



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, April 25, 2017

Approved: May 23, 2017

Meeting was called to order by member 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 Project Update – Review Town Meeting Presentation

Town Administrator Tracey Hutton and Board of Selectmen member Leah Basbanes were in attendance to review the Town Meeting presentation for the water project. Leah asked that emphasis be placed on the fact that this is a town wide issue. Water is supplied to the elementary school, Town Hall, Fire Department, Police Department, Library, local businesses, etc. Tracey said that the Board of Selectmen and the Finance Committee will both speak in favor of the article.

Leah then brought up the site visit she had with Mark to view the access road to the well site. Leah said that it's a complicated road and the front 150 feet are in the wetlands. She does not want to see a heavily engineered road or pavement used on the site. Mark agreed with Leah that the proposed width of 14 feet for the road is excessive. There is a question on upgrading power to the site and whether it would be above or below ground. It was agreed that the Conservation Commission in conjunction with the Water Board should work with Tighe and Bond on the engineering of the access drive.

Meeting Minutes of March 28, 2017

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

Review and Sign Monthly Bills and Payroll

Payroll and invoices totaling \$2,190.41 were signed by the Board.

Review Breakdown of Finances for FY2017

The Board reviewed the fiscal year 2017 financial report.

Karl brought up that the RACO alarm was posting unusual numbers so it's believed that the calculations are off. He attempted to reboot the system but was unable to do so. When he contacted RACO, he was told that our system firmware is a 2.6 and they are now on 6.1. Basically, our system is obsolete. The Board asked that David try to reboot the system and if this does not reset, then a new circuit board would need to be ordered. Mark made a motion that we approve the funds of \$1,195 to purchase a new



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upgraded RACO radio board. Scott 2nd the motion. – Motion passed unanimously.

Update on Money Owed – Final Shut Off Notice

The Administrative Assistant told members that all but one household has paid off their account. Normal procedure would be to send the Constable with a shut off notice to the remaining house; however, the Board agreed that the unusual circumstance with the account warrants it to be put on the agenda for the next meeting for discussion.

Beaver Discussion

Mark said that beaver season was over. Mr. Martin removed a total of eighteen (18) beavers from near the well site.

Letter in Support of LAND Grant Application

The Administrative Assistant discussed the Conservation grant application that will be presented at the Annual Town Meeting. The property is 11.47 acres on High Street bordering Salmon Brook. After the discussion, Scott made a motion to support the application for the LAND grant. Mark 2nd the motion. – Motion passed unanimously.

Master Plan Update

No update. The Master Plan Committee was meeting that night.

Schedule Leak Testing

Karl said that Jon Tibbetts from Mass Rural Water does not conduct leak detection of entire systems. Karl asked that the Administrative Assistant request a quote from Bill Anderson.

New Metering System

With the cost of approximately \$30,000 to replace the existing meter system with a drive-by, the Board decided to table this discussion for a future date.

Additional Topics Discussed Not Noted on the Agenda

Sanitary Survey

The Administrative Assistant told the Board that she and David Hardman met with Margo Webber from the Department of Environmental Protection for the Sanitary Survey. After about an hour going through paperwork and office files, they visited the hydro-pneumatic station and well site. Ms. Webber will come out in the next couple of weeks to meet with David to go through a few items with him.



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Matt Raymond – Pleasant Street

Scott brought up that Matt Raymond was still interested in connecting to town water. The Board asked that the Administrative Assistant contact Pepperell Water Department to get information on their tie-in rates for new installations so they can be compared to our rates.

Mark made a motion to close the meeting at 7:30pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, May 23, 2017 at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department

APPROVED