



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, September 15, 2015**

Approved: September 28, 2015

Meeting was called to order by Vice Chairman Bob Gamache at 6:09pm.
Members present: Mark Cullen and Bryan Conant (6:13pm)
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Public Hearing on Rates and Fees for the Water Department

Bob opened the hearing on proposed changes to the Schedule of Rates and Fees for the Dunstable Water Department. No one from the public attended. The hearing notice was published in the September 4th edition of the Groton Herald newspaper. Bob and Mark discussed the interest rate of surrounding towns and agreed to increase the Department's from 1.09% monthly to 1.17% monthly. The Board agreed with the additional proposed changes published on the town website. Mark made a motion to close the hearing at 6:11pm. Bob 2nd the motion. . Motion passed unanimously. Mark then made a motion to accept all of the proposed changes to the Rates and Fees effective immediately. Bob 2nd the motion. . Motion passed unanimously.

Effective: **September 15, 2015**

I.B. *All bills are due and payable within 30 days and overdue bills are subject to a **1.17%** late charge. Water may be shut off for non-payment of bills or disregard of rules. Before water is turned back on, the delinquent bill, interest, plus an additional service charge for turning the water off and on, must be paid. Unpaid water bills constitute a lien on real estate and collection of committed accounts may be made by the Town through the sale of property (Section 42A to 42I inclusive of Chapter 40 of the General Laws).*

II.C. Inspection, Supervision Charge:

*II.C.1. By DWD employees: @ \$ **50.00** P/H*

II.D. Shut Off Charge: \$ **100.00**

II.E. Turn On Charge: \$ **100.00**

II.H. Special Meter Reading: \$ **50.00**

II.I. Stand-By Fee: \$ **80.00**

***II.K. Freeze-Ups: DWD Supt supervision @ \$ **50.00** P/H +
materials & contractor time/labor***

II.L. Interest Rate: **1.17%** per month after 30 days



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*II.P. No person shall turn on, shut off or tamper with, including but not limited to water mains, hydrants, meters, or any component of the water system. Person(s) found violating this policy will be subject to a fine of \$ **500.00** per offense.*

Bryan arrived and took over as Chairman.

Review and Sign Monthly Bills

\$2,131.04 in bills was signed by the Board.

The Secretary was asked to order chemical from Borden and Remington and to have Ray Ferland come calibrate the McCrometer equipment.

Review and Sign Payroll

Payroll slips for the water employee and secretary were signed.

Water Project and Emergency Radio Tower on Skytop Lane (Blanchard Hill).

Town Administrator Tracey Hutton, Fire Chief Brian Rich and Jeff Faulkner from Tighe and Bond were in attendance to discuss the water project and an emergency radio tower. Ms. Hutton told members that she, the Fire Chief, Town Counsel, Selectmen Leva and Tom Mahanna from Tighe and Bond walked the Blanchard Hill property earlier in the day due to a suggestion made at the Board of Selectmen's meeting that the top of the hill would be a good area for a gravity fed storage tank. Since tax payers voted against the MUD district for the siting of a water tower and booster station, alternative areas have been discussed which have included the Town Forest, Sky top Lane (Blanchard Hill) and the top of Pond Street. More information will need to be gathered with a final project presented at the Annual Town Meeting in May. In the meantime, the Department needs to prepare a rough article with a dollar figure no later than September 28th. The Department of Environmental Protection is looking for an emergency plan in case the hydro-pneumatic tanks fail. The Finance Committee meets on October 5th with the warrant to be signed by the Board of Selectmen on October 7th. Items to be completed before the next meeting.

Water Board:

- 1) Complete emergency plan with figures and forward the document to Tracey Hutton by September 28th to be submitted for the Special Town Meeting
- 2) Attend the Finance Committee meeting on October 5th to answer questions regarding cost of emergency plan.
- 3) Identify engineering scope of work for remaining \$27,000 for Tighe and Bond.



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David Tully Jr.

- 1) Pricing for shut off on Pond Street including purchasing of hydrant.

Bryan Conant

- 1) Will talk with Alan Chaney regarding the Town Forest and Conservation properties.

Town Counsel

- 1) Will review the Town Forest's deed restrictions.

Town Administrator

- 1) Meet with the Goldthwaite's with Jeff Faulker to discuss top of Pond Street

Emergency equipment tower on Sky top Lane. The Town Administrator and Chief Rich asked the Board if they would be willing to allow an emergency communication tower, approximately 80 feet high on the Water Department's parcel on top of Blanchard Hill. There would be a 36x24 fence around the tower that would include solar panels. The Board asked the Secretary to see if American Tower has an interest in the property for a cell tower. Bob made a motion to allow the Fire Chief access to the Department's parcel for his emergency tower. Mark 2nd the motion. . Motion passed unanimously.

Meeting Minutes of July 28, 2015

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

Review Breakdown of Finances for FY2015

The Board reviewed the fiscal year 2016 financial report.

Update on Money Owed to the Water Department

\$920.56 is currently outstanding. Late bills are mailed at the end of each month.

Account #29 – Shut Off

The Secretary told members that she had received money owed for Commitments 27, 28 and 29; however, account #29 did not include the turn on and turn off fees charged. An invoice was sent reminding the owner that water will not be turned on until the entire outstanding balance is paid in full. The Board asked that an additional letter be mailed reminding the owner of the property that with the cold weather upon us, freezing pipes is of a concern and he may want to pay the remainder of what is owed to avoid any weather related issues with pipes. Our Rules and Regulations state that the Board of



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Water Commissioners shall not be liable for any damage caused shutting the water off to the property.+

Vote to Transfer Retained Earnings at Special Town Meeting

There is \$13,015.35 in the departments' unreserved account. Bob made a motion to transfer those funds into the Water Special Project Capital Repair/Maintenance account (6500-04-451-5240-2010-002) at the next Town Meeting. Bryan 2nd the motion. . Motion passed unanimously.

Walco Quote for Installing Precision Digital Controller

David Tully advised not to purchase this at this time.

Well #1 Roof

David told members that the roof at Well #1 will need to be replaced in the spring.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the 7:32pm. Bob 2nd the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department