



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, July 11, 2017**

**Approved: July 25, 2017**

Meeting was called to order by Chairman Karl Huber at 5:57pm.  
Member present: Scott Wilkins  
Member absent: Mark Cullen  
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Meeting Minutes of May 23, 2017**

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

**Review and Sign Monthly Bills and Payroll**

Invoices and Payroll were signed by the Board.

The Town Administrator discussed the invoice from Tighe & Bond for work that was completed outside of the original contract. Jeff Faulkner submitted a new contract and invoice for review. Scott made a motion to sign the contract for the period of January 2017 through May 2017 and pay the \$2,670 invoice out of the emergency reserve account. Karl 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Review Breakdown of Finances for FY2017**

The Board reviewed the fiscal year 2017 financial report.

**Update on Money Owed – Final Shut Off Notice**

\$3,200.40 is owed to the Department. The Board discussed and decided to send shut off notices to two accounts that have been in arrears for some time.

**Water Project Update**

Town Administrator Tracey Hutton, Advisory Board member Christine Muir and Fire Chief Brian Rich were in attendance to discuss the water project.

Tracey said that she talked with Section Chief Bob Bostwick from the Department of Environmental Protection (DEP) regarding his concerns with our recent Sanitary Survey (report will be forwarded in the next couple of weeks). Two items of particular concern are the replacement of the hydropneumatic tanks and staffing.

Hydropneumatic Tanks: Tracey and Mr. Bostwick discussed the department's history which included failure at the ballot for funding a 250,000 gallon storage tank. Mr.



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Bostwick said that if the Department had gone through with that project, that tank would have most likely been out of compliance the day it was put on-line due to the size (10x larger than what was needed) The Department is now considering installing two hydropneumatic tanks to replace the aging system. Mr. Bostwick told Tracey that DEP prefers atmospheric tanks to hydropneumatic tanks. He suggested two 25,000-30,000 gallon atmospheric tanks that would be expandable and could be used separately. Mr. Bostwick suggested that the Water Department meet with DEP staff for a pre-permitting meeting. He suggests the department present their two best project proposals for discussion. Tracey updated the Board on her research of engineering companies (Woodward & Curren, Wright Pierce, Weston & Sampson, Stantec and Tighe & Bond). After the discussion, it was decided that Tracey would contact Mark Cullen to bring him up to date and will invite Wright Pierce to our July 25<sup>th</sup> meeting for a discussion on the project.

Staffing Issues: Bob Bostwick told Tracey that the Water Department needs to make changes to the way they take their water samples, and he questioned why we use a non-licensed company, Frontier Research. Another concern is with our backup operator who is not always available. The need to eventually find an operator that can stop by the Water Department each day was discussed. Small Water Systems may be a good resource for the department to cover vacations on a contract basis. Scott said that he would contact Savas Danos who he believes is retired to see if he has an interest. He also mentioned contacting Nashoba Analytical to get a pricing sheet on having them come out to do our water testing.

Rate Study – Tracey said that she would address this in September

#### **Master Plan Update**

No update.

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

##### **Raco Board**

Karl asked the Administrative Assistant to have David call Jamie at Raco and go through the installation of the new board.

##### **Leak Detection**

Karl mentioned that Wright Pierce may be able to conduct a leak detection of our system. Tracey will look into the cost.



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### **Fire Chief**

The Fire told the Board that he has started keeping track of the Fire Departments estimated water usage and will turn in the numbers every six months.

### **Testing of Fire Hydrants**

Karl mentioned to the Fire Chief that he'd like to do a hydrant test in August similar to the one that was done a few years ago.

### **Pine Tree on Pond Street**

It was mentioned that there is a large pine tree that seems to be in jeopardy of falling on property that may be owned by the Water Department. It is located near the opening of the boat launch.

Scott made a motion to close the meeting at 6:50pm. Karl 2<sup>nd</sup> the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, July 25, 2017 at 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann  
Administrative Assistant  
Dunstable Water Department