



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 May 24, 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

Elections

Peter made a motion that Karl Huber remain as Chairman for the next year. Bob 2nd the motion.
– Motion passed unanimously.

Meeting Minutes of April 26, 2011

Bob made a motion to approve the minutes, as submitted, from the April 26th meeting. Peter 2nd the motion. – Motion passed unanimously.

Review and Sign Bills/Payroll

Bills totaling \$613.99 from the maintenance account were signed off as well as payroll slips for the Secretary and Bob Bacon.

Update on Finances for Fiscal Year 2011

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

Fiscal Year 2012 Budget

The Board discussed moving \$1000 out of the expense/training line item for f.y. 2012 and transferring it into professional and technical due to the fact that water testing for both wells has increased. The amount budgeted for fiscal year 2012 probably will not be enough; therefore, the Secretary is requesting the transfer before the Town Accountant sets the final budget in the computer. Bob made the motion to move \$1,000 from the expense/training line to professional and technical – fiscal year 2012 budget. Peter 2nd the motion. – Motion passed unanimously. The Town Accountant will be notified of the change.

Chemical

The Secretary mentioned that there are about 220 gallons of chemical remaining in the 1,500 storage tank at well #2. Since the budget will be tight for the next fiscal year, she would like to purchase chemical in this fiscal year (ending 6/30). It was discussed that if the \$4,900 in the Water Enterprise Emergency Reserve Fund is not used by June 15th, the Secretary should send a letter to the Town Accountant to transfer those funds into the Public Works Supplies (6500-04-450-5530-0000-005) for the purchase of chemical. Peter made such motion. Bob 2nd the motion. – Motion passed unanimously.



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Peter then made a motion to purchase up to \$4,999 worth of chemical (delivery included). Bob 2nd the motion. – Motion passed unanimously.

Update on Money Owed from Commitments

The Secretary reported that one customer is in arrears and that they should be paid in full within the next week. Commitment #21 was mailed and is due on May 28th. Karl is planning on making changes to the letter that is sent out yearly for shut offs.

Late Bills

Bob made a motion to send out the late bills with interest after May 28th. Peter 2nd the motion. – Motion passed unanimously.

Water Rate Increase

The Board asked to put this on the agenda for the July meeting

June Meeting

Bob will not be at the June 28th meeting.

2010 CCR Report

The Secretary handed out the copies of the 2010 CCR Report.

Dunstable Conservation Commission – ANRAD

In the mail was a notification regarding a hearing to delineate wetlands off Lowell Street for Cornerstone Properties (Leo Dumont).

Meetings

Karl told the other Commissioners that he was scheduled for the following meetings in June.

- 1) June 9th - McGovern Wall Meeting
- 2) June 13th – Superintendent of schools and Business Manager - Prescott School (10:00am)
- 3) June 21st – Tyngsboro Water Dept. – review of action items at Tyngsboro Water on Progress Ave (7:00pm)

Motion made to close the meeting at 8:10pm. Motion 2nd. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, June 28, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary - Dunstable Water Department