



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** **January 24, 2012**

Meeting was called to order at 7:08pm by Chairman, Karl Huber  
Members present: Bob Gamache and Peter Georges  
Meeting held: At the Dunstable Town Hall – lower level

### **Meeting Minutes of November 22, 2011**

Peter took over as Chairman. Bob made a motion to approve the minutes, as submitted, from the November 22<sup>nd</sup> meeting. Karl 2<sup>nd</sup> the motion. – Motion passed with Peter abstaining from the vote. Peter relinquished the Chair back to Karl.

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

Karl discussed that David was planning on painting the inside of Well#1. Peter made a motion for David to spend up to \$95 for paint. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

The Board discussed Don Pottle's purchase of an O&M manual for water distribution. Peter made a motion to pay the \$64 invoice. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

The Board reviewed and signed off on the remainder of the invoices which totaled \$4,043.97 for December 2011 and January 2012, as well as the payroll slips for both 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 told the Board that there is roughly \$2,598.92 outstanding.

### **TWS Graphics Quote**

The Board would like to move forward with the purchase of a few items from TWS Graphics and asked that a proof be submitted for review by the Board.

### **Ratify Signatures on Stantec Contract**

Bob made a motion to ratify the Board's signatures on the Stantec contracts (for the feasibility study) that were signed in December 2011. Peter 2<sup>nd</sup> the motion. – Motion passed unanimously.

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

The Board received a letter and map of potential Dunstable service areas from Stantec's Jeff Faulkner for the interconnection with Tyngsboro. Stantec Engineering will be making a formal



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draft report on Tuesday, February 7<sup>th</sup>, 7:00pm to both Water Departments. Items touched on in the letter were: Hydrant Flow Test, Computer Hydraulic Modeling, Regulatory Issues and Capital Improvements.

### **Fiscal Year 2013 Budget**

The Board made a couple changes to the fiscal year 2013 budget. Peter made a motion to approve the budget as follows: Salaries \$16,782 and Operations \$32,168 for a total of \$48,950, Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **2011 Annual Report**

The Board reviewed the 2011 Annual Report and approved it to be submitted.

### **David Tully Licensing**

The Board discussed the state licensing regulations changes as of January 1, 2012. The Board would like David to get licensed and they will pursue this with him. Peter asked about the \$1,000 that the Town Clerk and Town Treasurer/Tax Collector receive for their certification. Peter stated that if the Water Department were to give David \$1,000 when he receives his certification that may be more of an incentive.

### **Rate Increase**

Karl asked the Secretary to put “rate increases” on the agenda for the February meeting.

Bob made a motion to close the meeting at 8:25pm. Peter 2<sup>nd</sup> the motion. – Motion passed unanimously. The next meeting of the Dunstable Water Department will be held on Tuesday, February 28, 2012 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department