



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**  
**Wednesday, June 17, 2015**

Approved: July 28, 2015

Meeting was called to order by Chairman Bryan Conant at 5:32pm.  
 Members present: Mark Cullen and Bob Gamache  
 Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Pump Station – Main Street – 5:00pm**

Members met at the pump station with David Tully to go over procedures for pH alarms.

**Reorganization of Water Board**

Bob made a motion that Bryan remain as Chairman for the next year. Mark 2<sup>nd</sup> the motion. . Motion passed unanimously. Mark made a motion that Bob remain Vice Chair for the next year. Bryan 2<sup>nd</sup> the motion. . Motion passed unanimously.

**Public Hearing on Amendments to the Schedule of Rates and Fees**

Bryan opened the hearing at 5:40pm. The Secretary read the legal notice published in the Groton Herald. Handouts were available at the door. Three residents attended the hearing. The Board explained that the proposed changes would bring the Department in line with neighboring towns and that the change in service charge was to cover the cost of reading meters, billing, software, cartridges, envelopes, stamps and a portion of the employees benefits, etc. After the discussion, Bob made a motion to approve the following amendments to the Schedule of Rates and Fees, effective June 18, 2015:

I. **RATES & FEES**

I.D. **Water Rates:**

I.D.1. Service charge per billing period ~~\$45.00~~ **30.00**/ Account

II. **OTHER STANDARD FEES**

II.A. **System Development Fee Application/Connection Fee (for new service lines):**

PIPE SIZE	APP/CON FEE	PIPE SIZE	APP/CON FEE
1"	<del>\$3,000.00</del> <b>4,000</b> + meter cost + installation/administration fee	4"	<del>\$10,000.00</del> <b>16,000</b> + meter cost + installation/administration fee
1-1/2"	<del>\$3,500.00</del> <b>6,000</b> + meter cost + installation/administration fee	6"	<del>\$14,500.00</del> <b>24,000</b> + meter cost + installation/administration fee
2"	<del>\$4,000.00</del> <b>8,000</b> + meter cost + installation/administration fee	8"	<del>\$14,500.00</del> <b>32,000</b> + meter cost + installation/administration fee
3"	<del>\$7,500.00</del> <b>12,000</b> + meter cost + installation/administration fee		

II.O. **Back Flow Tests:** Performed twice a year ~~\$75.00~~ **\$125.00** per device

Bryan 2<sup>nd</sup> the motion. . Motion passed unanimously.



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### **Update on Water Infrastructure Project & June 4<sup>th</sup> DEP Meeting**

The Board, along with Selectman Walter Alterisio and engineers from Tighe and Bond met with the Department of Environmental Protection (DEP) on Thursday, June 4<sup>th</sup>. A backup plan was discussed in the event that the hydropneumatic tanks fail before a permanent solution is decided. There was also discussion on the relationship of the Water Operator to the Department.

Bryan said that the Board of Selectmen plan on putting the water article to vote on either August 25<sup>th</sup> or September 9<sup>th</sup>. The Board plans on holding a taped informational session in July and will work on an updated mailing that will be sent to residents.

The Board questioned whether the Department of Education requires schools to have sprinkler systems in their buildings. Fire Chief Rich will look into this.

### **Fire Chief Brian Rich**

The Fire Chief asked the Water Board if they were receptive to an approximately 30 foot radio tower at the top of Blanchard Hill. He currently has his radio repeater on a house on Forest Street which just sold and the new owner has no interest in having the equipment on his property. The equipment houses radios for both the Fire and Highway Departments. They expect that if on Blanchard Hill, the 2<sup>nd</sup> highest point in town (375 feet), the Police Department may also use the tower. The Board said that they support Chief Rich continuing his investigation into placing a tower on Blanchard Hill.

### **Meeting Minutes of May 12, 2015**

Bob made a motion to approve, as submitted, the minutes of the May 12th meeting. Bryan 2<sup>nd</sup> the motion. . Motion passed unanimously.

### **Review and Sign Bills**

Invoices were reviewed and signed by the Board. The Board would like Tighe and Bond to give them a detailed invoice on the \$8,000 signed off tonight.

### **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**

\$3,127.18 is currently outstanding. Late bills are mailed at the end of each month.



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**Account #29 – Shut Off**

The Board asked the Secretary to notify David Tully that they would like him to rent equipment to dig up the shut off valve for Account #29. The owner was notified that their water was to be shut off on May 13<sup>th</sup> and due to unforeseen circumstances the department has had to delay the process.

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

**Town Accountant Lorraine Leonard – Water Project**

The Board requested that Lorraine come into the meeting to ask about the procedure for funding the water project. She said that after the vote, it is done in stages when construction starts. There was discussion on the operating contingencies line item and whether that can be funded by the loan.

Mark made a motion to close the meeting at 7:05pm. Bob 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department