

**Warrant  
Dracut Water Supply District  
Election  
May 4, 2024**

Commonwealth of Massachusetts  
County of Middlesex ss.

To: Jayne Boissonneault, 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 4, 2024 then and there to bring in the votes to elect the officers for the following District Offices under article one of the Annual Meeting Warrant:

One (1) Commissioner for a term of three years  
One (1) Moderator 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 Monday, May 6, 2024, commencing at 7:00 PM 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, 5, & 6A  
Precincts 2, 3, 6, 7, & 9  
Precincts 4 & 8

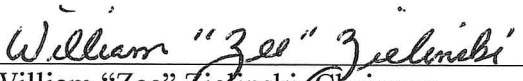
Senior Citizens's Center, 951 Mammoth Rd.  
Richardson Middle School, 1570 Lakeview Ave.  
Parker Memorial Library, 28 Arlington St.

Additionally by posting at the Dracut Town Hall Lobby and District Offices

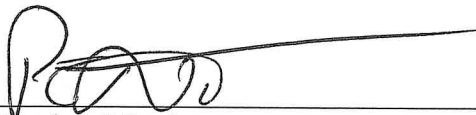
Hereof fail not and make due of this warrant with your doings thereon to the Water Commissioners at the time and place of the meeting as aforesaid

Given our hands this 10th day of April, 2024:

DRACUT WATER SUPPLY DISTRICT BOARD OF WATER COMMISSIONERS:

  
\_\_\_\_\_  
William "Zee" Zielinski, Chairman

  
\_\_\_\_\_  
Leslie Gay Corey, Vice Chairman

  
\_\_\_\_\_  
Peter Natsios, Member

I have this 11<sup>th</sup> day of April, 2024 posted the attested copies of the above Warrant at the following places as designated in the By-Law of the Dracut Water Supply District:

Precincts 1, 5, & 6A

Precincts 2, 3, 6, 7, & 9

Precincts 4 & 8

Senior Citizens's Center, 951 Mammoth Rd.

Richardson Middle School, 1570 Lakeview Ave.

Parker Memorial Library, 28 Arlington St.

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:

  
\_\_\_\_\_  
Constable

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**Article #1:**

To see if the District will vote to bring in the vote for Water Commissioner for a term of three (3) years and Moderator 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*

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**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 Eight Hundred Ninety-Six Thousand and Thirty-Five Dollars (\$5,896,035.00) to defray costs for the ensuing fiscal year beginning on July 1, 2024 to be expended as follows:

Salary, Wages and Benefits Account	\$1,618,364.09
Operations Expenses	\$4,277,670.91
Total	\$5,896,035.00

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval*

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**Article #6:**

To see if the District will vote to transfer from "Free Cash" July 1, 2023 certified amount of One Million Seven Hundred Thirty-One Thousand Two Hundred and Ninety-Seven Dollars (\$1,731,297.00) as follows:

Middlesex Pension Reserve Payment	\$ 339,094.00
OPEB	\$ 100,000.00
Undersized Water Main Account	\$ 450,000.00
General Stabilization	\$ 842,203.00
<hr/>	
Total	\$ 1,731,297.00

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 authorize the Treasurer to enter into compensating balance agreements during the fiscal year beginning July 1, 2024, as permitted by MGL 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*

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**Article #8:**

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 #9:**

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, 2024, 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 #10:**

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*

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**Article #11:**

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 #12:**

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 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, 2024 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*

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**Article #14:**

To see if the District will vote to transfer from the Accrued Sick Leave Fund Forty-Three Thousand and Eighty-One Dollars (\$43,081.00) 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.**

**Article #15:**

To see if the District will vote to transfer from the Accrued Vacation Leave Fund Eleven Thousand Three Hundred Twenty-Five Dollars (\$11,325.00) 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 #16:**

To see if the District will vote to appropriate all sums over \$150,000 recovered under the terms of any insurance policy and any other proceeds paid to the District in connection with any losses suffered by the District;

