



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
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**Water Department Minutes**  
**Tuesday, June 18, 2014**

Approved: July 22, 2014

Meeting was called to order by Chairman Bryan Conant at 6:00pm.  
Members present: Bob Gamache and Mark Cullen  
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Engineering Contract for Water Department Project – Tighe & Bond**

Tom Mahanna and Jeff Faulkner from Tighe & Bond were in attendance for the final review and signing of the contract for the water project engineering. Bryan asked that Tom provide a certificate of insurance for our files. Tom mentioned that once the contract was signed, they would need to go through the secretary's files for background information on the wells. Bob made a motion to sign the \$15,800 contract for Tighe & Bond to evaluate constructing a new water storage tank instead of replacing the existing hydro-pneumatic tanks at Pond Street and to identify existing undersized water mains that should be replaced in order to improve flow, pressure and water quality in those areas of the distribution system. For scope of services, see contract dated June 12, 2014 titled "Proposal for Engineering Services – Water Storage – Basis of Design Report." Bryan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Meeting Minutes of June 10, 2014**

Bob made a motion to approve the minutes, as submitted, from the June 10th meeting. Bryan 2<sup>nd</sup> the motion. - Motion passed unanimously.

**Review and Sign Bills**

The National Grid invoices were reviewed and signed by the Board.

**Review and Sign 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**

No update.

**Additional Topics Discussed Not Noted on the Agenda**

**Raco Alarm**

The Secretary mentioned that Board members need to respond quicker to alarms that



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they receive and insure that David has been notified and is taking care of the reason for the alarm. They also need to be comfortable with whom to call if an alarm goes off during the weeks in July that David will be on vacation. Members need to work with David to set up a system that everyone is comfortable with.

Brian asked about the "access code" that is required when you call the Raco number to respond to an alarm. The Secretary will look into this.

### **Project List for David Tully**

The Secretary told members that she put together a project list for David of items that need to be completed this summer. She will update the Board each month on what has been accomplished.

### **Late Fees**

The Board expressed frustration that some customers are not paying their water bills in a timely manner. With only a couple of dollars of interest added to the bill each month, it is evidently not enough to insure that customers are paying their water bills on time. The Board asked the Secretary to check with other towns on what their policies for late customers.

Bob made a motion to close the meeting at 6:50pm. Mark 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department