

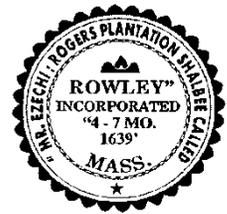


Town of Rowley

Municipal Water Department

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April 25, 2017 Meeting Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen, Superintendent Marybeth Wisner, and Administrative Assistant Kathy Bento (Public Audience: Jami Snow, Dave Peterson, David Ferriera, Timothy Toomey, George Speropolous, and Jonathan MacPhee)

Call to Order

6:05 pm Chairman Manning called the meeting to order.

6:05: pm Citizens Query:

Tim Toomey said he had a question last week regarding the discrepancy of \$163,000 in the unexpended money back in 2015. Chairman Manning said he will look into this but this is citizen's query and that cannot be discussed right now. Mr. Toomey also asked if we filed a claim for Prospect Hill. Chairman Manning said a claim has been filed. Dave Peterson said it was rejected.

Chairman Manning closed Citizens Query at 6:08.

Old Business:

1. Update on Prospect Hill Road reconstruction:

Superintendent Wisner said the quote from T. Ford to repair the road is \$18,750. Chairman Manning said the Selectmen approved \$37,000 to be moved from our foreseen to pay for this but we need to come up with \$33,000 quickly. He asked to see the budget and Superintendent Wisner said the budget is in Peach Tree and we don't have access to that. Chairman Manning left for a moment and retrieved his copy of the budget. He said we had some money to help pay for the wash out on the road and we need to look for additional money in the budget from FY17. Chairman Manning asked Superintendent Wisner to look into holding off on hydrant repairs and to stop some of the engineering projects. Superintendent Wisner said some items in line 7 can be moved around and she will see where she can make the \$35,000 transfer. Commissioner Emery said the Board needs to vote to move the funds. Commissioner Cullen suggested checking with Deb Eagan because she has some information about where some funds could be found.

2. Redundant Communication System tabled 4/11/2017

Superintendent Wisner provided some attachments explaining the options. Chairman Manning asked for this to be tabled until the next meeting.

3. Water Board Meeting Cancellation Policy tabled 4/11/2017

Chairman Manning said to change the wording in the policy to say we'd follow the Town Hall's direction and also to change to Chairman or Vice Chairman so either can make the decision to cancel. Commissioner Cullen said the drafting is incomplete and he will work with MaryBeth to make the changes. Chairman Manning said we will table this to the next meeting.

4. Abatement request 50 Prospect Street tabled 4/11/2017

Superintendent explained that the new owner inherited a leak. She recommended an abatement which would give the customer a \$769.28. Commissioner Emery motioned to approve, Commissioner Cullen second the motion. **All in favor at 6:29.**

*Chairman Manning moved to New Business #7

New Business:

7. ****MCR Technologies**

Chairman Manning said to Mr. Speropolous that he has rehabilitated a building and now that all the work has been done, he's asking why he is now told you need to put in a hotbox. Mr. Speropolous agreed. Superintendent Wisner explained that on Jan. 11, they had not submitted an application. We informed them of the process. On 1-18 they submitted their plans. We then sent a letter requesting additional information. On Jan. 30, we received the revised plans but they were too small and could not be read. Chairman Manning asked why there is a discussion now about a hot box. Superintendent Wisner explained that when a service is over 100 ft., it requires a meter pit but because theirs is so big it needs a vault. Chairman Manning asked why a new meter can't be put in. Superintendent Wisner said the policy is that new construction over 100ft. needs a pit but this is 224ft. so it needs a vault. Commissioner Emery said to just put the meter in the building. Commissioner Cullen asked what the reason for the 100ft. was. Commissioner Emery said it was a policy made for residential properties. He then made a motion to waive the hot box. Commissioner Cullen second the motion. **All in favor at 7:40.**

Dave Peterson commented that we want to encourage other businesses like MCR to come to Rowley.

*Chairman Manning went back to **Old Business #5**

5. **Pricing for motion sensors for security lighting 401 Central St.:**

Chairman Manning asked for this to be tabled until July and get another quote or two.

