



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
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## **Water Department Minutes October 25, 2011**

Meeting was called to order at 7:02pm by Chairman, Karl Huber  
Member present: Bob Gamache  
Member absent: Peter Georges  
Meeting held: At the Dunstable Town Hall – lower level

### **Meeting Minutes of September 27, 2011**

Bob made a motion to approve the minutes, as submitted, from the September 27<sup>th</sup> meeting. Karl 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Review and Sign Bills/Payroll**

The Board reviewed and signed off on \$1,992.66 worth of invoices for October as well as time sheets for the two water employees. The Secretary brought up that with the new payroll policy, a member must come in to sign the two employee's slips before submitting them to the Treasurer. Bob made a motion that any Water Commissioner can sign off on payroll. The payroll sheets will then be reviewed and signed by the other members in attendance at the next meeting. Karl 2<sup>nd</sup> the motion. – Motion passed unanimously.

The Board discussed David's four overtime hours for week ending 10/22 and the fact that there probably won't be enough funds in his payroll account to pay him through the end of the fiscal year. Both members agreed that they hadn't been aware of the four hour minimum policy set by the Board of Road Commissioners.

### **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 \$605.92 was currently outstanding.

### **TWS Graphics Quote**

The Secretary presented the quote from TWS Graphics for discussion. The Board decided to put this on the agenda for the next meeting when there is a full Board available.

### **Rate Increase**

This will be put on the agenda for next month.



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**Update on Dunstable/Tyngsboro Water Interconnection Study**

Karl mentioned that he asked the Secretary to post the October 11<sup>th</sup> Stantec letter to the website which specifies the steps and cost involved for a preliminary study on the technical requirements of the two towns interconnecting. Karl said that there are a lot of questions that need to be answered before the two Water Departments decide if this project would benefit both towns. Karl will get in touch with Tyngsboro to see if they are ready to move forward to split the \$15,000 cost of the study. A meeting with the Selectmen and the Finance Committee to keep them up to date on the project will be set up for November 7th.

Motion made to close the meeting at 7:56pm. Motion 2<sup>nd</sup>. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, November 22, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department