



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
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Water Department Minutes July 26, 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 May 24, 2011

Bob made a motion to approve the minutes, as submitted, from the May 24th meeting. Peter 2nd the motion. – Motion passed unanimously.

Review and Sign Bills/Payroll for Fiscal Year 2011

The Board did not have a meeting in June, therefore, the Chairman sign off on all invoices and timesheets for the end of the 2011 fiscal year. The Secretary brought those invoice copies to the meeting for Peter and Bob to review and sign. Peter made a motion to sign off on all of the fiscal year 2011 copies that were presented at the meeting. Bob 2nd the motion. Motion passed unanimously.

Review and Sign Bills/Payroll for Fiscal Year 2012

The Board reviewed and signed off on \$439.83 worth of invoices for the new fiscal year as well as timesheets for the two water employees. A \$1,279.67 invoice for repairs to the pump station equipment was discussed. Pete made a motion to pay the invoice out of the “Water Special Project Capital Repair/Maintenance” account. Bob 2nd the motion. – Motion passed unanimously.

Update on Finances for Fiscal Year 2011

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

Update on Finances for Fiscal Year 2012

The Secretary handed out the fiscal year 2012 financial report for review as well as the budget.

Update on Money Owed to the Department

The Secretary reported that \$1,445.48 was outstanding. Late bills with interest will be mailed the first of August.

Special Permit Notification Form

The Secretary mentioned that there was a Special Permit filing for 205-215 Pleasant Street for a contractor’s yard. The hearing is set up for Monday, August 15, 2011 at 7:40pm.



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Vote to Transfer Free Cash

The Town Accountant suggested that once our free cash has been certified by the state, if we want to transfer any of the \$10,695 remaining from the Stantec Engineering Account to one or both of our special accounts, we would need to do that by vote at a meeting. Karl asked if the funds could remain in the Stantec Engineering Account to be used for a feasibility study for the Tyngsboro project. The Secretary will check with the Town Accountant.

Rate Setting and Collection Seminar – June 22, 2011

In June, the Secretary attended a “Rate Setting and Collection Seminar” held at the Littleton Water Department. She found the information very useful and gave an overview to the Commissioners.

Monitoring Waivers – DEP

The Secretary and David Hardman filled out the Monitoring Waiver form for the Department of Environmental Protection. The form was mailed last week. DEP will notify the Department if any waivers are granted.

Water Rate Increase

The Board asked to put this on the agenda for the August meeting.

Tyngsboro Water Department

Karl has a meeting set up for September 20th with members of the Tyngsboro Water Department and Stantec Engineering to discuss a feasibility study.

McGovern Wall

Karl explained to Bob and Peter that the cost to install new water pipe at the McGovern Wall project is about \$200 per linear foot or \$54,000. Karl said that at this point, the Water Department can not afford to replace the pipe.

Sanitary Survey

The State (DEP) will be conducting their 5 year Sanitary Survey on Tuesday, August 9, 2011.

Motion made to close the meeting at 8:16pm. Motion 2nd. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, August 23, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary - Dunstable Water Department