



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
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Water Department Minutes

Approved: May 27, 2014

Tuesday, April 22, 2014

Meeting was called to order by Chairman, Karl Huber at 7:00pm.

Members present: Bryan Conant and Bob Gamache

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Meeting Minutes of March 25, 2014

Bryan made a motion to approve the meeting minutes, as submitted, from the March 25, 2014 meeting. Bob 2nd the motion. - Motion passed unanimously.

Review and Sign Bills

\$ 1,349.42 of bills from the month of April were reviewed and signed by the Board.

Review and Sign Payroll

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

Glacial Energy Bills

The Secretary brought up that over the past four months, the electric bills from Glacial Energy were abnormally high compared to previous years. The Secretary called National Grid and was told that while they were charging 9.448 cents per kilowatt, Glacial was charging 21.217 cents. Although the Town Accountant inquired about the high cost, she received an e-mail from Glacial that said high demand and the cold winter caused the spike in rate. All they offered was payment plans and a 3 month Fixed Rate. Members talked about returning to National Grid for supplier costs. Ron Mikol from the Finance Committee was in attendance and told members that he has been hearing complaints from the Library Director and the Fire Chief that their bills were too high. Bob made a motion to return the account to National Grid. Bryan 2nd the motion. - Motion passed unanimously.

Breakdown of Finances for FY2014

Members reviewed the fiscal year 2014 financial report.

Money Owed/Vote to Shut Off Delinquent Customers

The Secretary told members that there is one account that is in arrears. The Secretary said that the customer has not signed for the certified mail that was sent 2 weeks ago and although the homeowner has been receiving late bills with interest, they have not made any attempt to contact the office. They were mailed a demand letter that indicated they had 7 days to pay the water bill in full before being sent a shut off date notice. Bryan made a motion to shut the customer off on or around May 8th. Bob 2nd the motion. - Motion passed unanimously.



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Ron Mikol - Warrant Article for Annual Town Meeting

Ron attended the meeting to discuss the \$70,000 article to transfer funds from stabilization to be used for the engineering and design to replace the hydro-pneumatic tanks on Pond Street. He wanted to make sure that someone from the Department would be speaking to the article at Annual Town Meeting and ready for questions as this will be a 2/3 vote. Ron also explained how the funding for the project may take place.

Ron said that with Karl's departure, he had a concern about who would be working on this project; soliciting bids, filing in the Central Register, checking on the project, etc. He said that these types of projects can get out of control if they are not tightly managed. Bryan said that he would be the project manager. Ron asked that he and Tom Mahana be invited to the next meeting to discuss the next steps in this process.

MassDOT letter – Main Street Bridge Repair

The Secretary asked Karl about the MassDOT letter that was received by the Department and given to Karl on February 26th. Karl said, and the Board agreed, that they had no plans to put any money towards this project.

Procedure for Alarms

The Secretary reminded members that the current procedure for when there is an alarm is that David Tully is the first contact. If he doesn't answer the alarm notification, it goes to Karl. David will still be the #1 responder, but Bryan and Bob will replace Karl in the notification list. It was agreed to by Bob and Bryan that if they received an alarm notification, they would both touch base with David to make sure that he is aware and taking care of the issue. If they do not get a hold of David, they are to call (depending on what the alarm is) one of the emergency numbers for Mike Hunchard or Small Water Systems so that the call is answered in a timely manner. Both Board members understand that this procedure must be strictly followed in order to supply customers with safe drinking water. Home and cell phone numbers will be given to the alarm company for both members. Bob and Bryan were given the emergency contact list.

Monthly Bills

Bob and Bryan both agreed to take turns coming by Town Hall in between meetings so that there isn't a disruption with the bills getting paid in a timely manner.

Additional Topics Discussed Not Noted on the Agenda

Bob made a motion to close the meeting at 8:00pm. Bryan 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann – Secretary Dunstable Water Department