



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: November 19, 2013

Water Department Minutes **Tuesday, October 22, 2013**

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

Meeting Minutes of September 24, 2013

Bryan made a motion to approve the meeting minutes, as submitted, from the September 24th meeting. Bob 2nd the motion. – Motion passed unanimously.

Review and Sign Monthly Bills

\$662.74 of monthly bills were reviewed and signed by the Board.
Bryan made a motion to pay \$1,700 of repair bills out of the Repair/Maintenance “Special Account” instead of the regular Maintenance Budget. These two invoices were repairs of the flow meter and pH probe. Bob 2nd the motion. – Motion passed unanimously.

Review and Sign Employee’s Payroll

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

Breakdown of Finances for FY2014

Members reviewed the fiscal year 2014 financial report.

Update on Money Owed to the Water Department

\$204.30 (interest included) is currently owed by two customers. Late notices with interest are mailed monthly.

Special Permit Notification – 1054 Main Street – backland lot

The Secretary explained that the Board received a Special Permit notification for one backland lot on Main Street. No town water is located in the area. The Board did not have any comments.

Water Enterprise Fund – F.Y. 2013 End of Year Report – Certified by the State

The Secretary gave the Board the copies from the Town Accountant of the certification from the state of our free cash (\$56,545).

Warrant Articles for the Transfer of Water Department Free Cash

The Board voted to put 2/3 of the \$56,545 free cash into the “Water Special Project



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Add/Repl. Capital” account and 1/3 of the free cash into the “Water Spec. Project Capital Repair/Maintenance” account.

Policy on Customer Notification for Water Shut Offs

At the request of the Board, the Secretary called Attorney Larkin to ask his opinion about our policy for notification of water shut offs. Some towns attached brightly colored shut off notices on the front of houses that are scheduled to have their water shut off. Our Rules and Regulations state that we first notify customers by certified mail and then by Constable. The Board agreed that our current policy works for the department.

List of Projects for David Tully

The Secretary told the Board that David had completed the flushing of the system and was going to start reading meters this week.

Manganese Update from the Department of Environmental Protection

The Secretary handed out new regulations for Manganese. A copy was given to David Hardman and Charlie P. from Frontier Research. Charlie responded back by saying that the new monitoring schedule for 2014-2016 will reflect the new changes.

Feasibility Study Draft Quote from Tighe and Bond – Special Town Meeting

The Board discussed at length whether to bring an article to Special Town Meeting floor for approval to spend \$27,000 on a feasibility study for four potential projects. The Board paid for a study a year ago when we were considering selling water to the Town of Tyngsboro. Members felt that it wasn't fair to ask the town for funding for a study when we had a study done only about a year ago. Bryan made the following motion: *“to have the Board of Water Commissions work on an article to present at the spring Annual Town Meeting. This article will be for a storage tank, replacement of water main and an update of the pump station equipment. The proposed article will be for the Town to raise and appropriate, or transfer from available funds.”* Bob 2nd the motion. – Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

Backflow Testing

The Secretary told members that she had contacted Small Water Systems (SMW) about testing the backflow preventers. This is done twice a year. SMW hasn't returned the call.



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Paving of Area near McGovern Wall Project

Karl asked the Secretary to find out from David if the recent paving near McGovern's wall project covered any of the Water Department tie-in caps.

Propane Tank at the Pump Station

Karl mentioned that the propane tank that we rent to supply the generator with propane is weathered and peeling. He asked that the Secretary call Amerigas to ask if it can either be replaced or repaired.

Motion made, 2nd and passed unanimously to close the meeting at 8:20pm. The next meeting of the Water Department will be Tuesday, November 26, 2013 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department