Or act in any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

*Board of Water Commissioners Recommend Approval  
Superintendent Recommends Approval*



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**Article #17:**

To see if the District will vote to amend the Bylaw in Section 10.4.24 WORK WEEK by inserting the bold and underlined text below;

The workweek shall be defined **as thirty-seven and a half (37.5) regularly scheduled hours for the office staff in one week** and forty (40) regularly scheduled hours **for the field staff** in one week. The workweek shall be as established by the Superintendent and approved by the Board of Commissioners from time to time. 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 Recommend Approval  
Superintendent Recommends Approval*

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

**Article #18:**

To see if the District will vote to amend the Bylaw section 5.2 titled DEMOLITIONS from the Existing By-Law to the Proposed By-Law;

***Existing By-Law***

**SECTION 5.2 DEMOLITIONS** Discontinuance of a water service due to the demolition of said structure would require the termination of the Water Service at the main. All costs relating to this will be the sole responsibility of the owner of said property. Any new construction on said property requires a new service installation, fees, etc. Refer to Section 1 and Section 4 of the Dracut Water Supply District By Laws.

Except in such circumstances that the customer shall be restoring the water service to the current required standards. In such case when the water service is being restored and not for expansion beyond the pre-demolition use there shall not be assessed a system and development fee. The customer shall be responsible for all inspectional fees as well as water shut off and turn on charges. Any outstanding bill shall be paid in full and current prior to system re-connection.

The service termination to the main may be waived in the field by the Field Operator if it is determined that the curb box to the main condition is such that replacement to the main is not necessary. The decision of the Field Operator shall be final.

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In the event, however, that the new service after demolition is serving a need in excess of the pre-demolition condition the old service shall be replaced back to the main.  
(Note: in all instances when flare fittings are encountered it shall be required to be changed out)

Prior to demolition the applicant shall under the direction of the Water District staff disconnect the line so as to avoid any demolition damage to the existing service. All services must be replaced to the curb box and renewed to the new construction in the event that the foundation is raised. The applicant shall be subject to inspectional charges for all phases of demolition regarding the water service line work. Any demolition that occurs without inspectional services by the District shall require complete replacement of the service line from the home to the main at the owner's expense.

***Proposed Bylaw***

*(Note-newly added language is **bold and underlined**)*

**SECTION 5.2 DEMOLITIONS** Discontinuance of a water service due to the demolition of said structure would require the termination of the Water Service at the main. All costs relating to this will be the sole responsibility of the owner of said property. **Any demolition and any new construction as a result requires a new System Development Fee. The owner shall be responsible for all System Development Fees, water shut off and turn on charges at the rate in place at the time of reconnection.**

Prior to demolition, the applicant shall, under the direction of the Water District **Superintendent**, disconnect the line **at the main** to avoid any demolition damage. All services must be renewed **back to the main**. The applicant shall be subject to inspectional charges for all phases of demolition regarding the water service line work. Any demolition that occurs without inspectional services by the District shall require complete replacement of the service line from the property to the main at the owner's expense.

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

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**Article #19:**

To see if the District will vote to amend the Bylaw Section 4.7 FIRE SERVICE CONNECTION FEE from the Existing By-Law to the Proposed By-Law;

***Existing Bylaw***

**SECTION 4.7 FIRE SERVICE CONNECTION FEE**

Any person wishing to connect to the public water supply for the purposes of fire protection shall:

1. When connecting for Fire Protection Only and not a water user, shall pay the amount of the full system and development fee along with the Annual Sprinkler charge.
2. When presently a customer with the District the applicant shall pay a sprinkler connection charge equal to the Annual Sprinkler charge plus the yearly sprinkler charge for the year or any part thereof.
3. New Applications for Water Service and Sprinkler connections shall pay a full system and development fee plus 2 times the Sprinkler annual charge to connect.
4. Sprinkler charges are set by diameter of the sprinkler line

Note: All Sprinkler charges are as set from time to time. System and development fees shall be as set by the Annual District Meeting.

