



OFFICE OF THE
WATER DEPARTMENT
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Water Commission Minutes
Tuesday, May 22, 2018

Approved: 6/26/18

Chairman Karl Huber called the meeting to order at 6:00pm

Members present: Scott Wilkins, John O'Brien

Members absent:

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

In attendance: Town Administrator Tracey Hutton, and Fire Chief Brian Rich

Reviewed & Signed:

- Monthly bills
- Monthly payroll

Latest VFD Update

Ms. Hutton reported that the work has been scheduled. White Water will also be scheduled in order to ensure that things run properly once the work is done. Once completed Well No. 1 will be back to full operation. Chief Rich inquired as to the size of the pump. Mr. Wilkins responded by outlining the pumps functions. Mr. Wilkins asked if it would be possible for the electrical contractor to also look at Well No. 2 to see if some numbers for future changes with that pump could be budgeted for in the future. Ms. Hutton promised she would follow up with the electrician on the topic.

Infrastructure Project Update

Ms. Hutton started off by going over the different styles that could be used for the water tank. Certain types cost more than others. Mr. O'Brien asked if there is a difference in how much water they hold. Ms. Hutton responded that they all hold the same amount. Mr. Huber noted that no matter what, this is going to involve a water tower and not everyone is going to love it. Ms. Hutton agreed suggesting that what needs to be a central concern is what will pass with the voters. It was determined that the pedestal style would be the most aesthetically pleasing. There may be a little bit more of a cost for a pedestal style. Mr. Wilkins noted the benefits and the issues surrounding the different styles and how the pedestal will be less attractive for dangerous activities like climbing. There was some subsequent discussion about how tall the tower would be as a pedestal style as well as how much water it would hold. Chief Rich said visibility of the tower would depend on placement and topography. He noted that trees average about 90 feet. So it won't be too visible unless a lot of trees around it are cut. Ms. Hutton noted it would hold about 75,000 gallons. Chief Rich then followed up on the topic of whether the tower would also allow for radio equipment for Fire. Mr. Huber stated that one of the benefits of the project would be to allow for that contingency. Anytime multiple problems can be fixed with one project the better.

A motion was made by Mr. Wilkins to go with the pedestal style. This was seconded by Mr. O'Brien and passed without objection.

Route 113 Project Update

Ms. Hutton reported on the latest meeting by the Roads Commission with the project engineers. There was an attempt to get water included with the project, but MassDOT kicked it back as a cost that the town is responsible for. Mr. Huber asked why, noting that this project will mean opening up the road anyway. Ms. Hutton elaborated that the road will still be opened up by MassDOT. So all the town would have to pay for is the pipe really. Mr. Huber then had some suggestions for the style of pipe including for size and cost effectiveness. There was then some discussion of hydrants. Chief Rich noted that there are two now, but he would recommend adding a third. Mr. Huber agreed noting that one of the hydrants in place now is effectively "dead." So it makes sense to fix it as part of this.

Monthly Bills & Payroll

Ms. Hutton provided the Commission with copies of the bills and briefly went over some of them. This included reminding the Commission that they need to be careful to sign the bills for the Accountant's office. She then reported on the bills. There was a Norse bill that has some relation to the water project. There were also the usual National Grid bills and three White Water bills. Chief Rich briefly commented on a bill for fire extinguisher testing at the wells. The Commission then signed and approved each of its bills.

Minutes

The Commission considered its minutes from April 24th, 2018. Seeing no necessary changes or modifications, the Commission proceeded with adopting them.

A motion was made by Mr. Wilkins to adopt the minutes of April 24th, 2018. The motion was seconded by Mr. Huber and passed by majority vote.

Additional Topics Discussed Not Noted on the Agenda

Administrative Consent Order

Ms. Hutton updated on where things stand with the DEP consent order. The order is with the town, so the Board of Selectmen will sign off on the order. Ms. Hutton will update them on the Commission's positions on the order and so forth. She then reported on some changes that were asked for and what DEP was willing to do. Mr. Huber noted he's read the agreement and is fine with it. There are a lot of stipulations in it. It was suggested that the other members of the Commission should review the consent order closely before the Board of Selectmen sign it. Mr. Wilkins and Mr. O'Brien agreed to read it closely.

