



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
waterdept@dunstable-ma.gov

## **Water Department Minutes** **March 23, 2010**

Meeting was called to order by Chairman, Karl Huber at 6:50pm  
Members present: Peter Georges and Don Pottle (7:48pm)  
Meeting held: At the Dunstable Town Hall, lower level

Bob Gamache, who is interested in joining the Water Board, was also in attendance.

### **Meeting Minutes**

Peter made a motion to approve the minutes, as submitted, from the February 23rd meeting.  
Karl 2<sup>nd</sup> the motion. – Motion passed.

### **Bills**

The Board signed off on invoices totaling \$1,925.73 for the month of March.

### **Review Breakdown of Finances for FY2010**

The Board reviewed the financial report.

### **Update on money owed to the Water Department**

The Secretary told the Board that currently there is \$1,466.00 outstanding in water receipts. Late bills were mailed on March 15th.

### **Stantec – Jeff Faulkner**

Jeff Faulkner from Stantec attended the meeting at the request of the Water Board to discuss the proposal for the alarm system and the replacement of the hydropneumatic tanks. Mr. Faulkner presented the engineering agreements for the two projects.

### **Pond Street Tank Project**

Mr. Faulkner explained the procedure for the project which starts with a visit to the facility to design plans and specifications for the bladder tank system. These CAD plans will be presented to the Water Board for review and approval. Proper paperwork will be submitted to DEP for approval. Stantec will assist the department with the three written bid proposals. Karl asked about the sizing of the bladder tanks for our system. Jeff said that the bladder tanks will be adequate for the department's needs. Once a contractor is chosen by the department, part time construction monitoring in the way of site visits will be performed to observe construction.

Timeframe: 30-45 days for design, DEP approval may take 60 days more or less – project may be started in late summer or early fall.



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### **Telemetry Alarm Project**

Jeff explained that when he and Karl had originally spoken, they based their discussions on installing telephone lines to the pump station. The department has since decided that they would like to go with the concept of a wireless system. Karl researched the Sensaphone system which is limited to four alarm points. The Raco system allows for more which seems to be the system that would work best for the Water Department. There could be up to eleven points for the pump station and three for the hydro tank station. Jeff did say that there would be an additional cost for installing fire alarm capability, if the department decides they want to add that to the alarm point.

Peter asked about warranties. Jeff said that there is usually a 1 year warranty with the installation contractor and a 3-5 year manufacturer warranty for the equipment. Peter also asked how much of the project cost is retained. Jeff said 5%.

Timeframe: 30 days for design. Project could be started in May/June.

After discussion, Peter made the motion to go into agreement with Stantec for the engineering design of the alarm system project and the hydropneumatic tank replacement, subject to Town Counsel approval. If Town Counsel can not review the agreement by Thursday afternoon, the Board will enter into agreement without review. Karl 2<sup>nd</sup> the motion. – Motion approved.

Don Pottle arrived at the meeting 7:48pm.

Peter left meeting at 7:50pm.

### **Invoice/Payroll Authorization**

The Secretary received a notice from the Town Accountant asking for guidance on the way invoices/payroll should be handled by the department. The Board had previously discussed invoices:

The Board agreed on the following on 1/27/2009:

*Peter made a motion to give authority to allow the Chairman to sign off on invoices, outside of a meeting, up to \$575. Don 2<sup>nd</sup> the motion. – Motion passed.*

*Although not part of the motion, Peter asked if the Board agreed that in the case that an expense needed immediate authorization from the Board and the Chairman was not available, that the remaining two Board members could make the authorization. Karl and Don agreed with Peter.*

The Board agreed that with the Secretary's payroll, she may submit it to the Town Treasurer when due, without signatures. After approved by the Board the following meeting, a copy will be given to the Town Accountant.



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### **Swallow Union School**

Don asked about the pressure problems at the Swallow Union Elementary School. Karl told Don that the situation is being monitored and that he needed to talk to David Tully about this.

### **Rate Increase**

Karl asked the Secretary to get the rate schedule for the Town of Littleton for the next meeting. The Secretary said that she will also try to get the Tighe & Bond rate survey so we can compare our rates to other towns of the same size.

### **Finance Committee/Highway Meeting**

Karl mentioned that all parties (Finance Committee, Road Commissioners & Water Department) were in agreement with charging the Water Department for man hours, equipment and supplies when the department used the Highway staff/equipment. Karl said that Mike and Tom were going to put everything discussed in a memo encompassing the agreement made between the parties.

Motion was made to adjourn the meeting at 8:38pm. Motion was 2<sup>nd</sup>. – Motion passed. The next scheduled meeting of the Water Department will be held on Tuesday, April 27, 2010; at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department