



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
waterdept@dunstable-ma.gov

Water Department Minutes **November 22, 2011**

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

Meeting Minutes of October 25, 2011

Bob made a motion to approve the minutes, as submitted, from the October 25th meeting. Karl 2nd the motion. – Motion passed unanimously.

Review and Sign Bills/Payroll

The Board reviewed and signed off on the invoice for National Grid/Glacial Energy which totaled \$309.82, as well as time sheets for the two water employees.

Update on Finances for Fiscal Year 2012

The Secretary handed out the fiscal year 2012 financial report for review as well as the sheet from the state certifying our free cash as \$41,192.

Update on Money Owed to the Department

The Secretary told the Board that there is roughly \$500 outstanding.

Meter Readings

The Secretary reported that the meters have been read and the fall invoices were sent out last Thursday, 11/17. There were some meters that did not read correctly so estimate bills were mailed. The Board asked that letters be sent to those customers asking them to set up an appointment for David to replace/fix the meters.

TWS Graphics Quote

The Board would like to see a copy of the proposed emblem for the order by the next meeting.

Rate Increase

Since Peter was not at the meeting, this will be put on the agenda for next month.

Update on Dunstable/Tyngsboro Water Interconnection Study

Karl told Bob that he and Peter met with the Tyngsborough Water District on November 15th and both Chairs signed the letter of intent for the engineering study. Karl mentioned that he discussed with Stantec that he'd like them to incorporate an estimate on providing water to



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Westford Street, Hillcrest Street, Lowell Street, Forest Street, Depot Street and Brook Street without incurring any additional cost.

Before the meeting, Karl received the Stantec contract by e-mail (originals will be mailed). The Secretary will send the contract to Attorney Larkin for review. Also, since Peter was not at the meeting, the Secretary will forward a copy to him. The Board talked about signing the contract by next Wednesday, November 30th so Stantec can get started on the feasibility study. The study should be complete in January.

Storm of October 29th

The Board discussed that the generator may need to be serviced as it ran for 4 days during the storm. We may also need a propane delivery.

DWD Profile

Karl incorporated Bob's suggestions into the Dunstable Water Department profile and asked that the Secretary post the document to the town website so residents can download a copy.

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, December 27, 2011 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department