



OFFICE OF THE  
WATER DEPARTMENT  
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**Water Commission Minutes**  
**Tuesday, July 30, 2019**

**Approved: 8/28/19**

Chairman Karl Huber called the meeting to order at 6:00 pm  
Other members present: John O'Brien  
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level  
In attendance: Dana Metzler, Dunstable Evangelical Congregational Church

**Reviewed & Signed:**

- Monthly Bills
- Monthly Payroll

**Well No. 1 Operational Update**

Mr. Huber reported that the department has been experiencing an issue with the chemical pump. SWSS has been on site and observed the problem. They've troubleshooted the problem. It appeared to be a relay issue, but it SWSS ended up having to call in an expert. As it turns out the chemical pump control panel needed replacement, which SWSS has done and everything is working correctly. This has been resolved, but the precise cost for it hasn't yet been ascertained.

**Infrastructure Project Update**

Mr. Huber reported on the latest update from Wright Pierce as to where things stand with the project. The town has received the Massachusetts Environmental Policy Act Office (MEPA) approval, which has been sent to the Massachusetts Department of Environmental Protection (DEP) for SRF. This is the final piece so we should be receiving full approval for the loan application. Contract 1 (Caldwell Tanks) is still in the process of securing their DBE sub-contractors to meet the SRF requirements. Wright Pierce has called them for an update on their progress. DEP will not allow Contract 1 to be awarded until they have these sub-contractors in place. However, they will still allow the town to move forward with Contract 2 and Contract 3 as those contractors have submitted their DBE forms. If Caldwell can't secure the DBE sub-contractors, they will need to go through a waiver process that could take up to a 2-3 months based on DEP, so we want to avoid going down this road if at all possible to keep project on schedule.

There will be a traffic control meeting on July 31, 2019 at 10:15 am at the Town Hall for Contract 2 to discuss detours and traffic management during construction. The general contractor for Contract 2 will be in attendance. Once we have approval from DEP to award the contracts, we will get the Notice of Award to sign and requests will be made for the insurance and bonds from the Contractors. A pre-construction meeting can be scheduled once the Notice of Award has been signed. There will be one pre-construction meeting for each project and contracts will be signed at the meeting. So, everything appears to be moving in the right direction. Mr. Metzler had a few questions regarding the project. Mr. Huber elaborated on the general direction of the project. Mr. Metzler was mostly concerned with the timeframe noting the Affordable Housing Project slated for the Mixed Use District (MUD) cannot be done until this is completed.

## **SWSS Update**

Mr. Huber reported that there appear to be two leaks. The first being a leak at 503 Main Street. SWSS was called out and they've determined the location of the leak. The leak appears to be coming up on the ratepayer's front lawn, and then running down a small hill into Main Street. Per the rules and regulations of the department, ratepayers are responsible for leaks that occur between the curbside and the house. No pressure has been lost to the house and the line is a 1-inch service line. The department has joint responsibility for issues with the meter, but again, the service line from the curb to the house is the ratepayer's responsibility to repair. The other leak is 111 Pleasant Street. The issue there appears to be a shut off that was done when a new kitchen appliance was installed. The valve at the meter was leaking. That valve whenever it was installed is now clearly old. Mr. O'Brien inquired as to specifically where the valve is in relation to the meter. Mr. Huber was unsure if it was right before or right after. It could just be the connection as it is not flooding the location and could be a minor repair. Mr. O'Brien noted that assuming the meter isn't leaking or broken, it would remain the ratepayer's responsibility. Mr. Huber noted that neither of these are close to the kind of problem that occurred near the Post Office where a water main issue arose. It was agreed that an update from SWSS would be sought. It was determined that Ms. Bresnick would be directed to make the ratepayers aware of their responsibility in relation to leaks. There was some discussion concerning whether the department should have the work done and bill the ratepayers or whether the department should wait for the ratepayers. It was agreed to first inform them of the responsibility and come back to this at the August meeting.

## **Department Operations Update**

Things appear to be functioning properly. There isn't much to report on this subject outside of the SWSS update and the project update. It was agreed that in the near future the Commission should look to update the departments Rules & Regulations again.

## **Next Meeting/Regular Meetings**

The next regularly scheduled meeting would tentatively be set for August 28, 2019.

## **Authorization of Accounts Payable & Payroll**

The Commission considered and signed off on several bills. These included normal monthly bills from SWSS, National Grid, Wright Pierce, and FM Generator. There was also a bill for postage. The Commission then reviewed and approved payment of the bills and also signed department payroll.

## **Minutes**

The Commission considered the minutes from June 26, 2019. Seeing no reason not to approve them the Commission proceeded with doing so.

A motion was made by Mr. Huber to approve the minutes of June 26, 2019 as written. The motion was seconded by Mr. O'Brien and passed by majority vote.

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

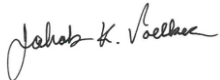
### **Congregational Church Meter**

Mr. Metzler reported that the Church is looking to move its meter and is requesting the Water Department look into when the line was installed to ensure that the pipe is modern and not lead. Mr. Huber responded that the department would certainly look into it, but it shouldn't be and the system

is tested for lead and copper as required by DEP. Mr. Metzler noted the current Church building was built in 1910, roughly 2 years after the water system was first built. Mr. Huber suggested that the age of the meter should be considered, as it likely needs to be replaced. Mr. Metzler felt it should be replaced with something more modern. The Commission agreed. Replacing the meter during a relocation would be the most prudent time to do so. Mr. Metzler noted that the water can sit in the pipes for a few days when the building isn't in use. Mr. O'Brien reminded that the water is tested often. Mr. Huber suggested it's likely a 1-inch service line given standard practice for installation over the years. Mr. Metzler concurred, but felt the line should be looked at. That said it might be a good though to move the line from its current location. This would allow the Church to replace it, as the line has likely been otherwise undisturbed for a century. The Church isn't in a rush, but expects to start sometime in the fall at least on the meter relocation. Moving the service line would likely have to wait as the Church may obtain some property or an easement from the town. This of course is subject to the General Court since the property in question is classified as Town Common and covered by a special provision of the Massachusetts Constitution. In the meantime, it was agreed to correspond on this further and for research to be done.

A motion to adjourn was made by Mr. O'Brien at 6:50 pm. The motion was seconded by Mr. Huber and passed by majority vote.

Respectfully submitted by



Jakob K. Voelker  
Administrative Assistant  
Dunstable Water Department