



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
Wednesday, November 15, 2017

Approved: November 28, 2017

Chairman Karl Huber called meeting to order at 6:00pm.
Member present: Scott Wilkins
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level
In attendance: Town Administrator Tracey Hutton

Emergency Response Plan – Pump Station

Members scheduled this for Thursday, November 30th at 7:00am. The Administrative Assistant will ask David Tully to meet the Board at the Pump Station that morning.

Meeting Minutes of October 24, 2017

Scott made a motion to approve, as submitted, the minutes of the October 24th meeting. Karl 2nd the motion. Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

The Board signed monthly invoices and the payroll.

Resignation of Mark Cullen

The Board received Mark Cullen's resignation from the Water Board effective Monday, November 6, 2017. Members discussed looking for an interim member until spring elections. The Administrative Assistant will advertise on the town webpage.

Discussion on Water Project

DEP Visit

Administrative Assistant, Tracey Hutton, on behalf of the Board, will be meeting with the Department of Environmental Protection on Thursday, November 16th.

Water Project

The Board discussed various options presented to them in the Wright-Pierce report. Scott then made a motion to go forward with Option 4 - Table 5-7 of Page 17 of the Wright-Pierce Water Storage Analysis Report dated October 23, 2017 for an elevated storage tank at parcel 17-53-2 and the additional construction projects listed in the Summary of Estimated Costs on page 20 of the same report. Total project is an estimated 2.2 million dollars. Karl 2nd the motion. – Motion passed unanimously. This 75,000 gallon elevated storage tank option is considerably less than what was previously proposed. The warrant article for funding the project will go before the Town at the Annual Town Meeting.



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

Well #1

The Board received three written quotes to service well #1, which includes replacement of the pumping equipment and variable speed drive. The Water Board will put this on their November 28th agenda for discussion and vote.

Fiscal Year 2019 Budget

The Town Administrator asked the Board to include \$60,000 in their fiscal year 2019 budget for a part-time operator. Ms. Hutton will conduct a rate study to fund this cost.

Review Breakdown of Finances for FY2018

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

Update on Money Owed

All money owed, with exception of a small amount of interest, has been collected.

Flushing of System

David started flushing the system. The Board asked that he finish in the next week.

Fall Meter Readings

The Administrative Assistant told members that she received the meter book today and will send out the fall invoices tomorrow.

Pond Street Hydropneumatic Tank Roof

Jeff Corey replaced the roof on the building at Pond Street.

Operator's License – Don Pottle

Mr. Pottle received his water license renewal invoice. DEP will no longer allow the Water Department to use Mr. Pottle as a secondary operator; therefore, the Board must hire one. It was decided that the department would no longer pay for Mr. Pottle's license renewals.

Additional Topics Discussed Not Noted on the Agenda

Scott made a motion to close the meeting at 6:55pm. Karl 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, November 28, 2017, 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann, Administrative Assistant Dunstable Water Department