



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
Tuesday, September 26, 2017

Approved: October 24, 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: Town Administrator Tracey Hutton

Emergency Response Plan – Well Site

Since the entire Board couldn't make the review of emergency procedures at the well site, this has been rescheduled for Tuesday, October 24th at 5:30pm.

Meeting Minutes of August 22, 2017

Mark made a motion to approve, as submitted, the minutes of the August 22nd meeting. Scott 2nd the motion. Motion passed unanimously.

Water Project/Sanitary Survey

Sanitary Survey-Water Operator Support

The Department of Environmental Protection (DEP) issued the Water Department a staffing violation stating that the Water Department must have a licensed Operator available four hours a day-five days a week and accessible 24 hours a day/365 days a year in case of an emergency.

Tracey presented two proposals for water operations support.

- a) Small Water Systems submitted their proposal on an hourly basis to conduct drinking water treatment and/or distribution system duties as well as any needed administrative support during normal business hours. They also included hourly rates for weekends, holidays and emergencies.
- b) WhiteWater, Inc. submitted their proposal which included water sampling, inspections seven days a week and reporting at a cost of \$87,600 for the first year.

The Board discussed that the scope of work and associated costs in the two proposals were vastly different. They would like to be able to compare the services provided by both companies so they asked the Town Administrator to get Small Water and WhiteWater to estimate costs specifically aimed at DEP's requirements. Tracey mentioned that depending upon the costs; the Department may need to go out to bid. The Board asked how they were going to pay for such a large expense on the \$60,000 a year they currently take in from their water customers. Tracey said the Department would need to conduct a rate study and increase their water rates to cover the costs as this is a mandate from the State.



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Tracey told members that she is still in talks with the Town of Groton to see if something could be worked out using their licensed Operator. The Department must respond to DEP by November 1st.

Replacement of Hydro-Pneumatic Tanks

In order to proceed with engineering for replacement of the Hydro-Pneumatic Tanks, Wright-Pierce requested approval of their memorandum dated September 22, 2017 regarding *Demands and Estimated Storage Required*. The memo uses historical water usage obtained from the Town's past five years of Annual Statistical Reports (ASR) and water estimates on the proposed MUD development and public safety building. Adding the existing and proposed demands together, the Department is looking at a minimum 68,000 gallon useable atmospheric storage tank. If the Board agrees with the numbers, Wright-Pierce will move forward and start considering locations. Motion was made, seconded and passed unanimously to approve the flows submitted by Wright-Pierce in their memo dated 9/22/2017.

Review and Sign Monthly Bills and Payroll

National Grid invoices and payroll were signed by the Board.

Review Breakdown of Finances for FY2018

This will be sent to members electronically this month.

Update on Money Owed

\$1,058 is currently owed to the Department.

Leak Detection Estimate

Mark made a motion to spend \$2,500 on a leak detection survey of the entire water distribution system. Scott 2nd the motion. – Motion passed unanimously. The Administrative Assistant will contact Water & Waste Pipe Testing Inc. (Carl M. Sopper) to schedule the work to be completed within the next month.

Additional Topics Discussed Not Noted on the Agenda

David Hardman – pH

David was in attendance to discuss the unusual pH readings coming from the electronic pH meter when only Well #1 is on. When checked with the hand-held pH meter, they read correctly. The Board feels that Well #1 is in need of a new pump. David told members that he will need to explain to DEP in his monthly report that the Dunstable Water Department has an instrumentation issue that needs to be addressed. The



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Board agreed to turn off Well #1 and only use it on an emergency basis until the problem can be addressed. Scott will contact Barrie Miller to get a date from him to come out and scope the system.

David Hardman asked about David Tully's job with the Department and was assured that that will not change. David Tully is very familiar with the system and is an integral part of the department.

Fire Chief Brian Rich

Chief Rich was in attendance to ask the Board if they would be interested in setting up another tanker shuttle drill. He would pull water out of the hydrant at the school to fill the tanker. The last time they tested the system, there were 4-5 loads removed an hour for 2 hours. This is done so the Fire Department will have a rough idea on what PSI the system will sustain in case of a fire. The Board tentatively booked Sunday, November 5th so school will not be in session.

Mark made a motion to close the meeting at 7:08pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, October 24, 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