



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, December 19, 2016

Approved: January 30, 2017

Meeting was called to order by Chairman Karl Huber at 6:30pm.

Members present: Mark Cullen and Scott Wilkins

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

159 Pleasant Street – Jake Lewon – Fall Water Bill

Mr. Lewon asked to meet with the Board regarding his fall water bill. The first thing he mentioned was that the invoice was difficult to understand and did not show that the previous owner of the property had paid his portion of the bill prior to the closing. The Board agreed that the new billing software has been a challenge and that they would look into including additional information with bills when a property is sold. Mr. Lewon then indicated that his main concern was with the amount of water usage for the property since he took over ownership. He believes 145,850 gallons of water usage is incorrect. Although he checked the water reading for accuracy and the meter to make sure it was not running when the water was not in use, he can't understand how that much water was used in three months. He explained that he closed on the property in July but said he did not move into the house until the 1st week of August. He has a sprinkler system (8 zones with 4 heads each) but said that he only used it a few times a week. The Board explained that the bill for the property was right in line with previous year's bills (fall 2013-181,850 gallons, fall 2014-226,000 gallons and fall 2015-267,700 gallons). Mr. Lewon's bill falls in the middle of properties that have sprinkler systems. After the discussion, the Board asked that Mr. Lewon come back on January 24th after they've had time to think about how to approach the issue and to research the age of the meter.

Discussion on Future Water Project

Town Administrator Tracey Hutton and Capital Planning Chairman Bob Jacobson were in attendance to discuss the draft RFP for the Affordable Housing project. In particular, Tracey wanted the Board to review Section 2.5.2 Utilities/Infrastructure which states ***"A public water supply line from Pleasant Street into the Property must be constructed. The water supply line from Pond Street to the east to the site must be upgraded to a 12" line by the selected developer. In addition, in order to supply sufficient water to the development the Town must approve and construct improvements to its so-called "well 1" and its hydropneumatic tanks"*** and 2.5.3 Summary of Site Opportunities & Constraints which states ***"In accordance with the current edition (8th) of the Massachusetts State Building Code, sprinklers will be required in all buildings. In its present condition, the public water system cannot***



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sufficiently supply this type of sprinkler system and a cistern to store sufficient water will need to be installed.” The Board said that they were fine with the language in the RFP.

Capital Project Request

Tracey asked the Board to review her numbers for the future Water Projects. She asked that Karl talk to Tighe and Bond to get an engineering design figure for a “shovel ready” project. Karl will speak to Jeff Faulkner.

Meeting Minutes of November 22, 2016

Mark made a motion to approve, as submitted, the minutes of the November 22nd meeting. Scott 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Payroll and invoices totaling \$1,945.62 were signed by the Board.

Review Breakdown of Finances for FY2017

The Board reviewed the fiscal year 2017 financial report.

Update on Money Owed to the Water Department

Currently \$6,159.05 is owed. Late bills with interest were mailed.

Annual Report

The Board reviewed the Administrative Assistant’s draft Annual Report. No changes were made.

National Grid’s 45 Day Yearly Operational Plan Review

The Board reviewed the December 5th letter and accompanying map which details specific information pertaining to the herbicide application along rights-of-way in Dunstable. The map showed the location of the Water Department’s well which the Board verified. No comments need to be sent to National Grid.

Campaign Finance Report

Karl and Scott signed the Town Clerk’s Campaign Finance Report.

Master Plan Update

Karl mentioned that the Master Plan Committee is reviewing the results of the questionnaires sent to residents.



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Beaver Discussion

Mark told members that he contacted Leo Martin Sr. from Chelmsford who may be willing to come to Dunstable to trap the nuisance beavers near the well site. Mark will see if he can arrange a day for him to come view the site.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the meeting at 7:28pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, January 24, 2017 at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department