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Water Commission Minutes
Monday, October 29, 2018

Approved: 12/06/18

Chairman Karl Huber called the meeting to order at 5:30 pm

Members present: John O'Brien, Scott Wilkins

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

In attendance: David Bray, Deb Trumbull, SWSS; Leah D. Basbanes, BOS; Harold Simmons, Advisory Board; Jim Cray, Wright Pierce

Reviewed & Signed:

- Monthly bills
- Monthly payroll

Meeting with Small Water Systems Services, Wright Pierce, & Infrastructure Update

Ms. Trumbull started by noting that DEP has already agreed to change a deadline which has bought the town time. Mr. Huber noted that an email was sent from Mr. Bostwick with DEP explaining the current timetable. It appears that by December 1st, there are still some things due. These mostly have to do with revisions to the standard operating procedure and emergency response plan. One of DEP's concerns is two documents combined by White Water. They would like them restored to two separate ones again. Ms. Trumbull agreed with that assessment feeling it more prudent. She then went over some further compliance work being done by SWSS and reported further on her discussions with DEP. One of the most pressing changes has to do with the emergency plan. Mr. Cray then provided an update. For the water main improvements and elevated storage tank, things are proceeding as planned to be ready for the plans to be sent to DEP by the beginning of December. These represent the first two of three eventual contracts that will encompass the infrastructure project. Ms. Basbanes asked for a copy of Mr. Cray's summary for the Board of Selectmen, which Mr. Cray promptly provided. Mr. Huber then returned discussion to the summary noting that the key milestones that have been reached so far. Mr. Cray followed by elaborating on how things have progressed and what is left to do. The water main and elevated tank remain on track. They've worked with the Conservation Commission relating to the water mains and the access roads. Mr. Huber asked about the access road noting some of the costs and other questions relating to it. He noted the main objective was to eliminate some of the trouble spots. Mr. Cray noted that the recommendation for the access road is mostly aimed at fixing some gradient. This will be submitted within the next month to Conservation Commission.

Mr. Cray then went over the scope of the pump work and some discussions with DEP thereto. One of the deadlines was for early July 2019. But that deadline won't work if the work is funded through SRF. Since DEP administers SRF, it is hoped that DEP will be willing to adjust that date. Mr. Huber then went over some of the immediate fixes identified by Pepperell and White Water. He suggested putting a priority on those and getting input from SWSS with the goal being to get the most pressing things done, either as part of the infrastructure project or by SWSS in house if possible. Mr. O'Brien followed by suggesting it makes more sense for SWSS and Wright Pierce to decide the priorities on these. Ms. Trumbull stated the most important for SWSS is the KOH problem. Mr. Bray agreed noting the challenges with pH as a result. He has been responding to alarms. The probes have been reading in the mid to top rates and therefore shutting the system down. Even after flushing the particular line it doesn't really fix the issue. There should be more of a drop off than there is. Mr.

Huber asked if the probe itself is bad. Mr. Bray responded it is the setup that is the issue, the probe is too close to the injection and there isn't proper mixing. Ms. Trumbull noted that this problem has been seen elsewhere and there are ways to fix it. The current setup isn't conducive. Mr. Cray outlined how the infrastructure project will address this, in particular with the new elevated water tank. The emphasis must be on having a safe and efficient system. Mr. Cray then reiterated what is in the current engineering, including the identified scope and the main components. These are accounted for. What aren't accounted for are the immediate fixes that have been otherwise identified that don't fall under the scope of the pre-existing project. Ms. Trumbull interjected to note that the VFD needs to be addressed in addition to the KOH and pH as well as the control panels.

