



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
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Water Department Minutes March 22, 2011

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

Meeting Minutes of February 22, 2011

Bob made a motion to approve, as submitted, the minutes from the February 22nd meeting.
Peter 2nd the motion. – Motion passed unanimously.

Bills/Payroll

Bills totaling \$1,489.43 from the maintenance account and \$275 from the training/expense account were signed off as well as two payroll slips.

Update on Finances for Fiscal Year 2011

The Secretary handed out the fiscal year 2011 financial report for review.

Update on Money Owed from Commitments

The Secretary reported that \$2,481.99 is currently outstanding.

Budget Meeting with the Finance Committee

Karl said that the budget meeting with the Finance Committee (FinCom) went well. He explained to FinCom that if this year they approved the hiring of a third man for the Board of Road Commissioners, the Water Department would then discuss adjusting their budget in order to fund a portion of the expense for the shared employee.

2010 Statistical Report

The Secretary explained that the Annual Statistical Report is due to the Department of Environmental Protection (DEP) by May 1st. This report is completed on-line. The Secretary is waiting for Gary from Water Service Associates to fill in the section on backflow testing before submitting the report to DEP.

2010 Consumer Confidence Report (CCR)

The Secretary handed out the draft of the 2010 CCR Report, asking the Board to review the information before sending the report to DEP. At the beginning of March, the Secretary forwarded the draft to Liz Kotowski (DEP) who reviewed the report for content and approved it. The Secretary will put this on the agenda for the next meeting to give the Board time to review the report.



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Budget Review-Wages/Secretary

The Secretary asked to address the Board to request that her hourly rate be brought more in line with other clerical employees of the town (plus whatever the Finance Committee recommends for an employee increase, i.e. 3% last year), to start on July 1, 2011. As in previous years, the Water Department's yearly budget will be funded by what the department collects from its water customers. The reason for the request is that she takes on extra duties and attends classes to increase her knowledge of changing regulations/laws. A list was submitted detailing these tasks and programs attended. The Secretary left the room so the Board could have a discussion. After calling the Secretary back to the meeting, Karl announced that a motion had been made, 2nd and passed unanimously to pay the Secretary her requested rate plus whatever percentage the Town votes for wage increases for other employees at Annual Town Meeting. This will be effective on July 1, 2011.

The Board also asked the Secretary to adjust the 2012 budget for mileage and education/training. The Board requested that in the future, the Secretary put in for mileage when attending classes/seminars.

Warrant Article

Karl told the Board that he had met with Dale Thompson (Superintendent for Tyngsboro Water) as well as their Board members to discuss supplying them with our water. Karl explained that both Departments were approached by Dick Kilhart (Mass Rural Water) inquiring if there was an interest in a potential partnership addressing Tyngsboro's need for water and Dunstable's supply. Dunstable would need to determine if they should be a supplier of water only, or partner with them to use some of their services (i.e. storage tank). Tyngsboro and Dunstable both use Stantec Engineering who would be aware of the challenges involved with a project of this type. Both towns believe that DEP may look favorably on the project, combining a town using the Central Office (Dunstable) with the other using the Northeast office (Tyngsboro). Karl met with the Selectmen on March 14th to let them know that he would like to present a warrant article at the Annual Town Meeting to start the discussion. Karl's plan is to meet with Board of Health, Conservation, Planning Board and the Finance Committee to answer questions. After the discussion, Peter made a motion in favor of presenting the Warrant Article at Annual Town Meeting. Bob 2nd the motion. – Motion passed unanimously.

Groton-Dunstable High School Water Issues

Karl mentioned that he had met Joe Mastacola (Superintendent), Jim Frey (School Committee) and Gerald Martin (Finance) at the Dunstable Finance Committee meeting and discussed the water situation at the High School. Since the construction of the Groton-Dunstable High School, there has been a problem with the water quality (lead). Karl mentioned that he would like to meet with the School Committee to discuss what the Dunstable Water Department could offer the school in terms of supplying them with our town water. Karl went on to say that in the short-



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term they felt that the installation of 2 ½ miles of piping would be too costly for the district at this time. Karl plans on getting on the agenda for a future meeting to discuss this further.

Cell Tower

Karl is interested in contacting cellular phone companies to discuss installing a cell tower at our well site.

Mail

The Secretary wanted the Board to know that there is a Conservation Commission public meeting on April 11th to vote to approve Regulations and Fines for all Conservation Commission properties.

The Planning Board sent a Special Permit Notification form about an upcoming hearing for a backland lot on Main Street. The Board reviewed the plan and don't have any issues with it.

Motion made to close the meeting at 8:15pm. Motion 2nd. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, April 26, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department