



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Water Department Minutes
Wednesday, July 26, 2016

Approved: August 23, 2016

Meeting was called to order by Chairman Karl Huber at 6:00pm.
Members present: Mark Cullen and Scott Wilkins
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Review of Emergency Procedures – Well Site

All three members met at 5:15pm at the well site for the yearly review of emergency procedures. Each member was handed a packet of names and numbers of companies the department uses as well as instructions for common problems the department has previously experienced. Once in the office, the Commissioners signed the office copy.

Meeting Minutes of June 28, 2016

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

Review and Sign Monthly Bills and Payroll

Payroll and invoices totaling \$1,141.75 were signed by the Board.

Review Breakdown of Finances for FY2016

The Board reviewed the fiscal year 2016 financial report.

Review Breakdown of Finances for FY2017

The Board reviewed the fiscal year 2017 financial report.

Update on Money Owed to the Water Department

Currently there is \$1,561.18 outstanding.

Indirect Cost Allocation – Employee’s Benefits

The Secretary reminded the Board that since fiscal year 2012, the Department has reimbursed the General Fund for a portion of the two employee’s benefit costs. This year the amount is \$5,791. Mark made a motion to instruct the Accountant to transfer \$5,791.00 from the Water Department Maintenance Account (#5690) to the Town’s General Fund. Scott 2nd the motion. – Motion passed unanimously.

Master Plan Update

Karl attended the July 19th Master Plan meeting. Jay Donovan from NMCOG handed out the results of the June 23rd vision session where strengths, weaknesses,



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opportunities and threats were discussed. A draft "Vision Statement" was also presented and Karl took that time to remind everyone that the Water Department should not be forgotten when looking at revenues to fund municipal services. The Department provides water to the Swallow Union Elementary School, Town Hall, Library, Police and Fire Department, is a state recognized public utility and an intricate part of the Town of Dunstable. The water infrastructure must be considered when looking into the future of the Town. Karl mentioned that a survey will be mailed in September asking for input from residents regarding perceptions and opinions about Dunstable. The next scheduled meeting will be held on Tuesday, August 16th. Karl will not be able to attend.

Discussion on Future Water Project

Karl handed out a summary of the key points from the July 12th site visit to Pond Street. Discussed as part of the ongoing research is getting pricing for the following: a tree service to clear the area, Lawrence Tank to provide backup water, Al LeBlanc for scope of work, Jon Tibbetts from MASS Rural Water to review our intentions, Mike Hunchard's and DEP's perspective.

Additional Topics Discussed Not Noted on the Agenda

Discussion on MUD

Chief Rich was in attendance and the Board asked him for an update on the plans for the MUD District. He told members that currently the Committee is planning for 3 buildings (8 units in each) and 8 duplex units for a total of 40 residences. A commercial or community building will be built near the street. All buildings will require sprinkler systems. If the Water Department cannot provide water to the project, cisterns will need to be installed. The project may be eligible for Community Preservation Funding. The Board agreed that some investigating will need to be considered before committing to any additional customers.

Capital Planning Committee Form

Karl brought up that he had received a form from the Capital Planning Committee requesting a list of projects and expenses for FY18-22. Members will gather numbers for the replacement of Pond Street, 1800 ft. of 4" pipe replacement, 6" pipe replacement and modernization of Well #1. The form must be returned by September 1, 2016.

KOH Injector Pumps

Karl asked the Secretary to look into the replacement of the injector pumps. Mark Heyda from MBH replied by email that "given the corrosive nature of KOH, a peristaltic injector pump that other facilities have used successfully seems best." He needs



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additional information that Karl will provide such as max flow rate (185-200 gallons per minute) before giving the Department a cost estimate.

Meter Replacement Program

The Secretary brought up that there are still meters that need to be replaced (over 10 years old). The Board asked that she price out 25 meters and the cost for Small Water Systems to install them. This will go on the August agenda.

Main Street Project

No Update

DEP Grant

Karl went on the DEP website to inquire about eligible grants for the Dunstable Water Department. He will discuss this with Jon Tibbetts.

Mark made a motion to close the meeting at 7:25pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, August 23rd at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Secretary
Dunstable Water Department