



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: January 28, 2014

Water Department Minutes **Tuesday, November 19, 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 October 22, 2013

Bryan made a motion to approve the meeting minutes, as submitted, from the October 22nd meeting. Bob 2nd the motion. – Motion passed unanimously.

Review and Sign Monthly Bills

\$2,485.40 of monthly bills were reviewed and signed by the Board.

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

\$182.61 (interest included) is currently owed by one customer. Late notices with interest are mailed monthly.

December 24th Meeting

The Board decided to move the December 24th meeting to Tuesday, December 17th.

Articles for the Transfer of Water Department Free Cash – Special Town Meeting

The transfer of \$37,885 to the Water Special Project Add/Repl. Capital fund and \$18,660 to the Water Special Project Capital Repair/Maintenance was approved at Special Town Meeting. This was our state approved certified free cash from fiscal year 2013.

May 2014 Annual Town Meeting – Article for Storage Tank and Upgrades

The Board discussed that at the next meeting they will identify the projects and assign action items with milestones to each member (i.e. storage tank, upgrade of well equipment, replacement of water mains) in order to be ready for Annual Town Meeting. All agreed that this would need to be presented as a “town expense”. Once projects are identified, the Board may bring back Tom Mahanna from Tighe and Bond to prepare for



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Annual Town Meeting. Karl believes that Mike Hunchard may also be a good source to identify our needs due to his knowledge of our equipment.

Additional Topics Discussed Not Noted on the Agenda

Backflow Testing

The Secretary told members that this would be done the week of November 18th.

Meter Readings

The Secretary reported that the meters have been read and fall water bills sent out. They are due on December 15th

157 Pleasant Street - Leak

The Water Department had been contacted by a resident at 157 Pleasant Street regarding a leak on his property. Fire Chief Brian Rich was in the office and went to the resident's home in order to assess the severity of the leak. The leak was minor and a bucket was placed under the pipe until a crew could get out to make the needed repair. With the aid of the Groton Water Department, David was able to fix the leak.

Bryan made a motion to close the meeting at 7:55pm. Bob 2nd the motion. – Motion passed unanimously. The next meeting of the Water Department will be Tuesday, December 17, 2013 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department