



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, October 24, 2017

Approved: November 15, 2017

Chairman Karl Huber called meeting to order 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, Finance Committee Member Bob Nelson, Fire Chief Brian Rich and Board of Selectmen member Leah Basbanes

Emergency Response Plan – Well Site

Due to the weather, the Board decided to reschedule the emergency response training.

Water Project/Sanitary Survey

Water Operator Support

Tracey told the Board that she talked with Margo Webber at DEP who recommended the Board request an extension of the November 1st date to hire a part time Operator. In order to fund the Operator, the Water Department will need to do a rate study to increase rates. The current budget of \$60,000 will not cover the cost of a \$50,000 operator. Tracey has two estimates from outside firms and is waiting to hear from the Pepperell Water Department who is currently interviewing for a Chief Operator.

Enterprise Fund

There was a short discussion about moving the Water Department from an enterprise fund to a town-funded department. Further discussion will take place later.

Replacement of Hydro-Pneumatic Tanks

The Board received the report from Wright-Pierce on the water project. In order to give members enough time to make an informed decision on which project they will proceed with, an additional meeting is scheduled for November 15th. The Board will review the options and decide on a project at the November 15th meeting.

Meeting Minutes of September 26, 2017

Mark made a motion to approve, as submitted, the minutes of the September 26th meeting. Scott 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

The Board signed monthly invoices of \$1,739.79 and the payroll.

Review Breakdown of Finances for FY2018

The Board reviewed the breakdown of finances for fiscal year 2018.



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

Review of Water Enterprise Fund FY2017 End of Year Report

The Department of Revenue certified \$28,097.73 of free cash for the Department.

Update on Money Owed

\$908.01 is currently owed to the Department.

Acknowledgement of Receipt Ethics Information

The Town Clerk emailed ethics information to members. The Administrative Assistant handed out the receipt acknowledging they received the materials.

Flushing of System

David started flushing the system and will continue once the meters have been read.

Fall Meter Readings

Fall meter readings are underway. Bills will be going out by the first week of November.

True North – Ray Ferland – Calibration of Flow Meter

Ray Ferland calibrated the flow meter at the request of the Department.

Leak Detection of System by Carl Sopper

Mr. Sopper's company conducted a leak detection of the entire water system. A report should be sent within the next week.

Pond Street Hydropneumatic Tank Roof

Jeff Corey is expected to replace the roof on the building on Pond Street within the next week. The Building Inspector requested the roof be replaced.

November 5th Tanker Shuttle Drill

The Board decided that since well #1 has been taken off line, they would schedule the tanker shuttle drill with the Fire Department in the spring.

Additional Topics Discussed Not Noted on the Agenda

Mark made a motion to close the meeting at 7:15pm. Scott 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Wednesday, November 15, 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