6. **Discuss Winn 911 Alarm Notification Procedures:**

Chairman Manning displayed a process flow diagram and described the proposed process:

- SCADA alarm goes off
- RPD dispatcher gets the call
- 2nd alarm goes to on-call operator
- The operator logs into the SCADA system and calls dispatcher to say he has it
- If he does not call the dispatcher, the dispatcher calls the Superintendent
- If no action is taken, the next alarm goes to the next on-call person
- At that point, a call will go back to the Superintendent

Chairman Manning said Superintendent Wisner can determine the actual time increments between each call. He said the last person in line is the Superintendent and she would have to respond. Superintendent Wisner said her response will be to call the on-call operator. Commissioner Cullen said the dispatcher has to call the Superintendent and then the dispatcher's job is done. Superintendent Wisner said we have to be careful about the response time. The regulation is that the issue needs to be addressed in 1hr. Chairman Manning said he doesn't want the police to have any responsibility. He just wants the dispatch to get one call. Commissioner Cullen said to manage the issue without inundating the Police dept. Chairman Manning asked Superintendent Wisner to come back with a proposal as to how this will be managed. Superintendent Wisner explained that with the existing software we are limited to only receiving one call. Chairman Manning said he thinks the plan they advised is a good. Commissioner Emery agreed.

1. **Discuss and vote on uncollectible funds policy tabled 4/11/2017**

Superintendent Wisner said we have various funds that are not collectible. Chairman Manning asked why we can't put a lien on the property. Superintendent said there are various reasons why we cannot collect the funds. He asked her to ask Karen Summit for the reason why they don't put liens on these properties. He does not think there is a statute of limitations. Superintendent Wisner said she has a list of all the properties and the Board needs to vote to write them off because we are not able to put a lien on them because they go back to 2012. Commissioner asked if there is a statute of limitations. Chairman Manning said maybe for Pennichuck but we need to go to the town and ask them what they can do about this.

2. Vote to write off the uncollectible funds from 2014 tabled 4/11/2017

Chairman Manning said to add on #4 of the policy to say a lien will be generated on the property.

Commissioner Cullen said the lien should come first automatically. There should not be Chairman Manning said it should not have to be voted on. Chairman Manning said to reword #4 to say to verify there is a lien. He also said they shouldn't even have to vote on it because they should all have liens.

Commissioner Cullen motioned to vote, Commissioner Emery second the motion. **All in favor at 7:12.**

*Chairman Manning went back to **New Business #1**

1. Sign the contract with Small Water Systems for outside assistance for contract operations:

Superintendent Wiser explained that now the department is very short staffed and in need of contract operations. Commissioner Emery asked where the funding was coming from. She said Outside Services but does not have the numbers in front of her. She asked if we can use Wages and Salaries to pay.

Commissioner Emery said that he was fairly sure that could not be done. Chairman Manning said to follow up with Town Administrator Deb Eagan and put this on Thursday nights' agenda. He said if the answer is no, Superintendent Wiser will have to look at the budget and see what is available to support this. He does not want to sign a cart blanche that we don't have.

2. Water Act Management Permit:

Superintendent Wiser said that since the Board had asked why she is hiring engineers so she did some research and found that it has to be done by engineers because there are plans, and maps to be made and we are not equipped to do, and analysis of the water shed information which we don't have access to. Larger municipalities have engineering departments but we do not.

3. Discuss current Water Department job descriptions and staffing issues/discuss Contract Operations:

Superintendent Wiser explained that we have until May 25th to find a full time operator or we will be in violation of Mass DEP regulations. She said she herself will be filling one position but we need to hire someone full time. Chairman Manning asked if the position could be part time. Superintendent explained that in order to comply, the position of Operator has to be fulltime and hold a grade 2 license. Chairman Manning said to use the contract operator until we get through this. Superintendent Wiser said she cannot advertise for the job until the Selectmen vote to lift the hiring freeze. Dave Peterson said he was sure they will lift the freeze. Chairman Manning stated that this is critical. Commissioner Emery suggested reviewing the job descriptions because the criteria may be too high. Superintendent Wiser said that our job descriptions are in line with those from other towns and that other towns bypass the criteria but the Town of Rowley won't consider anyone who does not meet the minimum criteria of the job description. She said to train a new person with no experience is a hardship because everyone has to be with and train them. It's difficult because we are so small. Commissioner Emery said to put the word "or equivalent experience" next to the word "required" in the description. Commissioner Cullen suggested the person doing the screening be invited to the process meeting. Chairman Manning told the Superintendent to post the jobs soon. She said she will do it tomorrow.

