



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
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Water Department Minutes
Monday, August 7, 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

In attendance: Richard Protasowicki from Wright Pierce, Town Administrator Tracey Hutton, Police Chief James Dow, Fire Chief Brian Rich, Paul Brinkman and Alan Chaney. Discussion was based around the Sanitary Survey's violations and deficiencies identified in the report.

Violations:

- 1) DWD shall submit a new updated staffing plan – DEP has requested that an Operator be available to the department at all times. Currently, there is one part-time Operator and when he is unavailable, there isn't coverage. Suggestions were offered on how to resolve this issue. More research will be done in the following weeks.
- 2) Emergency Response Plan should be updated – The Administrative Assistant stated that the plan is updated yearly and she is currently working on the 2017 plan. Karl was given some materials to review by mid-September so they can be incorporated into the plan.
- 3) Sample tapping locations – DEP is saying that sample locations were not approved by DEP when in fact the Coliform Sampling Plan was approved back on November 6, 2007. A copy will be sent to DEP.

Deficiencies:

- 1) Chain of Custody reports shall be kept at Town Hall – will be done starting in August.
- 2) Total flow pumped from each well must be documented – already being done every Thursday.
- 3) pH readings shall be submitted with monthly C-ADD forms – will be done starting in August.
- 4) Time of collection shall be noted on chain of custody for lead and copper samples. – will do next round of testing.
- 5) Instruction forms to homeowners shall indicate faucet used for collecting the sample shall not be used for at least six hours prior to sampling. – will add that to the letter for next round of testing.



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- 6) Emergency contact list shall be posted at both treatment facilities and hydro building – will be done by September 1st.
- 7) Hydro-pneumatic tanks shall be inspected by outside contractor and copy of inspection report shall be sent to MassDEP – Will contact Flowrite.
- 8) Site tube on the left 5,000 gallon hydro-pneumatic tank must be cleaned – David Tully will attempt to address this before December 29th.
- 9) Corrective action plan must be submitted to MassDEP with a plan and timeline for replacing or repairing the hydro-pneumatic tanks – Tracey will get additional clarification on a plan and timeline. We have already met with Wright-Pierce and as requested we will be submitting our two best options to DEP.
- 10) Chemical Treatment Forms must have dosage calculations on the form. – Administrative Assistant will contact DEP to get clarification and report back to David Hardman.
- 11) Record the hand held pH readings – David Hardman added a column to his report.
- 12) If pH samples are taken off site, submit to MassDEP the Standard Operating Procedure and Chain of Custody form. – Samples are not taken off site.
- 13) Day tank for potassium hydroxide does not have enough markings on the side to accurately record the amount of chemical used. – David Tully and David Hardman are working on a solution.
- 14) MassDEP will prepare a revised TCR plan which must be signed and returned to DEP within thirty days of receipt. – No action needed until received.

At the request of the Board of Selectmen, Tracey called the Towns of Pepperell and Tyngsboro to see about their interest in an interconnection. Tyngsboro showed an interest in Dunstable supplying water to their town. If that were to happen, it could be a possibility that their operator(s) could work for both towns. The only issue with this is that in order to avoid additional permitting through the Water Management Act, Dunstable would be limited in how much water they could supply making the interconnection not worth the investment. An interconnection would also affect the design of the project.

Mark made a motion to close the meeting at 6:38pm. 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