



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
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**Water Department Minutes**  
**Tuesday, October 27, 2015**

Approved: November 17, 2015

Meeting was called to order by Chairman Bryant Conant at 6:30pm.  
Members present: Mark Cullen and Bob Gamache  
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Meeting Minutes of September 28, 2015**

Bob made a motion to approve, as submitted, the minutes of the September 28th meeting. Mark 2<sup>nd</sup> the motion. . Motion passed unanimously.

**Review and Sign Monthly Bills and Payroll**

Invoices were reviewed and signed by the Board. Payroll slips for the water employee and secretary were signed.

**Review Breakdown of Finances for FY2016**

The Board reviewed the fiscal year 2016 financial report.

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

\$477.40 is currently outstanding.

**Account #29 – Shut Off Update**

The Secretary told members that the owner of the property paid his outstanding water bill. The owner sent a fax to the office asking that the highway foreman go into his house to repair his leaking water meter and then shut the water back off in the house.

**Emergency Plan and Water Project Update**

Emergency Plan - The Board asked the Secretary to find out from the Department of Environmental Protection if they require a copy of our emergency response plan.

Water Project - Bryan and Bob signed Tighe & Bond's amendment for engineering services to evaluate the Town Forest Parcel for a water storage tank.

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

Bob made a motion to close the meeting at 6:55pm. Mark 2<sup>nd</sup> the motion. - Motion passed unanimously.

Respectfully submitted,

Cheryl A. Mann . Secretary Dunstable Water Department