There was then discussion of all the changes and some of the challenges that have been faced from a design and engineering view point. Mr. Cray stated that the chemical feed setup is not ideal for a variety of reasons. The main option to fix it that Wright Pierce has thought of is a dedicated feed system. Mr. Bray generally agreed with the recommendation, but had some thoughts about the probe and the chemical pump. He elaborated on past experiences and noted how things could change if the system is made more efficient by the overall infrastructure project. Mr. Cray conceded that once the new storage tank goes online, things will change. This prompted some discussion of pressure as a result. It would be around 65 to 70 lbs. Ms. Trumbull then had a few questions about the wells and some thoughts about the incorporation of having a storage tank for blending. Mr. Cray noted that the biggest thing with getting the accurate chemical feed injection is replacing the flow meter with a more accurate and updated model. From what he's seen the existing flow meter spikes up when the wells come on which causes a big slug of KOH, which is part of the problem. Mr. Huber suggested reconfiguring things. Mr. Cray agreed stating that Well No. 1 would need to be reconfigured in a way that would help with mixing. The thought would be the new meter would communicate directly to the chemical feed. He then elaborated on some of the challenges in pump control and how to deal with them. Well No. 2 would then mimic. Currently the wells operate independently, but their characteristics should operate the same. Ms. Trumbull agreed noting that the new electronic controls should then be able to alternate each well. Discussion then returned to the pH and the communication lines for alarms and testing. One of the goals has been to try to keep things efficient, but keep costs down. But there must be a way to provide the kind of control needed.

There was then discussion of pressure in the tanks. Mr. O'Brien noted that obviously there must be a direct correlation between the water volume in the storage tank and the water pressure in the system as well as what is being pumped into the tank. Mr. Bray inquired about cleaning the tanks as well as inspection. Mr. Cray went over DEP's requirements for those kinds of scenarios and how the design takes them into account. This prompted discussion regarding the storage tank. Mr. Cray stated it is a pedestal tank and noted that some of the energy needs will incorporate solar power. Ms. Trumbull had some concerns about relying strictly on solar. Ms. Basbanes noted that eventually the town hopes to build a public safety building nearby on the same property, but that is likely 10 years out. There was then discussion of the placement of lights on the tank as well as antennas. Mr. Cray then inquired about whether there is any portion that needs to be done before the SRF, such as short term upgrades, as Wright Pierce needs to know what it is and how it will be procured. If the department needs these they will need to get a new bid package. Mr. Huber responded by explaining what is intended and noted that Weston & Sampson has helped provide some costs and that information has been given to SWSS. The ballpark costs were anywhere from \$50,000 to \$75,000. Mr. O'Brien noted that it appears that the most pressing of those is the pH and the KOH. Mr. Huber agreed stating those are the things that really need to be working properly. Ms. Trumbull submitted that the control panel should be part of that. There are a lot of pluses with the newer ones. They make a difference for maintenance and management. Mr. Cray stated that the way the project is setup right now is around the SRF funding schedule. Construction won't start until summer of 2019. If there is anything that must be done sooner, then that needs to be identified. Otherwise, it'll have to wait.

Mr. Huber responded that the most pressing need is to solve the water operator issue with a long term contract. Then the project and ACOP followed by upgrades to the system. That said the short term improvements have to be done. Since some of them should be done prior to the SRF funding, then the funding has to be found aside from SRF. Ms. Basbanes agreed stating that what should be

done now, should be done. Lay the cards on the table and use what is available. The list is clearly being whittled down to the most important items. It was suggested that as much as can be swept into the infrastructure project should be, so as to save on the procurement and bidding process, but otherwise the most pressing short list of items should be done. The Water Department has about \$50,000 for system repairs, so it may be prudent to use that for what is most pressing and the rest go into the infrastructure project. Ms. Trumbull turned discussion back to the emergency plan and asked if it would be possible to simply replace the hydropneumatic tanks. Mr. Cray responded that DEP would not allow the town, with a system of its size, to replace the existing tanks; at least not on a long term basis. Perhaps a temporary tank could be procured as part of that emergency plan. This prompted further discussion about temporary options. Mr. O'Brien suggested the process should be kept as is for now with the emergency plan put in place and the town deals with what must be done immediately. Ms. Trumbull stated the KOH is the most pressing of any fix. Mr. Cray suggested the biggest issue is the flow meter and how it is measuring. That measurement is what effects the chemical feed. Mr. Bray mostly agreed stating that they are tied together. Mr. Cray felt confident a solution can be found, including a stop gap fix. Mr. Huber suggested that SWSS and Wright Peirce figure the details for this and other short term fixes, the department can try to wrap the budget around that assuming that they don't impact the overall infrastructure project in any negative ways.

