



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** **March 27, 2012**

Meeting was called to order at 7:05pm by Chairman, Karl Huber  
Members present: Bob Gamache and Peter Georges  
Meeting held: At the Dunstable Town Hall – lower level

### **Meeting Minutes of February 28, 2012**

Since Peter was not at the last meeting, he took over the Chair and asked for a motion to accept the meeting minutes. Bob made a motion to approve, as submitted, the minutes from the February 28th meeting. Karl 2nd the motion. - Motion passed with Peter abstaining from the vote. Peter relinquished the Chair to Karl.

### **Bills**

The monthly bills were reviewed and signed off. \$2,164.32 was spent out of the Maintenance Account in March.

### **Payroll**

The Secretary's and Water Employee's payroll slips were signed off.

### **Breakdown of Finances for FY2012**

Members reviewed the fiscal year 2012 financial report.

### **Update on Money Owed to the Water Department**

There is currently \$1,622.27 outstanding.

### **April Shut Off Notices**

The Board discussed sending out the yearly shut off notices to customers in arrears. Our current policy is that invoices with interest are sent out monthly to all late accounts. Once a year, in the spring, the department sends out two shut off notices (by certified mail and Constable) to overdue accounts. If payment is not received, water may be shut off.

Members talked about the cost that is incurred by the department when attempting to collect overdue accounts. A monthly processing fee (in addition to interest) was discussed to cover the expenses associated with sending out late bills. The Board asked the secretary to call Attorney Rich Larkin to inquire about implementing a policy. The Board discussed that if interest and processing fees can not both be charged to customers, then it may be worth eliminating the monthly interest to go with a higher processing fee. After the discussion Peter made a motion to send out the first shut off notices to overdue customers by certified mail the week of April 9<sup>th</sup>,



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with the second notice delivered by the Constable the week of April 23<sup>rd</sup>. Water will be shut off the 1<sup>st</sup> or 2<sup>nd</sup> week of May. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

#### **FM Generator Quote for Battery**

FM Generator came out for the biannual maintenance of our generator. At the time of the service, their technician suggested that the battery should be replaced. FM Generator recommends replacing the battery every three years to help avoid a no-start situation due to weak or dead batteries. They also found that plug wires have been chewed on by rodents and need to be replaced. The estimate of \$371.37 was discussed with the Board deciding on addressing it at the April meeting. *The following document was introduced at the meeting: quote for generator battery (FM Generator).*

#### **Account #44 – Payment Plan**

Account #44 had an unusually high October 2011 invoice. The Board discussed his unusual predicament in length. After the discussion, Peter took over as Chair and announced that he would not be voting on any motions due to being the Veteran's Agent for the Town of Dunstable (Account #44 is a veteran). Karl made a motion that due to Account 44's personal predicament as well as the fact that he is a disabled veteran, the Water Board will adjust Account 44's water bill by \$165.00 as well as putting him on a payment plan of \$85.00 per month until the balance is paid in full. Bob 2<sup>nd</sup> the motion. – Motion passed with Peter abstaining from the vote. Water will not be shut off to this customer if payments are made on time. Peter relinquished the Chair back to Karl.

#### **Interconnection with Tyngsboro Water Department**

The Board discussed that enough information had been gathered through the Stantec report to move forward with the next step; discussion on funding. It was mentioned that the 4 million dollar figure stated in the report is not accurate in the sense that the Water Department will need to spend 2-3 million anyway to replace the existing asbestos pipe as well as install a storage tank if we decide not sell water to the Town of Tyngsboro. The Board asked the Secretary to request from the Treasurer a "per month" figure for a 4 million dollar, 20 year bond. Questions that need to be answered once we obtain a loan figure are how much water we would need to sell to break even and how do we go about funding the project. *The following document was introduced at the meeting: numbers sheet and sheet on water quality – in Interconnection file.*

#### **Rate Increase**

On hold.



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### **Additional Topics Discussed Not Noted on the Agenda**

#### **Water Transportation Companies**

The Board has had interest from local transportation companies regarding purchasing water from the Dunstable Water Department. Tanker trucks holding 6,000-9,000 gallon would fill up at the hydrant on Main Street near the wells. The Board decided to table the discussion until the next meeting to investigate charge per load and David's availability to these companies.

Meeting was closed at 8:25pm. The next meeting of the Water Department is scheduled for Tuesday, April 24, 2012 at the Dunstable Town Hall, lower level at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department