



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

Approved: August 27, 2013

Water Department Minutes **Tuesday, July 23, 2013**

Meeting was called to order at 7:06pm by Chairman, Karl Huber
Members present: Bryan Conant and Bob Gamache
Meeting held: At the Dunstable Town Hall – lower level

Review and Sign Monthly Bills

\$616.83 of 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.

Meeting Minutes of June 25, 2013

Bob made a motion to approve the meeting minutes, as submitted, from the June 25th meeting. Karl 2nd the motion. – Motion passed unanimously.

Breakdown of Finances for FY2014

Members reviewed the fiscal year 2014 financial report.

Update on Money Owed to the Water Department

\$997.59 is currently owed. Late notices with interest were mailed out earlier in the day. The Board asked the Secretary to inquire with surrounding municipalities about their policy for unpaid water bills. Do they charge a late fee in addition to interest? Do they shut water off after 30 days? Are they charging a higher interest rate?

Capital Appropriation Committee

Karl received a call from Ron Mikol (Capital Appropriation Committee) regarding the future needs of the Water Department. Karl will work on a quick presentation showing the four options currently in front of the Board with cost, pros and cons. He will get in touch with Ron when he returns from vacation.

Additional Topics Discussed Not Noted on the Agenda

Special Permit Filing

The Secretary told members that she received a special permit filing for a backland lot on Forest Street. The Board did not have any questions or comments with regard to the filing.



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Transfer of Fiscal Year 2014 Funds to General Fund

The Secretary asked the Board to vote to transfer \$5,013 from the Water Maintenance Account to the Town's General Fund to cover a portion of the two employee's benefits. Bryan made a motion to transfer the funds. Bob 2nd the motion. – Motion passed unanimously. A letter will be sent to the Town Accountant instructing her to complete the transfer.

Motion made, 2nd and passed unanimously to close the meeting at 7:22pm. The next meeting of the Water Department will be Tuesday, August 27, 2013 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department