4. **Office Hours:

Chairman Manning said he has received several complaints that customers have come to the office and no one is there. Superintendent Wiser said that the Administrative Assistant was in training for two days and that she herself had to attend a meeting. Commissioner Emery asked what the training was for. Superintendent Wiser replied it was for OSHA 10, workplace right to know, etc. Chairman Manning asked why she would need that kind of OSHA training because she would never be in a trench. Superintendent Wiser also said that the administrative assistant was out sick. All the people who have complained have put the complaints through the building inspector. Commissioner Cullen suggested the Superintendent get together with the building inspector and figure out a way of making sure we are working together with the

other departments. Chairman Manning said to make sure there is a return time on every sign you put on the door.

5. Commitment Services: Lost revenue due to waivers granted by the Water Board for fees associated with Water Department services:

Superintendent Wisner explained that as part of the budget process she has to budget for these types of things, so when the Board waives the fees, it affects the budget.

6. Discuss May 1, 2017 STM and ATM Warrants:

The Water Board reviewed the warrants.

General Business:

1. Discuss and vote on meeting dates 5/23, 6/13, 6/27, (recess for July), 8/8, 8/22, 9/12, 9/26:

Commissioner Cullen asked why we are waiting until May 23rd for Town Meeting. Commissioner Emery said there is Town Meeting and the Election. The Board then chose the future meeting dates. They are as follows: May 10th and 23rd, June 13th and 27th, August 8th and 22nd, and September 12th and 26th.

2. Suggestions from Board for future topics for discussion at future meetings:

Was not discussed.

Approval of the Minutes:

Accept and approve the minutes of April 11, 2017:

Commissioner Cullen moved to accept the minutes, Commissioner Emery seconds. **All in favor at 7:55**

Chairman Manning said to put on another agenda to approve Superintendent Wisers' request for time off.

Next meeting – May 10, 2017 (tentative)

Adjourn:

Commissioner Cullen motioned to adjourn, Commissioner Emery second the motion. **All in favor at 8:00.**

Minutes accepted at the May 23, 2017 meeting.

Minutes prepared by Kathy Bento

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

Meeting Agenda

Sign-in Sheet

Water Dept. Office Hours

May 23, 2017 Meeting Agenda

Distribution Assistant Working Foreman Job Description

Distribution Utility Maintenance Laborer 1 Job Description

Water Treatment Plant Operator 2 Job Description

Distribution Utility Maintenance Laborer 2 Job Description

Warrant for Special Town Meeting May1, 2017 – Articles 14, 15, 16, 17

Warrant for Special Town Meeting May1, 2017 – Articles 5, 6, 7, 8, 9, 10

FY17 Waived Water Commitment Services

Uncollectible funds

Abatement Policy for Uncollectible Funds

Water Board Meeting Cancellation Policy SOP

Redundant Communication Systems

Application for Abatement 50 Prospect St.

Email from Tata and Howard re: Drop Box

Email from Superintendent Wisser to Chairman Manning re: sensor for office lights
Water Management Act Permit
Quote from T Ford Co. for Prospect Hill Rd. repairs
Flow Sheet for SCADA Alarm Notification Process
Email from John Manning re: alarm notification process
Email from PRS
Group to Superintendent Wisser Re: Redundant Systems
Letter from George Speropoulos re: MCR at 285 Newburyport TrnPk.
RWD Project History Form notes re 285 Newburyport Turnpike
Email from Milissa Privetera, MA DEP to Superintendent Wisser re: Staffing 3254000

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 of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.