



OFFICE OF THE  
WATER DEPARTMENT  
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## **WATER DEPARTMENT AGENDA**

**DATE:** Tuesday – February 22, 2011 – downstairs at the Dunstable Town Hall - 7:00pm

### **SCHEDULED ITEMS**

#### **OLD BUSINESS**

Accept minutes of January 13, 2011 meeting  
Review and sign monthly bills  
Sign Payroll  
Review breakdown of finances for FY2011  
Update on money owed to the Water Department

#### **NEW BUSINESS**

Sanitary Survey class held on November 23<sup>rd</sup> – Secretary attended  
Class – June 14<sup>th</sup> – Rate Setting & Collections – Littleton

#### **FYI/Reminder**

Meeting with Finance Committee regarding Fiscal Year 2012 Budgets – 7:00pm

#### **MAIL**

Water & Wastes Digest  
Premier Laboratory Brochure  
N.E. Water Works classes  
Mass Coalition classes  
Apollo Safety letter  
Rural Matters Magazine

#### **FUTURE BUSINESS**

Rate increase/discounts  
Tie-in drawings  
O&M document  
Security Vulnerability Form  
Emergency Response Plan – combine documents

**Next meeting:** Tuesday, March 22, 2011– 7:00pm–downstairs at the Dunstable Town Hall