



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

Water Department Minutes
Tuesday, March 24, 2015

Approved: April 8, 2015

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

Storage Tank Facility/Water Main Project

Tom Mahanna and Jeff Faulkner from Tighe and Bond were in attendance as well as Fire Chief Brian Rich, Accountant Lorraine Leonard, Board of Selectman Dan Devlin and Affordable Housing/Conservation member Alan Chaney.
An amended contract for the next phase of the project had previously been forwarded to the Water Board for review. Mark had some questions which he sent to Tom and Jeff in preparation for the meeting. After all questions had been answered, Bob made a motion to sign the amended contract for the next phase of the project. Mark 2nd the motion. . Motion passed unanimously. There was discussion about Jeff and Tom preparing a presentation for the Annual Town Meeting. They will present an outline within the next few days. Bryan would like to get information about the project out to the residents as soon as possible.

Meeting Minutes – February 24, 2014

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

Review and Sign Bills

Invoices were reviewed and signed by the Board.

Review and Sign Payroll

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

Review Breakdown of Finances for FY2015

The Board reviewed the fiscal year 2015 financial report.

Update on Money Owed to the Water Department

Currently \$3,196.64 is owed to the department. Bob made a motion to start the process of water shut offs for residents in arrears. The procedure is to notify water customers by certified mail and then hand delivery by constable. Shut offs are scheduled for the end of April.



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DWD Procedures for Emergencies

The Board discussed the recent frozen pipe on Pleasant Street and the need for a clearer procedure for water related emergencies. A protocol will be typed up and handed out to all members.

Sanitary Survey Results

The Board reviewed the Sanitary Survey results and drafted responses to the Department of Environmental Protection (DEP). Paperwork will be forwarded to DEP before the April 14th deadline.

Additional Topics Discussed Not Noted on the Agenda

Changes to Rates and Fees

Bob made a motion to contact Dick Kilhart from Mass Rural Water Associates in order to review the fee schedule for the Department. Mark 2nd the motion. – Motion passed unanimously. Members are looking to hold a hearing within the next month.

April 8th Meeting

The Board discussed having an additional meeting in April. This will be held on Wednesday, April 8th at 6:00pm.

Bob made a motion to close the meeting at 7:53pm. Mark 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department