



OFFICE OF THE
WATER DEPARTMENT
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
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Water Department Minutes
Thursday, January 18, 2018

Approved: January 23, 2018

Chairman Karl Huber called the meeting to order at 6:00pm
Members present: Scott Wilkins and newly sworn in member John O'Brien
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level
In attendance: Town Administrator Tracey Hutton

Water Commissioner John O'Brien

Karl welcomed John to the Water Board. The Town Clerk swore in John, appointed by the Board of Selectmen, as a Water Commissioner the week prior to the meeting.

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

Water Project Update

The Board discussed two contracts before them. The first being the Norse Design Services contract for an "existing conditions survey (ECS) of the new water tank site, water line replacement of Rte. 113 Pond Street to the Post Office, and the well site. The total cost is \$29,500. The Town Administrator said that roughly \$9,460 out of the \$29,500 would be paid out of the public safety-building project account.

The second contract discussed was the Wright-Pierce contract for the proposed scope and fees to implement water infrastructure upgrades for the water system. This includes a new 75,000-gallon elevated water storage tank, water main upgrades, electrical service and chemical feed upgrades to the well site, access road improvements and USDA funding application assistance. The total cost of the engineering is \$166,080. The construction bidding was taken out of the original contract.

Scott made a motion for the Town Administrator to sign both contracts on behalf of the Board and the Town of Dunstable. Karl 2nd the motion. – Motion passed with John abstaining from the vote.

Whitewater Operator Contracts

The Board discussed the Whitewater contract for operator services. The contract for \$6,100 per month is for Monday through Friday 4 hours each day. There is an additional contract for weekend hours with a minimum call time. A backup operator will be assigned to the Department. The Board asked about David Tully's services. Tracey



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said that she talked with him and he is unable to become an Operator in Training (OIT) until after the winter season (snow plowing). Because he may not be an OIT as of June 30th, an extension to the Operator contract may be needed. Karl expressed his frustration with DEP and the cost of having to hire an Operator. With a budget of \$60,000, how does the Department of Environmental Protection (DEP) expect the Water Department to fund this expense? Scott said that he had requested a quote from Small Water Systems for Operator services to compare it to Whitewater. The Board agreed to table the vote to hire an Operator until the January 23rd meeting

Scada System

There was discussion about DEP's request for a Scada system. The current alarm system (RACO) notifies members when there is an issue with the system. It runs similar to SCADA and the Board is confused as to why DEP is insistent on the SCADA.

Meeting Minutes of November 28, 2017

This will be addressed at the January 23rd meeting.

Review and Sign Monthly Bills and Payroll

The Board signed monthly invoices and payroll.

Review Breakdown of Finances for FY2018

Will be handed out at the January 23rd meeting.

Update on Money Owed to the Water Department

Will be discussed at the January 23rd meeting.

Additional Topics Discussed Not Noted on the Agenda

Scott made a motion to close the meeting at 6:66pm. 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