



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: April 22, 2014

Water Department Minutes **Tuesday, March 25, 2014**

Meeting was called to order at 7:45pm by Chairman, Karl Huber
Member present: Bryan Conant and David Tully Jr.-Highway Foreman/Water Employee
Members absent: Bob Gamache and Secretary Cheryl Mann
Meeting held: At the Dunstable Town Hall – lower level

Minutes were taken by Chairman, Karl Huber.

Meeting Minutes of February 25, 2014

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

Review and Sign Monthly Bills

\$2,603.71 of bills from the month of March 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.
Due to three high months of electric bills, the board voted unanimously to move \$3,500 within the Maintenance budget from the Public Work Supplies account to the Energy account.

Update on Money Owed to the Water Department

\$2,430.04 (interest included) is currently owed. Late notices with interest are mailed monthly. The annual "shut off" notice will be in the April issue of the Neighbor to Neighbor.

Bryan made a motion to send shut off notices the first of April to any customer that is delinquent. One notice will be sent by certified mail with a follow up delivered by Constable two weeks later.

Status on Town Meeting Article(s) for May 2014 Annual Town Meeting

No update.



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11 Pleasant Street – Meter Cracked/Replaced

The Water Department received a call regarding a broken water meter at 11 Pleasant Street. After looking at the meter, it was determined that the meter cracked due to being exposed to extreme cold temperatures. Both the owner of the property and the renter were sent letters in November (as they are every year) reminding them to let the faucets drip in the very cold temperatures. There was a previous issue with this residence where the Highway Foreman explained to the renter how to take care of the meter/equipment. Section I.D.6. of our Rules and Regulations revised 2008 states “in case of Loss or Damage to the meter by freezing or negligence of the consumer, taker, or occupant, the taker shall pay the BWC the value of such meter or the cost of the repairs plus labor costs”. Motion was made and 2nd to send an invoice for \$105.37 to the renter which is the cost to replace the equipment. No labor cost will be charged due to the meter being replaced during work hours by a highway employee.

Update on status of Water Department Employee – David Tully

The Board discussed that they would like to keep David Tully on as a Water Employee after he leaves the Highway Department on March 28th. He will be working on Saturdays and will continue to be on call for the department.

Additional Topics Discussed Not Noted on the Agenda

None

Motion made, 2nd and passed unanimously to close the meeting at 8:12pm. The next meeting of the Water Department will be Tuesday, April 22, 2014 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department



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