



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, November 27, 2012**

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

Meeting Minutes of October 23, 2012

Joyce made a motion to approve the meeting minutes, with noted correction, from the October 23rd meeting. Bob 2nd the motion. – Motion passed unanimously.

Bills

\$1,773.44 of monthly bills were reviewed and signed by the Board.

Payroll

The Secretary's and Water Employee's payroll slips were reviewed and signed by the Board.

Breakdown of Finances for FY2013

Members reviewed the fiscal year 2013 financial report.

Update on Money Owed to the Water Department

\$303.86 is currently owed.

Summary of the "Conflict of Interest Law" for Town Clerk

The Secretary handed out the yearly summary of the Conflict of Interest Law to Board members. Each member signed the receipt which is filed with the Town Clerk.

December 25th Meeting

The Board discussed that the next scheduled meeting falls on December 25th, a legal holiday in the State of Massachusetts. The Board decided that if there aren't any agenda items scheduled in December, the meeting will be cancelled. If a meeting needs to take place, it will be held on Tuesday, December 18th at 7pm.

Meters

The Secretary reported that David had read most of the water meters. There were two that couldn't be read, therefore, the Secretary called the homeowner for the interior reading. There are three meters that still need to be read. They will be completed by the water employee this week.



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670 Main Street - Meter

While reading meters, our water employee found that the meter at 670 Main Street had been removed from the home in order for the resident to make some repairs. This is a violation of our Rules and Regulations. No meter is to be tampered with without the permission of the Dunstable Water Department. The meter will need to be replaced by our employee and the homeowner will be billed for the charges.

Flow Meter Installation – Well #2

Karl reported that the flow meter had been installed at well #2 and everything seems to be up and running normally.

Rate Increase

Backflow Testing

The Board agreed to increase the backflow testing charges from \$50 to \$75 due our cost increase.

Water Rates

Bob explained that he has been reviewing business models for municipalities in anticipation of tonight's rate discussion; however, none of the models seem to fit our department. Our average yearly profit is approximately \$12,000. Things to consider are: the hiring of our 6-1/2 hr. per week employee, reimbursing the general fund for part of the cost of the two employee's benefits, chemical prices have increased, water testing has increased, cost of meters, etc. We also have some large capital equipment expenses that will be coming up. Bob will do more research and this will be put on the agenda for the next meeting.

The Secretary mentioned to Board members that there has been some discussion between at least one Selectmen and the Town Accountant regarding the Water Department Enterprise Fund. Board members were not aware of the discussion and asked to be put on the Selectmen's agenda for an update.

Stantec – Grant Application

The Water Department received an e-mail from John Clarkeson from the Executive Office of Energy and Environmental Affairs regarding a grant. There is financial assistance available for public water municipalities for planning assistance, water conservation, and withdrawal impact mitigation projects. Partnering with another municipality or environmental group is part of the evaluation criteria. Karl called Tom Mahana from Stantec to inquire about our eligibility; however, Tom was not familiar with the particulars of the grant. Karl will forward the information to Stantec.



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Tom Mahana told Karl that he had heard from the State regarding the grant application that was previously submitted on behalf of the Dunstable Water Department. The State questioned the town's median income, if we have and did we act on a Water Conservation Bylaw in 2011, and whether the town would be in the position to pay for the improvements.

Additional Topics Discussed Not Noted on the Agenda

none

Meeting was closed at 8:09pm. The next meeting of the Water Department will be determined.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department