



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
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## **Water Department Minutes** **September 28, 2010**

Meeting was called to order by Chairman, Karl Huber at 7:00pm  
Members present: Bob Gamache and Peter Georges  
Meeting held: At the Dunstable Town Hall, lower level

### **Meeting Minutes of August 24, 2010**

Peter made a motion to approve the minutes, as submitted, from the August 24th meeting. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Harold Simmons – Finance Committee Member**

Harold attended the meeting to discuss the Water Department's plans for a part time employee, future expansion/maintenance of the system and general finances. He told the Board that each member of the Finance Committee has been assigned to a Board in town, acting as a liaison before the upcoming budget cycle.

Harold brought up the 3<sup>rd</sup> employee that would be shared between the Highway Department and the Water Department. He said that although the new employee may save the town some money; in the long run it could cost more because of medical insurance, workers compensation, vacations, etc. More research needs to be done. Expenses such as those listed above are bared by the town, not the individual departments. Karl and Peter both asked about hiring an independent contractor to do some work for the Water Department since that person would not be eligible to receive benefits. Karl said that there are projects that need to be completed in a timely matter and there is a concern that our acting superintendent may not get them done due to commitments for the Highway Department. The Board asked the Secretary to discuss this with the Town Accountant. Harold asked what functions the employee/contractor would be required to do. Karl said, "Flushing, meter readings, meter replacement, checking on the pump station, and repairing leaks, as well as anything else that would come up". Harold then asked if the person/contractor would need any special certification. Karl said that if it is a contractor, they would most likely have the appropriate certification; however, a hired employee would be expected to pass their certification exam.

Harold also mentioned that Joe Dean claims that the water meters are not recording accurately. He said that he believes there are customers that use more water than he does, but their bills are considerably less. The Department acknowledged that there could be meters that are reading incorrectly and that the goal is to change over meters every ten years. About twenty-two meters were changed in 2007 and we have another twenty-five meters in stock, however, need to get a schedule of dates from the Acting Superintendent. After discussion, the Board asked the



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Secretary to have the Acting Superintendent install a meter at the beginning of the private drive that Mr. Dean lives at in order to monitor water usage.

Harold asked the Department if they had any capital projects coming up in the future. Karl explained that the ultimate goal was to install a storage tank. This has been mentioned in Sanitary Survey from DEP. Karl estimates that within five (5) years, DEP will mandate the department to install a storage tank. In the meantime, the department received estimates from Stantec Engineering for rehabilitating the existing hydro pneumatic tanks on Pond Street (\$66,500 plus an additional \$40,000 each if the tanks need to be relined), and installing a new 10,000 tank and building (\$392,000). A storage tank would cost around \$750,000

### **Bills**

The Board signed off on fiscal year 2011 invoices totaling \$1,355.83.

### **Payroll**

The Secretary's monthly payroll slips were signed off by the Board.

### **Review Breakdown of Finances for FY2011**

The Board reviewed the FY2011 financial report.

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

The Secretary reported that \$1,478.98 is currently owed to the department. Late bills, with interest, went out about two weeks ago.

### **Alarm/Hydro Station Update**

Alarm: Karl told Board members that the alarm box needed to be upgraded in order to get a strong signal for the alarm. Bill Anderson and Joe Rock finished the installation this week. Joe needs to work on the actual set up of phone numbers before the system can go on-line.

### **Rate Increase/Discounts**

The Secretary spoke about the e-mail she received from Jack Patch (Mass Rural Water) regarding split rates, senior rates and rates for municipal buildings.

- 1) **Split rates:** Some towns do have split rates (residential vs. commercial), however, there is not a set number to use, however, some towns have been working to eliminate the split rates due to the inequity.
- 2) **Discounts for seniors:** Some towns do give discounts for senior citizens (all residents that live at one address must be over the age of 70.) The norm for discounts is 10%. Some towns do not give any discounts to seniors.



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- 3) **Charging Municipal buildings a different rate:** Jack said that if the Water Department is owned by the town and water is supplied all over town, the Water Department does not charge municipal buildings. If the Water Department is an enterprise fund or district, some of them charge and some do not.

**Meter Replacement Program**

No update

**Flushing and Meter Reading**

The Board would like David to flush the system and read meters in October.

**Tie-in Drawings**

Board discussed that they need to be done in the future.

Motion was made to adjourn the meeting at 8:40pm. Motion was 2<sup>nd</sup>. –Motion passed unanimously. The next scheduled meeting of the Water Department will be held on Tuesday, October 26, 2010; at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary