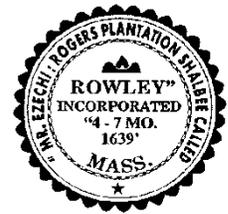




Town of Rowley

Municipal Water Department

401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



April 11, 2017 Meeting Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen, Superintendent Marybeth Wiser, and Administrative Assistant Kathy Bento (Public Audience: Rob Swiniarski, Jami Snow, Henry Rolfe, and Tim Toomey)

Call to Order

6:06pm: Chairman Manning called the meeting to order

Citizen Query:

6:05 – 6:15pm: Chairman Manning opens Citizen Query:

Tim Toomey said that when he was looking at the free cash he noticed a discrepancy from June 15, 2016 and the actual number for Certified Free Cash of about \$167,000. Superintendent Wiser asked if this was a public records request. Mr. Toomey said it was and he needed to go through the process. He said in the last 3 years there was almost 2 million in free cash and asked if it can be applied to lower the rates. Chairman Manning said there is a rate study coming up in July and there will probably be a hearing. He said the Board will take input from the residents. Commissioner Emery said that everybody would like the rates lowered. Mr. Toomey then asked if there is an insurance claim being filed to repair the road on Prospect Hill. Chairman Manning said it was still under investigation and we'll have an open session and we'll talk about it. Chairman Manning requested Mr. Toomey's question about Prospect Hill be put on next agenda.

*Chairman Manning goes out of order to Old Business while waiting for the 6:15 Appointment to arrive.

Old Business:

1. Discuss the lighting at 401 Central Street:

Chairman Manning said the outside lights are to be kept on during meetings. He asked Superintendent Wiser to look into installing motion detectors on the sides of the building. Superintendent Wiser asked to wait until July 1st due to the budget. Commissioner Emery asked Superintendent Wiser to get prices for the motion detectors and estimates from electricians for installation, and to put this on the agenda for the next meeting.

2. Update on the Rain Barrel Program:

Superintendent Wiser reported that the department has sold 23 rain barrels. All the information on the project is on our homepage. She has received a lot of positive feedback from residents. There is a rain barrel on display in the office and residents come have been coming in to view.

Appointments:

6:15pm*: Chief Operator Rob Swiniarski Water Supply Update and Unaccounted for water:

Chief Operator Rob Swiniarski said he will start with the water supply update. He said he has started a new report and it will be updated each month. He is taking information gathered from the operators, the MA DEP, the USGN and NOAA. He explained the sections of the Report:

#1. Water Productions explains what is taken out of the aquifer every month and comparing it to the previous months. We are producing less water than we were last year which is good.

#2 Information on the Parker River water shed. Mr. Swiniarski explained that he has gathered a lot Information on the shed. We've had a lot of rain water. He showed a graph and explained that when the river is low then the ground water is low. If the river is high than the ground water is high.

He said it is also for our stream flow water restrictions from the DEP saying that from May 1st thru June 30th, if the stream flow is less than 20 cubic feet per second for 3 consecutive days, then we go into a mandatory water ban. Also, between July 1st and Sept. 30th, if it's less than 6 cubic feet per second we go into a mandatory ban.

Included drought information: We are currently in a drought advisory with the state, which is just above normal. He will be posting any water use restrictions in this section of the report. All water ban information will be posted in this section.

#3 This is the section for precipitation. The data comes from Newburyport and he will update each month. So far in April we've had about 3.6 inches of rain which is about average. This section of the report will be updated every month.

#4 This is about the draw downs for all the wells. The top information is what our wells can do at peak performance and the chart below it shows what our wells are currently doing. I'll be updating the bottom section every month. There are also brief explanations of all the levels up top. Commissioner Emery asked if 2013 is was the last time anything was redeveloped with the exception of Well #2 and asked if was going to be done soon. Chief Operator Swiniarski said yes. Superintendent Wisner explained that this is the same information the Water Board has been receiving in various Monthly Operations Report and this is all the information taken and put in to one nice package which will go on the homepage each month. She said when it is all together it will be posted on the webpage, updating as the information changes. Chairman Manning asked if we should be looking at Well #2. Mr. Swiniarski explained that Well #2 should have a new motor and pump. Chairman Manning asked about Well#3. Chief Operator Swiniarski said that Well #3 needs its filter screens cleaned. Commissioner Emery said that when he worked at the Water Department, that needed to be done every other year and so this is not abnormal. Superintendent Wisner said there will be an Article at Town Meeting to redevelop Well#3 and Well #5. Commissioner Cullen said this translates into pumping costs. Mr. Swiniarski said that Well#2 and Well #5 just had new pumps and motors installed the issue is the screens cleaned. We just had them cleaned. Chairman Manning said that Mr. Swiniarski has a good handle on everything and that his report is very good and informative.

#5 Regarding the unaccounted for water, Mr. Swiniarski explained that there are online analyzers that test for water quality at the WTP. They continuously cycle water through them. The water lines are tapped off just passed the master meter so the water is being counted twice. The water isn't going to waste, it is getting recycled through the plant. This is why these meters have been added. Superintendent Wisner said that we have to come up with a way to keep track of the number of fires and estimate how much water is used. It would help if we could be more accurate in our reports. She asked Commissioner Emery if there is a way for him to let her know how many fires take place. Commissioner Emery said that there's no way of knowing how much water we use, but the fires get logged so it would have to be estimated. Commissioner Cullen asked if the lowering of water table increase sediment build up in the screens. Mr. Swiniarski said yes and that he has been testing for the manganese and when the level goes up it contributes to the clogging of the screens. Commissioner Cullen asked if we could do all of the wells at the same time. Mr. Swiniarski said yes.

*Chairman Manning went back to Old Business #3

Old Business:

3. Tata and Howard Project Summary Report:

Superintendent Wisner reported that the unidirectional Flushing Plan has been completed. She also said that she received the final version of the Capital Efficiency Plan, so those two projects are done.

4. Update on the Prospect Hill Water Storage Tank Improvement Project:

Superintendent Wisner reported that the coating that will be used to paint the tank has been chosen. Commissioner Manning asked what kind of a fence will be installed. Superintendent Wisner said it is 8 feet high with barbed wire on the top. Commissioner Manning asked for the perimeter of the fence. Commissioner Emery said the hydrant will be outside the fence so the fence will be fairly close to the tank. He also said this project won't start until the road is finished. Superintendent Wisner said the start date to do the fence will be June or July so the road has a chance to stabilize. Chairman Manning asked if the road will be paved or gravel. Superintendent Wisner said it would be gravel and it would need maintenance every year. She said she has worked with the Conservation Committee on this project.

*Chairman Manning went back to the **6:30 Appointment: Request for abatement 50 Prospect Street Thomas Nowlan:** The resident was not present. Superintendent Wisner said she has not received the abatement calculations and suggested the appointment be tabled to the next meeting. Commissioner Emery motioned to table the appointment, Commissioner Cullen second. **All in favor at 6:47**

*Chairman Manning went back to Old Business.

Old Business:

4. Update on Prospect Hill water storage tank overflow:

Commissioner Cullen asked to talk about the proposed design change first. Superintendent Wisner had the plan on the screen showing the overflow pipe and explained how the elbow pipe was installed as a temporary fix to get us through the construction. Chairman Manning asked her to find out what other people do with their cement tanks and their valves. It's an engineering question. He asked to have this investigated and said to put in the next agenda. Superintendent Wisner explained that there are other ways to drain the tank. Chairman Manning asked what the engineers have proposed as a solution. Commissioner Cullen asked what the engineer's solution is. Superintendent Wisner said she will have something for the next meeting.

Regarding the operator failure, Chairman Manning asked for her to tell us some of the recommendations for this kind of process failure, communications failure with the monopole and the call out system. He believes the system flawed. Superintendent Wisner said that there was not a flaw in the paging software and that 90% of all water utilities use it. She said we can get a software update to do a Broadcast calling. She added that everyone in the department would be notified in an emergency. Chairman Manning said this is a process failure. He thinks what should happen is the first call should go to the police dispatch and the second should go to the on call person. After they acknowledge the call, they call the police department to say they received the call. The third call is to go to Superintendent Wisner. It would get us through until we get the software to do something else. Superintendent Wisner said she will run this by Chief Dumas but it would tie up their 911 phone lines. Commissioner Cullen asked if the operator can control the pumps remotely. Chief Operator Swiniarski said yes but that the operator would probably go on sight. Commissioner Cullen asked if we had a cause and fix for these communications failures. Superintendent Wisner said she is looking into installing solar panels on the monopole so if power were lost, there would be a backup. She said if the communication failure comes in, the operator can shut the pumps down remotely to give themselves the time to get onsite. Chairman Manning said this is why a human chain is the best solution right now. Mr. Swiniarski said if there is a better way to do this he is all for it.

5. **Update on Paving 401 Central St:** Superintendent Wisner explained that we asked for \$65,000 at Town Meeting two years ago and we asked for an additional \$27,000 for a total of \$92,000. However, the project came in at 109,000. She said we don't know if there will be enough bids coming in under that number. She added that the bids are due by 5/31/2017.

Commissioner Cullen asked why the excavation material disposal a different item. Superintendent Wisner explained that it's just broken down. All this work is the paving contract.

New Business:

1. Abatement request for 47 Harrison Circle – Marsha Melnyk:

Commissioner Cullen said this customer's leak started in September and they deserve an abatement. Superintendent Wisner said if the Board awards the abatement, the customer will have a \$542.00 credit on their water bill.

Commissioner Cullen said they are asking for the calculations to be recognized. He motioned to expedite this and get it paid. Commissioner Emery second the motion. **All in favor at 7:40.**

2. Discuss Citizen Query submitted on 3/28/2017 by Henry Rolfe regarding Town of Rowley facilities water meters:
Superintendent Wisner explained that the Water Dept. properties are all metered and the usages are recorded. Chairman Manning said that we sent a note out last May or June that we will be billing for water. Commissioner Emery stated that all the properties had new meters.

3. Out of service fire hydrants:
Superintendent Wisner said that we have two hydrants out of service. The one on 21 Wilson Pond Road was hit by a motorist. A claim was submitted to the insurance company. The other was a frozen hydrant on the turnpike which will be addressed. Commissioner Emery asked why we are replacing the white hydrant and Superintendent Wisner said it was standard practice.

*New Business 4, 5, 6, and 7 were discussed during New Business 4 since they are related.

4. Vote to authorize the Water Superintendent to send out the letter of award to Green Acres Landscape and Construction for the installation of the security fence at Well No. 2:
Superintendent Wisner said that the fence project and the cleaning project went to bid and these came in as the lowest. Commissioner Emery asked why the fence is being replaced. Superintendent Wisner said the DEP requires an 8ft. fence. The Board signed the contract for the installation of the fence. Superintendent Wisner explained that due to DEP regulation, the 4ft. fence needs to be replaced with an 8ft. The Board signed the contracts. Commissioner Emery made a motion to vote, Commissioner Cullen second the motion. **All in favor at 7:58**

5. Vote to authorize the Superintendent to send out the letter of award to D.L. Maher for the cleaning and rehabilitation of Well No. 2

6. Sign the contract with Green Acres Landscape and Construction for the installation of the security fence at Well No. 2 (Sanitary Survey)

7. Sign the contract with D.L. Maher for the cleaning and rehabilitation of Well No. 2 (Sanitary Survey):

8. Redundant communication systems:
Superintendent Wisner said that when the communication system was lost at the office due to a tree falling on the power lines, the Board asked for her to research other means of redundant communications systems and this is the result of her research. Chairman Manning asked if the department got mail on their phones and she said we do not if the server is down. She said the server is backed up and kept here. Chairman Manning suggested the server be kept at the Water Treatment Plant. Superintendent Wisner will put it on a May agenda.

9. 2017 flushing and fire flow testing schedules:
Superintendent Wisner said the full schedule is on the webpage. She said we will continue with the fire flows where we left off last fall. Commissioner Cullen asked if we will be flushing before people get their bills. Superintendent Wisner said yes, they will have plenty of notice. Chairman Manning clarified that people over 65 will not be shut off.

10. Discuss and vote on adopting an uncollectible funds policy - Tabled

11. Vote to write of the charges for the uncollectible funds from 2014 - Tabled

14. Water main replacement program/paving program - Tabled

15. Water board Meeting Cancellation Policy – Tabled

18. Vote to support the Water Superintendent's recommendation to hire John Harrington for the janitor/maintenance position:

Commissioner Emery motioned to vote, Commissioner Cullen second the motion. **All in favor at 8:15.**

*Chairman Manning moved to General Business

General Business:

1. Vote to request a transfer to the Board of Selectmen for the remaining balance of the emergency and unforeseen to Line 7 of the Operating budget for the purpose of making repairs to the Prospect Hill Water Storage Tank access road:

Commissioner Emery motioned to vote, Commissioner Cullen second the motion. **All in favor at 8:10**

2. Vote to have the Chairman sign the Annual Maintenance Contract with Atlas Corp for the compressors:

Chairman Manning signed the contract.

3. Water Superintendent Operation Report:

Chairman Manning said that the new F560 truck was now in service. He also said that Chris Renzulli had obtained his CDL permit. He then asked to table the items not covered.

New Business:

16. National Drinking Water Week May 3-13, 2017. Discuss 2017:

Superintendent Wiser said she was unable to do anything for the Drinking Water Week because she was told to stop moving forward with her plans.

12. Vote to allow the Water Superintendent to dispose of broken pipe locator: Commissioner Cullen motioned to vote, Commissioner Emery second the motion. **All in favor at 8:15.**

13. Vote to allow the Water Superintendent to dispose of the broken file cabinet: Commissioner Cullen motioned, Commissioner Emery second the motion. **All in favor at 8:16.**

General Business:

4 Suggestions from the Board for future topics for discussion a future meetings: - Tabled

Approval of the Minutes: Accept and approve the minutes of March 28, 2017

Next meeting – April 25, 2017 (tentative)

Adjourn

Chairman Manning motioned to adjourn, Commissioner Emery second the motion. **All in favor at 8:20**

Minutes accepted at the April 25, 2017 meeting.

Minutes prepared by Kathy Bento

Documents provided/discussed at meeting are available in the Superintendent's office:

Meeting Agenda

Sign-in Sheet

Abatement application 50 Prospect St.

Rowley Project Status Update

Coating Choices for Water Storage Tank

Pre-construction Conference Agenda – Prospect Hill

Pre-construction Conference Minutes – Prospect Hill

Memo of April 6, 2017 from Superintendent Wiser to the Board of Selectmen re Prospect Hill Tank Overflow

Memo from Chief Operator Rob Swiniarski to Superintendent Wiser re: Prospect Hill Tank Overflow

Union Contract – Overtime sections

Memo of April 5, 2017 from Superintendent Wiser to the Board of Selectmen re Prospect Hill

Letter of April 6, 2017 from the Town Administrator to the Board of Water Commissioners re Prospect Hill

Memo from Commissioner Bernie Cullen re alarms and call outs
Letter of April 6, 2017 from Superintendent Wisner to the Water Board re SCADA
Letter of April 6, 2017 from the DEP to Superintendent Wisner re Prospect Hill
Letter of January 23, 2017 from Chief Operator Rob Swiniarski to Superintendent Wisner re Prospect Hill communication failure
Town of RWD SOP's for Common Alarms and Response
Tank Overflow Modification Design
Email from Tata & Howard re Tank Overflow Design
Letter from R.E. Erickson Co. re alarm notification
Email from Conservation Commission re Storage Tank Overflow
Drawings of Prospect Hill Tank
Estimate of Probable Construction Cost 401 Central St. Paving
Paving – 401 Central St.
Application for abatement 47 Harrison Circle
Citizens query re Town of Rowley facilities water meters
Information on out of service hydrant
Well #2 Security Fence bid results
Well #2 Cleaning and Redevelopment bid results
Redundant Communications Systems memo from Superintendent Wisner explaining RWD internet, email, and phone system
Hydrant flushing notice
Hydrant flushing schedule
Abatement Policy for Uncollectible Funds
Uncollectible fund list
Shut off list
Rowley CEP and pavement repair schedule
RWD 2017 National Drinking Water Week Art Contest Rules
SOP for Water Board Meeting Cancellation Policy
Memo of April 11, 2017 from Superintendent Wisner to the Town Administrator requesting the Board of Selectmen to hire John Harrington as the Janitor
Advertisement for bids
TOR Sales Report – Monthly Totals by Service Type
Actual and Budgeted Expenses and Encumbrance
RWD Income Statement 12 Months Ending June 30, 2017
March 28, 2017 Water Board Meeting Minutes

Pursuant to the 'Open Meeting Law,' G.L. 39, S.23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary

