



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, December 19, 2017

Approved: January 23, 2018

Chairman Karl Huber called the 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, Operator David Hardman, Road Commissioner Mike Martin and resident John O'Brien

Resident John O'Brien

Mr. O'Brien, a candidate to replace Mark Cullen who resigned from the Water Board last month, attended the meeting. After a short discussion, the Board asked the Administrative Assistant to notify the Board of Selectmen that they would like Mr. O'Brien appointed to the Water Board as a Commissioner.

Well #1 – Discuss Repair/Replace Well #1 Equipment, Water Project Update, Sanitary Survey

Well #1

Tracey asked if the quote from F.G. Sullivan included prevailing wage. The Board was not sure. Scott said he would contact Francis Sullivan to ask that question. Tracey also mentioned a standard Town contract that would need to be completed by Mr. Sullivan before work is scheduled.

Water Project Update

Tracey said that the Wright Pierce scope of work would be completed soon.

Testing of Alarm

Tracey told members that Whitewater talked with Bob Bostwick from DEP who is now asking that an Operator be on site 7 days a week. Whitewater scheduled a testing of our alarm system for Wednesday in the hope that DEP will allow a reduced schedule of 5 days a week. Tracey explained that Whitewater would flush, read meters, make repairs, backflow test, etc. during their hours in Dunstable. Karl mentioned his concern with the added expense of alarms going off during off hours. Being an hour away from the system, the cost to the Department could be very expensive.

Superintendent

Karl told Tracey that he wants to keep David Tully employed. That will give the Department time to see how Whitewater does and for David to get his license. There is



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question on whether Whitewater will allow David to work under their license.

Tracey said the next steps for January are: a) the contract for Well #1 will be signed and the project scheduled, b) Wright Pierce will have the scope of work completed, 3) Whitewater will start as Operator.

The cost of hiring an Operator more than doubles the Water Department budget. The department, with the support of the Town Administrator, will look into dissolving the Water Department's Enterprise Fund.

Emergency Notification System

Tracey told the Board that she is looking into an Emergency Notification System and would like to add the Water Department to the list of users. This system will notify customers of emergencies, leaks, bills due, etc.

Rates

The Board asked Tracey to do a rate study to help offset the cost of the new Operator. This will be presented at the January 23rd meeting.

Beavers

Scott asked if Tracey could see if Mark Cullen would be willing to contact the beaver trapper to come out.

Meeting Minutes of November 28, 2017

Scott made a motion to approve, as submitted, the minutes of November 28th meeting. Karl 2nd the motion. – Motion passed unanimously.

Review and Sign Monthly Bills and Payroll

The Board signed monthly invoices and payroll.

Review Breakdown of Finances for FY2018

Members reviewed the financial report.

Update on Money Owed to the Water Department

No update.

Flushing of System

The Administrative Assistant said that she believed David had finished flushing the system. She will ask him for the numbers to keep on file.



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Additional Topics Discussed Not Noted on the Agenda

Scott made a motion to close the meeting at 7:22pm. Karl 2nd the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, January 23, 2018, 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann
Administrative Assistant
Dunstable Water Department

APPROVED