Any existing businesses that must retrofit in order to meet new State Regulations relative to sprinkler connection shall be exempt from this fee

***Proposed Bylaw***

*(Note-newly added language is **bold and underlined**)*

**SECTION 4.7 FIRE SERVICE CONNECTION FEE**

**If a request is granted to install a new tap into a main of the public water supply for the purpose of fire protection, the charge shall be a fire service connection fee together with an annual sprinkler charge.**

Sprinkler charges are set by diameter of the sprinkler line.

All Sprinkler charges are as set from time to time **by the Board of Commissioners.**

Or act in any other way relative thereto.

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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.**

**Article #20:**

To see if the District will vote to amend the Bylaw Section 4.8 SEPARATE UNITS from the Existing By-Law to the Proposed By-Law;

***Existing Bylaw***

**SECTION 4.8 SEPARATE UNITS**

Any service currently connected to the system that provides water to two or more separate residential and/or commercial units may be converted to separately metered services for each existing unit at a fee of \$1,200.00 per unit; each such unit shall, however, have a separate service line from the main. Any unit in the same structure that has not been occupied for at least one year prior to application shall pay the System Development Fee then in effect.”

***Proposed Bylaw***

*(Note-newly added language is **bold and underlined**)*

**SECTION 4.8 SEPARATE UNITS**

Any service currently connected to the system that provides water to two or more separate residential and/or commercial units may be converted to separately metered services, provided that **each additional unit shall pay a fee equal to 50% of the current System Development Fee and** each such unit shall **have or install** a separate service line from the main.

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

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**Article #21:**

To see if the District will vote to amend the below section of 10.4.10 Personnel Bylaw VACATION PROVISIONS from the Existing By-Law to the Proposed By-Law;

***Existing By-Law***

**10.4.10 VACATION PROVISIONS:**

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

The District shall take into consideration crediting prior Massachusetts Municipal or Government experience when calculating length of service for vacation weeks not to exceed fifteen (15) days. If fifteen (15) days is granted, additional vacation time will be earned after ten (10) years of employment with Dracut Water Supply District.

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

***Proposed Bylaw***

**10.4.10 VACATION PROVISIONS:**

Vacation Leave shall be granted on July 1 to all full-time employees of the District (based on full-time service): Employees who work one (1) full year shall be granted the below vacation hours at the start of the fiscal year based upon length of service. Employees who have less than one (1) year of employment shall accrue vacation time monthly according to their scheduled work week referenced in 10.4.24 WORK WEEK:

The District shall take into consideration crediting prior Massachusetts Municipal or Government experience when calculating length of service for vacation weeks not to exceed 3 weeks. If 3 weeks are granted, additional vacation time will be earned after ten (10) years of employment with Dracut Water Supply District.

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<b>More than</b>	<b>Less than</b>	<b>Field Staff</b>	<b>Office Staff</b>
One Year	Five Years	80 Hours	75 Hours
Five Years	Ten Years	120 Hours	112.50 Hours
Ten Years	Fifteen Years	160 Hours	150 Hours
Fifteen Years	Twenty Year	200 Hours	187.50 Hours
Twenty Years +		240 Hours	225 Hours

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 #22:**

To see if the District will vote to amend section 10.4.11 Personnel Bylaw SICK LEAVE from the Existing By-Law to the Proposed By-Law;

***Existing By-Law***

**10.4.11 SICK LEAVE:**

Employees occupying full-time positions shall be allowed, by the Superintendent/Director, sick leave pay for a period of fifteen (15) days per fiscal year, provided said sick leave is caused by illness or injury or contagious disease. Employees who work one (1) full year shall be granted fifteen (15) days at the start of the fiscal year. Employees who have less than one (1) year of employment shall be granted one and one-fourth (1 1/4) days per month.

