



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, May 12, 2015

Approved: June 17, 2015

Meeting was called to order by Chairman Bryan Conant at 5:00pm.
Members present: Mark Cullen and Bob Gamache
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Meeting Minutes of April 21, 2015

Mark made a motion to approve, as submitted, the minutes of the April 21st meeting.
Bryan 2nd the motion. . Motion passed unanimously.

Meeting Minutes of April 28, 2015

Mark made a motion to approve, as submitted, the minutes of the April 28th meeting.
Bryan 2nd the motion. . Motion passed unanimously.

Meeting Minutes of May 5, 2015

Mark made a motion to approve, as submitted, the minutes of the May 5th meeting.
Bryan 2nd the motion. . Motion passed unanimously.

Review and Sign Bills

Invoices totaling \$22.97 were reviewed and signed by the Board.

Review and Sign Payroll

Payroll slips for the water employees were submitted and signed.

Review Breakdown of Finances for FY2015

The Board reviewed the fiscal year 2015 financial report.

Update on Money Owed to the Water Department

The Secretary reported that one water customer is still in arrears after receiving two shut off notices by certified mail. Bob made a motion to shut off Account #29 on Monday, May 18th (was scheduled for Thursday, May 14th however the water employee will be out that day). Mark 2nd the motion. . Motion passed unanimously. Water to the residence will be shut off per the Rules and Regulations of the Board of Water Commissioners and Schedule of Rates and Fees, and not turned back on until all past due commitments, interest and fees are paid in full. The Board of Health, Town Counsel and Board of Selectmen will be notified when the water has been shut off.

Special Permit Notification Form – Blodgett Street – Solar Facility

Members discussed the application for a solar facility on the Georges landfill located in



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Tyngsborough and Dunstable. The Board has no comment on the application.

Review Check Valve and Vacuum Breaker Valve Quote

Bob made a motion to purchase \$3,234.60 of supplies from Redlon & Johnson that were on a quote submitted by David and to pay for them out of the Special Project Add/Repl. Capital fund. Bryan 2nd the motion. . Motion passed unanimously.

Department Emergency Training

Members reviewed the training procedures for the Water Department. Packets were handed out with important phone numbers and procedures for emergencies. The Board will also meet with David at the pump station on June 16th at 5pm for hands on demonstration.

Account #28 – Possible Meter Issue

The Secretary told members that she had received a call from account #28 stating that their spring water bill was not in line with recent years. The two homeowners were away for all but 2 weeks from fall through spring and still used 12,200 gallons of water. After the discussion, Bob made a motion to average out their gallon usage over the past three years of spring readings and replace their meter as it is past due. Bob 2nd the motion. . Motion passed unanimously.

Update on Water Infrastructure Project

The water infrastructure project passed at the Annual Town Meeting on Monday, May 11th. Approval for the funding will be voted at the ballot on May 18th. The Department of Environmental Protection (DEP) called the office earlier in the day and asked that the Water Board meet with them in their Worcester office whether the project is approved or not. Members discussed available dates. The Secretary will set up a meeting within the next couple of weeks.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the meeting at 6:16pm. Bob 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department