



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
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Water Department Minutes September 27, 2011

Meeting was called to order at 7:00pm by Chairman, Karl Huber
Member present: Peter Georges and Bob Gamache
Member absent: none
Meeting held: At the Dunstable Town Hall – lower level

Meeting Minutes of August 23, 2011

Peter made a motion to approve the minutes, as submitted, from the August 23rd meeting. Bob 2nd the motion. – Motion passed unanimously.

Review and Sign Bills/Payroll for Fiscal Year 2012

The Board reviewed and signed off on \$559.52 worth of invoices for fiscal year 2012 as well as timesheets for the two water employees.

Update on Finances for Fiscal Year 2012

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

Update on Money Owed to the Department

The Secretary reported that \$968.27 was currently outstanding. The Board discussed that there isn't a need to make a motion to send out the late bills (with interest) monthly since this is standard operating procedure, per our Rules and Regulations.

Update on Karl's Meeting with the Selectmen - September 19th

Karl met with the Board of Selectmen on Monday, September 19th to discuss upcoming projects.
Dunstable Water Department's (DWD) Projects

- a) Tyngsboro Interconnection Project
 - Last met on 6/21/11 – next meeting September 20th
 - Both towns interested in saving money and increasing revenue
 - Will be discussing setting up a meeting with Stantec Eng. for a feasibility study
- b) McGovern Road Project
 - DWD had an interest in participating in this project, however, with a cost of approximately \$55,000, this was not in our budget.
 - It would have been advantageous to upgrade that section of Rt. 113
 - If the Tyngsboro project goes forward; this pipe would need to be modernized.
- c) Cell Tower Project
 - Karl has placed calls to a Site Acquisition/Zoning Specialist for AT&T. He's waiting to hear from him.



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- Karl will make contacts with other providers to gage interest.
- Karl sent in request with Verizon, however their site request box is quite full so Dunstable may not get immediate attention.

Board of Selectmen's Projects

What is status of Board of Selectmen's 4 point plan?

- Explore development of town's 23 acre Mixed Use District?
- Erecting cell tower on town land? – BOS have Jon Crandell as point of contact.
- Continue discussions to sell Town water to other towns – in progress w/DWD
- Evaluate efficiencies of Town government

Update on Tyngsboro Water Interconnection Study – September 20th

Karl met with members of the Tyngsboro Water Department (TWD) on Tuesday, September 20th to continue discussions on the Interconnection Project. Both parties agreed that it was time to bring Stantec Engineering in to talk about a feasibility study on the pros and cons of interconnecting the two towns. Overall objectives: both parties to save money, DWD to possibly generate additional revenue, how can TWD can work to assist in DWD “plans for improvement” The next meeting will be held on Tuesday, October 4th at 7pm at the Tyngsboro Water Dept..

Peter Georges left the meeting.

Water Rate Increase

The Board asked to put this on the agenda for the October meeting when there is a full Board in attendance.

Sanitary Survey

Karl discussed the September 23rd Summary of Sanitary Survey sent by the Department of Environmental Protection. Ed Gates (DEP), Karl Huber and David Tully Jr. were in attendance during the survey on August 25th. There were ten items that the Water Department needs to correct by October 31st to avoid further action. They are:

- 1) Send revised staffing plan for review
- 2) Permanently seal floor drain
- 3) Install air gap between the in-line pH analyzer discharge line and the receiving drain.
- 4) DWD must develop and implement a monitoring alarm testing program.
- 5) Alarm system for KOH feed system needs a manual reset control switch.
- 6) Area surrounding well #2 must be cleared of trees, bushes and saplings.
- 7) A cast concrete manhole with cover must be installed on wellhead of well #2
- 8) Must keep log of both monthly and annual water storage tank inspections.
- 9) Replace 3 ring binder log book with a bound log book.
- 10) Operator should take daily grab sample for pH at each treatment facility and kept with Monthly Chemical Reports.

DEP had some recommendations that they encourage the department to follow. They are:



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- 1) David Tully needs to get his operator license by December 31, 2011.
 - 2) Recommended to exercise the backup power generator monthly under “full electrical load”.
 - 3) Complete and submit Ground Water Rule form A (Log Credit Determination) for review.
 - 4) Develop and implement an Operation and Maintenance plan.
- Karl and David will work to complete this list over the next month.

Motion made to close the meeting at 7:55pm. Motion 2nd. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, October 25, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department