



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
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(978) 649-4514 FAX (978) 649-8893
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Approved: June 25, 2013

Water Department Minutes

Tuesday, April 23, 2013

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 February 26, 2013

Bob made a motion to approve the meeting minutes, as submitted, from the February 26th meeting. Joyce 2nd the motion. – Motion passed unanimously, however, Joyce mentioned that she had contacted her insurance company and was told that residents would not save money on their homeowner's policies as previously stated at the February 26th meeting.

Review and Sign Monthly Bills

\$2,568.65 of March and April bills were reviewed and signed by the Board.

Review and Sign Employee's Payroll

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

Breakdown of Finances for FY2013

Members reviewed the fiscal year 2013 financial report.

Update on Money Owed to the Water Department

\$1,611.34 is owed. Meters were read and spring bills were mailed out earlier in the day.

Shut Off Notices

There are five customers in arrears. The Board instructed the Secretary to send, by certified mail/return receipt, the 1st shut off notice to those customers. Members decided not to assess the \$50.00+ processing fee that was approved at a hearing on February 26th but instead to notify customers of this new policy. The fees will be added to subsequent shut off notifications. The due date for the 1st notice is May 9th. Second notice will be delivered by Constable around May 13th with a due date of May 20th. Water shut offs will occur on Thursday, June 6, 2013.

Sign Schedule of Rates and Fees Approved on February 26, 2013

The Secretary asked the Board to sign the updated Schedule of Rates and Fees approved at the hearing on February 26th. Changes were effective on March 1, 2013. This will be filed with the Town Clerk for her records.



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Water Department Update to be sent to Customers

The Board reviewed the Water Department Update which will go on the Town Website as well as sent to customers.

Hydro-Pneumatic Valve Leak – March 2013

Karl told members that on March 10th, he responded to a customer call of low water pressure. While at the pump station he noticed that the flow charts indicated a possible problem. Karl went to the hydro tanks on Pond Street and was faced with a flood of 4 feet of water. Monday morning the Dunstable Fire Department met David and Karl at the site and pumped out the building. At that point they realized that a plumbing connection oxidized and broke off from one of the tanks, flooding the building and impacting the system pressure. Karl called Mike Hunchard (Flowrite) who came out and repaired the damaged connection. Karl immediately notified the Board of Selectmen by e-mail that the Board is concerned that additional parts may fail.

Additional Topics Discussed Not Noted on the Agenda

Annual Town Meeting

Karl mentioned that he will be speaking about the state of the Water Department and our challenges at the Annual Town Meeting on May 13th.

Backflow Testing

The Secretary told the Board that Small Water Systems came out today and conducted the spring backflow testing of the system.

McGovern's Wall Project/Main Street Bridge

Karl brought up that he had inquired about the start date for the two bridge projects. McGovern's wall should be started within the next 2 weeks. Members are concerned that the vibration may cause pipe leaks. The Main Street Bridge won't be started until 2014. Karl wanted to know if the State will be covering the entire cost of that project.

Flushing of Hydrants

David started the hydrant flushing and will continue this week.

Meeting was closed at 7:50pm. The next meeting of the Water Department will be Tuesday, May 28, 2013 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann, Secretary-Dunstable Water Department