



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
Monday, March 22, 2016

Approved: April 27, 2016

Meeting was called to order by member Mark Cullen at 6:00pm.
Members present: Bob Gamache and newly sworn in member Scott Wilkins 6:10pm
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Meeting Minutes of February 10, 2016

Mark made a motion to approve, as submitted, the minutes of the February 10th meeting. Bob 2nd the motion. . Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Invoices in the amount of \$1,293.58 were signed by the Board. The Board signed payroll for the two water employees.

New Water Board Commissioner

The Board welcomed newly appointed member Scott Wilkins to the Water Board. Scott was appointed by the Board of Selectmen after Bryan Conant vacated the position after moving out of town. Scott plans on running for the remainder of Bryan's term.

Review Breakdown of Finances for FY2016

The Board reviewed the fiscal year 2016 financial report.

Billing Software Discussion – Tracey Hutton

Tracey told members that the current billing software (Jayhawk) for the Water Department will soon be obsolete and the department will need to purchase updated software. The new package from Jayhawk is \$2,000 with a \$500 annual contract for technical support. Tracey contacted various software billing companies and found El Dorado to be a comparable company (Town of Harvard uses them) and less expensive. Their utility program is \$995 with \$395 annual contact for technical support. After the discussion, Mark made a motion to move the billing software to El Dorado and fund the cost out of the Water Special Project Capital & Repair Account. Bob 2nd the motion. . Motion passed unanimously.

Update on Money Owed to the Water Department

Currently there is \$2,221.04 outstanding. Late bills w/interest went out earlier in the day.

Annual Statistical Report

The Secretary handed out copies of the Annual Statistical Report to members. The report was reviewed and signed by Operator David Hardman and electronically sent to



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

DEP in February.

Residential Cross Connection Brochure

The Secretary, after noticing that it is a requirement on the Annual Statistical Report, designed a brochure for residents to inform them about household cross connections. The Board reviewed the brochure and agreed to make about 100 copies to be sent with the annual bills to residents on town water. As this is important for all residents, the brochure will also be put on the town website.

Storage Tank Project Discussion

The Board brought Scott up to date on the history of the Water Department with regard to the various projects they've attempted over the years, the latest being a storage tank on Town Forest property. It was agreed that Scott would contact David Tully and tour the well site and hydro-pneumatic station in order to get an understanding of the challenges of the department. This item will be put on a future agenda for discussion.

Additional Topics Discussed Not Noted on the Agenda

Tuesday, April 26th Meeting

There was discussion that there may not be a quorum for the April 26th meeting. Members decided to meet on Wednesday, April 27th at 6pm instead.

Thursday, March 24th Master Plan Kick off Meeting

Members expressed frustration that the Water Board had not been invited to be a part of the Master Plan Committee since our infrastructure is an important part of the town's future. The Secretary told members that the next meeting will be held on Thursday, March 24th at 7:30pm.

Main Street Road Project

The Secretary brought up that the next meeting for the Main Street Road project may be held on April 14th. The Board would like to attend future meetings to discuss replacement of a section of 6+pipe.

Bob made a motion to close the meeting at 7:20pm. Mark 2nd the motion. - Motion passed unanimously. The next scheduled meeting of the Water Board will be on Wednesday, April 27th at 6:00pm.

Respectfully submitted,

Cheryl A. Mann
Secretary . Dunstable Water Department