



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 27, 2016**

**Approved: October 25, 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

**Water Projects – Town Administrator Tracey Hutton**

Tracey asked to meet with the Board regarding the proposed water projects. In anticipation of the discussion, Karl presented rough numbers which included:

Pond Street Hydro Tank replacement	\$ 75,646.00
Well #1 Rehab/Modernization	\$ 42,000.00
Replace old water mains w/C900 PVC	\$ 76,275.00
Replace old water mains w/DI pipe	\$1,228,500.00

Karl explained that there are two line items for replacing the old water mains because the department is looking at using C900 PVC instead of 12" ductile iron. C900 is tighter, is easier to fit and is cost effective. Karl mentioned a \$100,000 loan program suggested by Jon Tibbets from Mass Rural Water. Tracey reminded the Board that the USDA is currently 2.75% and can be financed for a longer period than most institutions.

Tracey told members that the Affordable Housing Committee (HC) is close to issuing a RFP for the Mixed Use District (MUD). There was discussion as to what changes would need to be made to our system to handle 40 additional housing units and a retail building. It is estimated that 110 gallons per bedroom is used per day with the proposed MUD project having twenty-four age restricted apartments, sixteen 2-bedroom market rate townhouses/duplexes and a retail building. This project is contingent upon approval at Town Meeting. Tracey said that the Housing Committee used the number \$270,000 for replacement of the 4" water main, whereas Karl's report has \$491,400. Tracey will help the Department with the RFP. There was discussion on Scott's position with the Water Department and whether there is a conflict of interest if Skilling's and Sons decided to bid on the project. Tracey said that she would look into this.

**Capital Planning Request** – Tracey asked if she could remove the cost from the Capital Planning form for the section of pipe running from Pond Street to the Post Office since this will be completed as part of the MUD Affordable Housing project. The Board said, "Yes".



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School Department Letter Regarding High School Water Issue – Tracey mentioned a letter she received from the Business Director of the Groton Dunstable Regional School District regarding the water quality at the high school. The school received a directive from the Department of Environmental Protection that states the school district has 120 days (from August 30, 2016) to submit a corrective action plan to MassDEP for review and approval. All upgrades to the system are to be completed by August 15, 2017. The School Department may decide to drill a new well, receive potable water from a nearby public water system, optimize treatment of the existing supply or a combination of the three. The School Committee was meeting to discuss this letter. Tracey said that she was told that the Plant Services Director will be calling the Water Department to talk with Karl.

#### **Meeting Minutes of August 23, 2016**

Mark made a motion to approve, as submitted, the minutes of the August 23rd meeting. Scott 2<sup>nd</sup> the motion. Motion passed unanimously.

#### **Review and Sign Monthly Bills and Payroll**

Payroll and invoices totaling \$2,492.18 (maintenance) and \$2,420.88 (special accounts) were signed by the Board.

#### **Review Breakdown of Finances for FY2017**

The Board reviewed the fiscal year 2017 financial report.

#### **Review End of Fiscal Year 2016 Report**

The Secretary presented the Town Accountant's end of fiscal year 2016 report to the Board. The final numbers have not been certified by the state but the un-reserve fund balance of \$14,796.81 will be transferred at the Annual Town Meeting once that's completed. The Secretary gave the Town Administrator a Warrant Article for the transfer.

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

Currently there is \$1,058.73 outstanding.

#### **Meter Replacement Program Update**

The Secretary told members that Small Water Systems worked on Thursday, September 22<sup>nd</sup> and Friday, September 23<sup>rd</sup> replacing meters for twenty customers.

#### **Salary Discussion for David Tully**

The Secretary brought up that there will be a new salary structure once the Personnel Board has completed their review of positions and salaries for town employees. This



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will mean an increase for David which will bring his salary more in line with his current Highway position. The increase means that his water salary line item will be about \$656 short at the end of the 2017 fiscal year. According to the Town Accountant, all water salaries were combined and voted as one number so as long as we don't go over that number collectively, we can go negative in his salary account.

### **David Tully's September/October Schedule**

The Board discussed David's fall water schedule and decided on the following: September 29<sup>th</sup> and October 6<sup>th</sup> – flush hydrants, October 13<sup>th</sup> and October 20<sup>th</sup> – read meters, October 27<sup>th</sup> – leak detection with Jon Tibbets (Mass Rural Water)

### **Master Plan Meeting Update**

Karl brought members up to date on the recent Master Plan meeting. He said there was a great attendance. There was discussion on Land Use and Economic Development. Residents spoke about generating revenue, taking care of resources we now have and allowing small businesses were important.

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

#### **Secretary's Job Description**

Karl had asked the Town Administrator for the draft job description for the Secretary. It was compared to the updated document. None of the requested changes were on the document Karl received. The Board asked the Secretary to notify the Town Administrator that they would like the approved changes made to the job description and grade for acceptance by the Personnel Board.

Scott made a motion to close the meeting at 7:28pm. Mark 2<sup>nd</sup> the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, October 25<sup>th</sup> at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department