



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, April 21, 2015**

Approved: May 12, 2015

Meeting was called to order by Chairman Bryan Conant at 6:00pm.

Member present: Mark Cullen

Member absent: Bob Gamache

Additional attendees: Fire Chief Brian Rich, Jeff Faulkner from Tighe and Bond, Dick Kilhart from Mass Rural Water Association, and Town Moderator Bob Nelson

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

### **Review Power Point Presentation – Water Project**

Jeff handed out copies of the power point presentation for review. Funding was discussed with the Board stating that they are leaning towards a 40 year USDA loan. The Town is not eligible for grant money due to the high median income of residents. Jeff and Tom Mahanna will be present at the information session next Tuesday night 6:00pm at the Dunstable Public Library to help answer residents questions. Bob Nelson asked if the meeting will be taped. The Board asked the secretary to look into taping the presentation. Jeff told members that the wetland scientist will be flagging wetlands on April 27<sup>th</sup> and the survey of the property will be May 1<sup>st</sup>.

### **Rates and Fees Discussion**

The Board discussed the Water Department's rates and fees. Dick Kilhart offered insight on how the Board should go about reviewing rates in order to ensure they are covering the true cost of running the department. The Board will discuss this further at their May meeting with a hearing to be scheduled in June.

### **Meeting Minutes**

Mark made a motion to approve, as submitted, the minutes of the April 8<sup>th</sup> meeting. Bryan 2<sup>nd</sup> the motion. . Motion passed unanimously.

### **Review and Sign Bills**

Invoices were reviewed and signed by the Board.

### **Review and Sign Payroll**

No payroll slips were submitted for signature.

### **Review Breakdown of Finances for FY2015**

The Board reviewed the fiscal year 2015 financial report.



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**Update on Money Owed to the Water Department**

The Secretary reported that %shut off+notices went out by certified mail. Any customer that has not paid in full within two weeks will have a final shut off notice delivered by Constable.

**May Employee Training**

In order to satisfy a requirement of the Sanitary Survey, the Board will be meeting in May for employee training. The Secretary will e-mail the staff with dates.

**May 26<sup>th</sup> Meeting**

The Secretary told members that she has a conflict for the May 26<sup>th</sup> meeting. The Board decided to move their meeting to May 12<sup>th</sup> at 6pm.

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

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

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department