessment Rate Structure:**

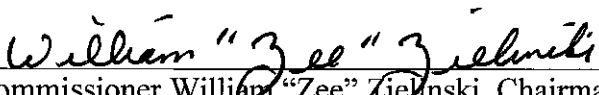
Mr. Sheu provided the Board with copies of DEP's Safe Drinking Water Act Assessment for Fiscal Year 2021, to be billed in December, 2020.


**Meeting Schedule**

Chairman Zielinski announced the next meetings are scheduled as follows:

- |                              |   |
|------------------------------|---|
| Wednesday, November 13, 2019 | Bylaw Subcommittee Meeting<br>5:30 PM Main Office Building/Conference Rm                        |
| Wednesday, November 13, 2019 | Executive Session Meeting/Acquisition of Property<br>6:00 PM Main Office Building/Conference Rm |
| Wednesday, November 13, 2019 | Regularly Scheduled Meeting<br>6:30 PM Main Office Building/Conference Rm                       |
| Wednesday, December 4, 2019  | Bylaw Subcommittee Meeting<br>5:30 PM Main Office Building/Conference Rm                        |
| Wednesday, December 18, 2019 | Regularly Scheduled Meeting<br>6:30 PM Main Office Building/Conference Rm                       |

Commissioner Morin made a motion to adjourn the meeting at 7:40 PM. Seconded by Commissioner Zielinski. Motion passed two to one; Commissioners Zielinski and Morin in favor, Commissioner Corey absent.

  
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Commissioner William "Zee" Zielinski, Chairman

  
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Commissioner William L. Morin, Vice Chairman