***Proposed Bylaw***

**10.4.11 SICK LEAVE:**

Employees occupying full-time positions shall be allowed, by the Superintendent, sick leave pay for a period of **120 hours for field staff and 112.50 hours for office staff** per fiscal year, provided said sick leave is caused by illness or injury or contagious disease. Employees who work one (1) full year shall be granted sick leave at the start of the fiscal year. Employees who have less than one (1) year of employment shall accrue sick time monthly according to their scheduled work week referenced in 10.4.24 WORK WEEK:

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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 #23:**

To see if the District will vote to amend section 10.4.12 Personnel Bylaw SICK TIME from the Existing By-Law to the Proposed By-Law;

**Existing By-Law**

**10.4.12 SICK TIME:**

Employees may accrue up to 60 days sick time. That the District shall reimburse at the rate of pay of each employee for sick time accrued in a year beyond 60 days. This payment shall be made at the last pay period of the fiscal year in which said sick time was earned. The District shall as part of this plan offer long term disability insurance with a 60 day waiting period. Contribution to the plan shall be in the amounts as covered in the General Health Care plan.

(Note: Any employee who presently has accrued more than sixty days shall have the option to carry over said amount. This shall be noted in the personnel record of the employee.

In the event an employee with sick time accrued beyond 60 days (and noted in the personnel file) wishes to buy-back the excess days, said employee shall notify the Superintendent in the year prior to the fiscal year in which the payment shall be made.)

The Superintendent shall provide for normal budget buy-backs for all employees who will exceed the 60-day sick time limit in each fiscal year budget.

The Superintendent may at his/her discretion fund buy-backs in the current fiscal year if budgetary considerations would allow. That the employee shall and this by-law will reflect unlimited accrual should the District fail to fund long term disability.

***Proposed Bylaw***

**10.4.12 SICK TIME:**

Employees may accrue up to 480 hours for field staff and 450 hours for office staff of sick time. That the District shall reimburse at the rate of pay of each employee for sick



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time accrued in a year beyond 480/450 hours. This payment shall be made at the last pay period of the fiscal year in which said sick time was earned. The District shall as part of this plan offer long-term disability insurance with a 60 day waiting period. Contribution to the plan shall be in the amounts as covered in the General Health Care plan.

The Superintendent shall provide for normal budget buy-backs for all employees who will exceed the sick time limit in each fiscal year budget.

The Superintendent may at his/her discretion fund buy-backs in the current fiscal year if budgetary considerations would allow. That the employee shall and this by-law will reflect unlimited accrual should the District fail to fund long term disability.

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 #24:**

To see if the District will vote to amend section 10.4.19 Personnel Bylaw PERSONAL LEAVE from the Existing By-Law to the Proposed By-Law;

***Existing By-Law***

**10.4.19 PERSONAL LEAVE:**

Upon completion of one (1) year of employment with the District employees shall be granted three 3 days personal leave each year, non-cumulative, for the purpose of conducting personal business which cannot be conducted outside of working hours. Employees covered by this By-Law will not be questioned by any superior as to the nature of the use of personal days. Notification to the District will be the same as for sick leave.

***Proposed By-Law***

**10.4.19 PERSONAL LEAVE:**

Upon completion of one (1) year of employment with the District employees shall be granted the following hours of personal leave each year, non-cumulative, for the purpose of conducting personal business which cannot be conducted outside of working hours. Employees covered by this By-Law will not be questioned by any superior as to the



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nature of the use of personal days. Notification to the District will be the same as for sick leave.

Field Staff – 24 hours  
Office Staff – 22.5 hours

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 #25:**

To see if the District will vote to allow two non-governmental wireless communications facilities at the site of the K Street water storage tank.

Or act any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

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

**Article #26:**

To see if the District will vote, pursuant to Chapter 40 Section 5B of the MGL, to establish a special purpose stabilization fund for money received from judgments or settlements in litigations or claims from the Public Water Provider Settlements in the AFFF Multi-District Litigation No. 2873.

Or act any other way relative thereto.

Submitted by Michael Sheu  
Superintendent

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