



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, January 23, 2018**

**Approved: February 27, 2018**

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

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

Water Project Update

Tracey reported that she signed the contracts for Norse Environmental and Wright-Pierce and that the water project has fallen a bit behind schedule.

Department of Environmental Protection (DEP) Letter

The Board discussed the draft letter they received from the Town Administrator requesting that DEP grant a waiver from the days/hours an outside Operator must spend at the Water Department. All agreed that the letter was straight forward and to the point. Karl requested that the Board of Selectmen and Advisory Board be "cc'd" on the letter so they are aware of the financial challenges that the Department faces.

Operator Contract

The Board discussed the two Operator Service contracts before them: Whitewater and Small Water Systems. Although close in cost, Whitewater came in a bit lower. The Town Administrator reminded the Board that they must award the contract to the lowest bidder unless there was good reason not to. John made a motion that the Town Administrator sign the 5-month contract with Whitewater, but asked that she insure that if DEP approves the reduction in hours, the Whitewater contract will be adjusted accordingly. Scott 2<sup>nd</sup> the motion. – Motion passed unanimously.

There was discussion regarding what the Administrative Assistant brought up last week about her position with the Department. She told members that if the new Operator Company plans on filing water reports that she currently prepares and are willing to take over some of her other duties; then she would be willing to give up the hours she works for the Water Department to help supplement their budget and offset the increased operator cost. She is willing to do this only if her combined weekly hours from Conservation and Planning Board stay at a minimum of 20 hours per week so she can keep her benefits (i.e. medical/dental, vacation, sick time, etc.). Tracey had discussed



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this earlier with her and agreed that between her other two departments, she would have no problem working over the minimum required hours and therefore be able to keep her benefits. There was discussion about the possibility of Susan Bresnick taking over the water billing and Jake Voelker taking over meetings/minutes. The Administrative Assistant assured the Board that if this were to happen, she would stay on until the end of the fiscal year if needed and/or be willing to train staff so the transition would be smooth. If it turns out that Whitewater is not willing to take on the responsibilities then the Board would like the current Administrative Assistant to stay on with the Department.

The Board discussed and agreed that they would like David Tully to stay on with the Department until the end of the fiscal year working his normal 6 ½ hours per week. This way he can help train the new Operator. If he chooses to take the exam and become an Operator in Training, the Department would like to keep him on working under Whitewater's Operators license. If he decides he does not want to pursue his OIT then his hours with the Department would be terminated effective June 30, 2018.

#### **Meeting Minutes of December 19, 2017**

Scott made a motion to approve the meeting minutes, as submitted, from the December 19th meeting. Karl 2<sup>nd</sup> the motion. – Motion passed with John abstaining from the vote.

#### **Meeting Minutes of January 18, 2018**

Scott made a motion to approve the meeting minutes, as submitted, from the January 18<sup>th</sup> meeting. John 2<sup>nd</sup> the motion. – Motion passed unanimously.

#### **Review and Sign Monthly Bills and Payroll**

The Board signed the two invoices for Wright-Pierce. Payroll did not need signing.

#### **Review Breakdown of Finances for FY2018**

The Board reviewed the breakdown of finances.

#### **Update on Money Owed to the Water Department**

Currently \$3,249.21 is owed to the Department.

#### **Additional Topics Discussed Not Noted on the Agenda**

##### **Special Permit Forms**

The Department received two requests from the Planning Board for Special Permit review. The applications are for Forest Street. The Department does not have water lines running near the project.



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### **Beavers**

Karl said that Tracey supports contacting Mark Cullen regarding coordinating the beaver trapper to come back to Dunstable. The Administrative Assistant will email Mark Cullen to ask for his help.

### **Rehab of Well #1**

Scott will contact Mr. Sullivan to find out where they are on the rehabilitation of well #1.

### **Fire Chief**

The Fire Chief mentioned that when there is a fire and the Fire Department uses water from the hydrant to fill the tankers, the low pressure alarm sounds. The Chief and the Board do not want to pay the new Operator to come out when the reason is evident for the alarm. Members agreed that the Fire Chief should meet with Whitewater after February 1<sup>st</sup> to discuss this.

Scott made a motion to close the meeting at 6:58pm. John 2<sup>nd</sup> the motion. – Motion passed unanimously. The next meeting is scheduled for Tuesday, February 27, 2018, 6:00pm at the Dunstable Town Hall.

Respectfully submitted,

Cheryl A. Mann  
Administrative Assistant  
Dunstable Water Department