Emergency Plan if Tanks Fail

Ms. Hutton then updated on a related matter to the Administrative Consent Order with DEP. DEP wants an update to the plan. Mr. Huber noted that White Water was putting something together. Ms. Hutton responded that White Water really only spruced up the existing plan and DEP wants more detail to it. She intends to talk to the tank company that the town would use for the backup portable tanks to get more detail for the plan. Mr. Wilkins had some concerns about where such a tank would be placed. Mr. Huber agreed making the point that the whole setup that the town had was for a different scope, so with the new incoming infrastructure there needs to be an element of plug and play for failure scenarios. Mr. Wilkins followed up by suggesting that if the town can get a deal with another town that would help as well. Ms. Hutton noted she has an update on the inter-municipal agreement. Chief Rich then had some questions about the tank backup plan and how it would work. Mr. Huber explained how the process would work and how the infrastructure project would change things.

Inter-Municipal Agreement

Ms. Hutton reported that the contract with White Water requires 30 days' notice for any cancellation. She then reported that things with Pepperell are going well and the agreement is 90 percent of the way there. The towns are still negotiating, but it appears to be well in hand. Ms. Hutton noted that should an agreement be reached, this will also help with the tank back up plan and should help assuage DEP's concerns.

92 Pleasant Street

Ms. Hutton reported that she still doesn't have a bill to send as White Water is still working on grappling with the actual cost. Mr. Huber noted that the house is still empty. Chief Rich agreed saying it is currently uninhabitable. Ms. Hutton turned discussion back to the bill explaining what White Water has done so far and how much the bill might cost. It's likely in the several hundred-dollar range at minimum.

Meter Readings

Ms. Hutton updated on the meter readings that have been done. These include at the church, Swallow Union Elementary School and the Fire Station.

Billing System

The transition to the new billing system will be completed soon. Ms. Mann, the Commissions former secretary, will do the training for the person who will now be responsible for the billing of rate payers.

Skytop Lane

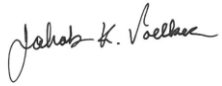
Ms. Hutton gave a brief update on the topic. A statement will be released by the company involved explaining the survey and the circumstances leading up to the survey and addressing the publics concerns. Regardless, due to the issue with the survey it seems unlikely that the project would move forward at this time. Mr. Huber strongly suggested the Commission craft a statement of its own to explain that this was nothing more than a feasibility study; an NDA was required as part of the process and normal course of business, and that nothing has been approved at this time. Ms. Hutton suggested one of the Commission members write it. The Commission agreed. It was suggested that the statement could then be put on the Commissions page on the towns website and possibly printed in the *Neighbor to Neighbor*. Mr. Wilkins noted that even if the site was chosen for the project for certain, the town would still have to accept it. There is a whole process that would have to be followed with Planning Board and other bodies politic that would ultimately require town meeting approval. Mr. Huber noted that ultimately the rampant speculation needs to be addressed responsibly.

Request for Transfer

Ms. Hutton reported on a transfer that needs to be made to take money from salary lines to operations to pay for White Water. Those lines were for water employees that are no longer employees of water. Ms. Hutton noted there is nearly \$10,000 in those accounts. Mr. Huber will need to sign the form and then the Board of Selectmen and the Advisory Board will have to sign off. This will help get the Water Department out of its hole from having to hire White Water as its licensed operator.

A motion to adjourn at 6:49 pm was made by Mr. O'Brien and seconded by Mr. Wilkins. The motion passed by majority vote.

Respectfully submitted by

A handwritten signature in black ink, appearing to read "Jakob K. Voelker". The signature is written in a cursive style with a large initial 'J'.

Jakob K. Voelker
Administrative Assistant
Dunstable Water Department