



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** **Tuesday, October 23, 2012**

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

### **Meeting Minutes of September 25, 2012**

Joyce made a motion to approve the meeting minutes, as submitted, from the September 25<sup>th</sup> meeting. Karl 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Bills**

\$1,698.71 of monthly bills were reviewed and signed by the Board.

The \$8,464.02 McCrometer expense approved by the Board back in July was signed off, however, Karl and Joyce both agreed that payment should be held until installation is completed (on Thursday, 10/25). Installation was unsuccessful October 11<sup>th</sup> because the existing set up did not connect to the new flow meter. An additional part was ordered. Once the Secretary is notified by David/Karl that Well #2 is up and running, a check will be mailed.

### **Payroll**

The Secretary's and Water Employee's payroll slips were reviewed and signed by the Board. Karl asked the secretary to remind David about giving her copies of the log book.

### **Breakdown of Finances for FY2013**

Members reviewed the fiscal year 2013 financial report.

### **Town Accountant – Andy Gould's 2012 Year End Report**

The Secretary handed out copies of the year end report from the Town Accountant. She mentioned that there was a discrepancy with the "Professional Services" line item. The actual bills totaled \$6,031 (Frontier: \$1,290, \$990, \$3,225; Jayhawk: \$400; License Renewals: \$126). Andy reported \$5,996.52, a difference of \$34.48. The Secretary also pointed out that Andy does not put a number under "Reserve for Expenditures" which is this year's budget of \$48,950. That would leave the Dunstable Water Department with an "Unreserved Retained Earnings/(Deficit)" of \$40,307.77 instead of the \$89,257.77 that he reported.



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

\$300.96 is currently owed. Late notices (with interest) will be sent out this week.

### **Update of Emergency Response Plan**

Karl is still working on the updates to the plan.

### **Rate Increase**

This will be put on the agenda for next month. Last water rate increase was in 2007.

### **Karl's Meeting with the Selectmen on October 9<sup>th</sup>**

Karl met with the Board of Selectmen on October 9<sup>th</sup> to discuss funding for water projects. He presented the Board with spreadsheets showing costs of each project. Karl asked the Secretary to get a copy of Danice's minutes for review.

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

The Secretary reported that two residents (one from Hillcrest and one from Highland) called about low pressure. It was explained that the pressure issue could be caused from: flushing the hydrants, small water main (Hillcrest), debris clogging faucet screens, etc. She also said that from the curb stop to the house is the homeowner's responsibility and if they found that pressure continued to be a concern, they should possibly look into hiring a plumber to assist them with troubleshooting their problem.

### **Mass Energy E-mail**

Karl asked the Secretary to look into filling out the form that was attached to the e-mail to monitor energy costs.

Meeting was closed at 8:10pm. The next meeting of the Water Department is scheduled for Tuesday, November 27, 2012 at the Dunstable Town Hall, lower level at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department