Meter Readings

Mr. Bray reported the meter reads are done. There are about 3 to 4 meters that were unreadable. These included one for the cemetery and one for the Fire Station. There are also some meters which have been giving errors. Those may require some minor repairs.

Update on Any Flushing Done

Mr. Bray reported that flushing hasn't been done yet because he is tentative on opening them up right now without first speaking to several officials more familiar with the town's hydrants. There is usually a sequence and Mr. Bray wants to make sure that he uses the right one and doesn't cause any damage. He also asked if there are any departments that need to be notified. Some towns require the Police and Fire be notified. Mr. Huber noted that no usually notice is required for departments as it is obvious what is being done. Mr. Bray suggested having Ms. Bresnick send out notification prior to any flushing to water customers.

Review Breakdown of Finances for FY19

The Commission reviewed its finances noting where billing stands now that the metering has been completed.

Authorization of Accounts Payable & Payroll

Mr. Huber reported on the bills paid. There was only one bill this period since the last meeting, the Borden & Remington bill for chemical treatment of the water system. The Commission then signed payroll for water employees.

Minutes

The Commission considered its minutes from October 15th, 2018. Seeing no necessary changes or modifications, the Commission proceeded with adopting them.

A motion was made by Mr. O'Brien to adopt the minutes of October 15th, 2018. The motion was seconded by Mr. Huber and passed by majority vote.

Additional Topics Discussed Not Noted on the Agenda

Lead & Copper

Mr. Bray reported on where things stand with that. The bottles have been picked up along with the locations written on them. SWSS is working on completing the testing.

Water Presser Problem

Mr. Bray noted that there have been some reports of pressure issues on Pond Street. He's done some testing and so far it appears to be okay, but the area should be monitored.

Borings on Rt. 113

Mr. Huber reported on the borings. The boring company appears to have not followed the permitted process as required by the Highway Department. They were aware of the need to follow that permit. There are 11 borings, which are 4-inch diameter holes, that were done, and now some rectification needs to be done. That said it appears unclear that the department can find a contractor that will even do the work given how small it is. Mr. Cray reported on work that he'd done to try to find one. The project is simply too small for most to even consider it. Mr. O'Brien suggested that those are commercial pavers and wondered if a residential paver would be willing to do it. Mr. Cray agreed suggesting that perhaps Highway Department could suggest someone. Mr. Simmons noted the town purchased a hotbox for just these kinds of situations and asked whether it would be possible for Highway to do the work. Mr. Huber agreed suggesting Water Department could pay for the Highway Laborers time. Mr. Cray noted that the type of patch that was used is fine by MassDOT standards, and MassDOT is typically the strictest. Mr. Huber suggested that it could be paired with pothole work that might otherwise occur. Mr. O'Brien inquired as to whether the department would have any legal recourse against the boring company. Mr. Cray was uncertain, noting the boring company knew what was required and still did it. It is understood that the Highway Department wants this rectified. The challenge is merely in figuring out how to accomplish that. Discussion ended with the conclusion that a solution must be found and Mr. Cray promised to keep the Commission posted.

Next Meeting

It was determined that a meeting is likely to be scheduled earlier than November 27th, 2018 which would otherwise be the next meeting.

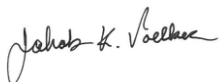
Water RFP Document

There was discussion of whether the RFP document should be approved or tabled until Mr. Wilkins is present. Mr. O'Brien felt that given the tight time tables, it should be approved now.

A motion was made by Mr. O'Brien to approve the Water RFP as written by the Chief Procurement Officer. The motion was seconded by Mr. Huber and passed by majority vote.

Motion to adjourn at 7:30 pm by Mr. O'Brien and seconded by Mr. Wilkins. Motion passed unanimously.

Respectfully submitted by



Jakob K. Voelker
Administrative Assistant
Dunstable Water Department