



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, January 30, 2017

Approved: February 28, 2017

Meeting was called to order by Chairman Karl Huber at 5:30pm.
Member present: Scott Wilkins
Member absent: Mark Cullen
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

159 Pleasant Street – Jake Lewon – Fall Water Bill

At the December meeting the Board asked Mr. Lewon to return in January in order to give them time to gather additional information regarding his fall water bill. Karl told Mr. Lewon that after reviewing the information at tonight's meeting, he believes that the usage is accurate. Mr. Lewon argued that the bill sent in November was incorrect. Although the Board did not agree with Mr. Lewon's view they voted to remove \$579.20 from the fall 2016 bill and explained to him that this was a one-time adjustment and to avoid large water bills in the future he should keep a good eye on his water usage.

Meeting Minutes of December 19, 2016

Scott made a motion to approve, as submitted, the minutes of the December 19th meeting. Karl 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Payroll and invoices totaling \$3,842.24 were signed by the Board.

Review Breakdown of Finances for FY2017

The Board reviewed the fiscal year 2017 financial report.

FY2016 Certified Free Cash

The Town Accountant forwarded an email copy of the certified free cash from the Department of Revenue. \$14,797.00 will be transferred at a later date into one of the department's special accounts.

Update on Money Owed to the Water Department

Currently \$4,437.79 is owed.

Beaver Discussion

This will be placed on the February agenda.

FY2018 Budget

The Board reviewed the draft fiscal year 2018 budget. Scott made a motion to approve



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the budget as presented. Karl 2nd the motion. – Motion passed unanimously.

Master Plan Update

Karl said that the next Master Plan meeting is scheduled for February 21st.

Water Project Discussion

The Town Administrator and members from the Capital Planning Committee, Affordable Housing Committee and Advisory Committee were in attendance to discuss the proposed water project.

Karl explained that the department has three priority projects:

- 1) Pond Street – First on the list is replacing the aging Hydro-pneumatic tanks. They have had leaks in the past and the department has been told that the next event could result in a disruption of service to the town. The department would not be able to supply water to our customers which includes residents, businesses, municipal buildings and the Swallow Union Elementary School. The Water Commissioners have agreed that two 5,000-7,500 gallon replacement tanks need to be installed either at the well site or MUD district.
- 2) Well No. 1 needs maintenance and improvements. The pump is approximately 25-30 years old.
- 3) Replace water mains. Water mains vary from 12” to 4” asbestos to 2”. Under the current infrastructure, the department would not be able to service the MUD district.

Karl said that with a department budget of \$63,000 a year, the department cannot fund the projects without support from the town boards, committees and residents.

Christine Muir from the Advisory Board asked where the department was in the process; has the design, engineering and budgeting been completed? She agreed with Karl that the town needs to get on board with support for the projects. Karl said that many feasibility studies have been completed and the department has been working with the engineering firm of Tighe and Bond. Their most recent estimate of \$145,000 would include engineering costs for the three projects. That figure does not include product cost or cost to construct.

Harold West from Affordable Housing asked if placing the tanks at the well site was the best choice for efficiency. Karl said yes because there is enough room and our equipment is already at the site.

Carol Bacon from the Affordable Housing Committee asked what physical space would



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be needed to house the tanks and associated equipment. Karl said that the actual footprint would be small and there is plenty of room at the well site.

Kieran from Capital Planning asked Karl where he felt would be the best long term location for the tanks. Karl said in the middle of the system such as the MUD district but both locations have their challenges.

Tracey asked that if voted at Annual Town Meeting to give the department \$150,000 for engineering, would they be ready for a fall Special Town Meeting. Karl and Scott agreed they would.

The Water Board will be meeting with the Advisory Committee on Monday, February 6th. Christine asked that the Board be ready to present a project plan including a general timeline and as much of a cost estimate as possible for the three proposed projects.

Additional Topics Discussed Not Noted on the Agenda

Skillings Invoice for 114 Pleasant Street

Mr. Simmons was able to complete the repair to his water system which was caused by a valve that had been left off after his water meter was replaced. This caused the internals on the booster pump to melt. The department agreed to pay for the damages. The bill was for \$574.14 which will be deducted from his next water bill(s).

Scott made a motion to close the meeting at 7:12pm. Karl 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, February 28, 2017 at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department