



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 25, 2017

Approved: August 22, 2017

Meeting was called to order by 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

Richard Protasowicki from Wright Pierce attended the meeting along with Town Administrator Tracey Hutton and Advisory Board member Christine Muir to discuss the direction the Water Board would like to take with regard to the replacement of the aging hydro-pneumatic tanks. Tracey started off by explaining that she talked with Bob Bostwick from DEP who suggested that the Water Board meet with him to present their top two projects (replace hydro tanks with new ones or with small atmospheric tanks). Once a project has been chosen, the Board would meet with Mr. Bostwick again for a pre-permitting meeting. The goal is to still have something for the Annual Town Meeting in May. All agreed that public relations will be important and residents must be well informed before Town Meeting. Karl explained to Mr. Protasowicki the history of the Department and the many challenges we've faced getting Town Meeting approval for various projects. Scott suggested that the engineer look at placing the two 30,000 gallon atmospheric tanks at 711 Main Street. Mr. Protasowicki will present a scope of services within the next two weeks.

Leak Detection

The Town Administrator presented a proposal from Water & Waste Pipe Testing Inc. for leak detection of our distribution system. The quote was for \$2,500.00. The Board would like more detail on how they actually conduct the leak detection, time of day they would come, how much notice they need and if a Police detail needed.

Tighe and Bond

Karl received an email from Tom Mahanna asking for clarification on why the Water Board chose to go with a new engineer for the water project. The Town Administrator had talked with both Jeff Faulkner and Tom Mahanna. The Board felt it was a professional decision based on the town's needs and where they are heading. The Board felt that no further communication is needed.

Meeting Minutes of July 11, 2017

Scott made a motion to approve, as submitted, the minutes of the July 11th meeting. Karl 2nd the motion. Motion passed unanimously.



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Review and Sign Monthly Bills and Payroll

Invoices and Payroll were signed by the Board.

Review Breakdown of Finances for FY2017

The final breakdown of finances for FY2017 will be ready for next month's meeting.

Review Breakdown of Finances for FY2018

As this is the first month, no report was given.

Update on Money Owed – Final Shut Off Notice

\$3,231.64 (interested included) is owed to the Department. Two shut off notices were sent by regular mail and certified mail/return receipt to two accounts that have been in arrears for some time. If their water bill is not paid by August 3rd, a Constable will be sent to their residences with final shut off notices.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the meeting at 7:23pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, August 22, 2017. Members will meet at 5:30pm at the pump house to go over the Emergency Response plan and then 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department