



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
Tuesday, March 28, 2017

Approved: April 25, 2017

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

Water Project Update

Town Administrator Tracey Hutton was in attendance to update the Board on the water article which is on the warrant for the May 8th Annual Town Meeting. The article states that the Water Department is requesting \$200,000 for the engineering to replace the hydro-pneumatic tanks and make improvements to the well site. The \$200,000 will bring the project to the "shovel ready" stage. Tracey told the Board that she has already presented the Tighe and Bond (T&B) proposal to the Advisory Board. Jeff Faulkner from T&B will be at the Annual Town Meeting to answer any questions pertaining to the engineering of the project. The Town Administrator will put together slides for the presentation at Town Meeting. The \$200,000 engineering fee will eventually be able to be rolled into the construction loan. The Town Administrator said that she will be updating residents on all debt exclusion articles at Candidates Night. The Board expressed appreciation to the Town Administrator for her help with the water project.

Meeting Minutes of February 28, 2017

Mark made a motion to approve, with corrections, the minutes of the February 28th meeting. Scott 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

Payroll and invoices totaling \$823.20 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 \$1,398.12 is owed. It was discussed that the Board would like shut off notices sent certified mail the first week of April to those past due customers, with follow-up notices delivered by the Constable two weeks later. The Department will schedule water to be shut off the end of April to those customers in arrears.

Beaver Discussion

Mark said that Mr. Martin removed eleven (11) beavers from the well site. Once the



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location of dams has been identified along Salmon Brook, the Commissioners will contact the Conservation Commission to discuss breaching of the dams.

Master Plan Update

Karl said that the last Master Plan meeting was a visionary meeting with the public. He stated that the update to the plan was slowly moving forward.

New Metering System

Karl had asked the Administrative Assistant to research a new "drive by" metering system for the Water Department.

Additional Topics Discussed Not Noted on the Agenda

Flow Issue

The Board discussed the continuing issue with high flow numbers. Karl asked the Administrative Assistant to find out from David Tully if Ray Ferland had come back out. There may be an issue with the way the gallons are figured since new charts have been in place since the fall when this issue started. Scott suggested that David also check the hydro-pneumatic tanks on Pond Street to see check out the water levels in the tanks.

Stock

The Administrative Assistant mentioned that the Treasurer told her that the Water Department stock had split and went from 72 to 144 shares.

Mark made a motion to close the meeting at 7:00pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, April 25, 2017 at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department