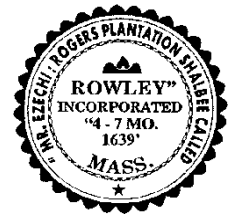


Town of Rowley

Municipal Water Department

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



May 1, 2017 Meeting Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen, Superintendent Marybeth Wisner, and Administrative Assistant Kathy Bento

Call to Order

6:15 pm: Chairman Manning called the meeting to order

New Business:

1. **Vote to transfer \$6,000 Line 7 Water Department Expenses from sub account 56415 Chemical feed pumps to Line 7 Water Department Expenses from sub account 59230 Outside Services for the purpose of covering the costs associated with repairs to the Prospect Hill Water Storage Tank access road:**

Chairman Manning asked if this is a maintenance issue. Superintendent Wisner said she went through the budget and took money from the lines she felt could be taken from. She said the department can get by until FY18. Chairman Manning motioned to vote, Commissioner Cullen seconded the motion. **All in favor at 6:20.**

2. **Vote to transfer \$10,000 Line 7 Water Department Expenses from sub account 56410 Chemicals to Line 7 Water Department Expenses from the sub account 59230 Outside Services for the purpose of covering the costs associated with repairs to the Prospect Hill Water Storage Tank access road:**

Superintendent Wisner said the department has enough to get by and still has about \$25,000 for chemicals. Chairman Manning motioned to vote, Commissioner Cullen seconded the motion. **All in favor at 6:20**

3. **Vote to transfer \$6,000 Line 7 Water Department Expenses from sub account 59232 Police detail to Line 7 Water Department Expenses from sub account 59230 Outside Services for the purpose of covering the costs associated with repairs to the Prospect Hill Water Storage Tank access road:**

Superintendent Wisner said we didn't have any emergency calls this past winter so she felt some could be taken from here.

Chairman Manning motioned to vote, Commissioner Cullen seconded the motion. **All in favor at 6:20**

4. **Vote to transfer \$12,000 Line 7 Water Department Expenses from sub account Water sample analysis WTP 56421-01 to Line 7 Water Department Expenses from sub account 59230 Outside Services for the purpose of covering the costs associated with repairs to the Prospect Hill Water Storage Tank access road:**

Superintendent Wisner said she found there was a duplicate line, and there has been zero spent to date so she was able to take funds from this. Commissioner Emery motioned to vote, Commissioner Cullen seconded the motion. **All in favor at 6:23.**

5. **Vote to transfer \$12,000 Line 7 Water Department Expenses from sub account 56786 Pipe Maintenance to Line 7 Water Department Expenses from sub account 59230 Outside Services for the purpose of covering the costs associated with Contract Operations:**

Superintendent Wisner said she is not purchasing any pipe at this time so she took some funds from here. She still has \$5648.00 in the account if she needed to buy pipe. Commissioner Emery motioned to vote, Commissioner Cullen seconded the motion. **All in favor at 6:24.**

6. Vote to transfer \$22,000 Line 7 Water Department Expenses from sub account 56786 Engineering Services to Line 7 Water Department Expenses from sub account 59230 Outside Services for the purpose of covering the costs associated with Contract Operations:

Superintendent Wisner said she found that the only thing she could take out was \$22,000.00 but there is still enough to cover the costs. Commissioner Emery motioned to vote, Commissioner Cullen seconded. **All in favor at 6:27**

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

Superintendent Wisner explained that she utilizes the service only when needed. Someone will be here full days on Mondays. There are dig safes, hydrant work, etc. The cap is \$34,000 and she will use it sparingly to get through the next few months. She suggested to the Board that they can write not to exceed \$34,000.00 on the contract if they wish. Chairman Manning said the limit is going to be \$15,000 in 90 days to the end of the fiscal year. She said she would bring this back to the board at the May 23rd meeting for an update. She asked the Board if they are amending this motion. Chairman Manning said the motion is done.

8. Discuss providing the Water Superintendent with the necessary safety gear and or uniform items to be equipped for working in the field:

Commissioner Emery and Chairman Manning told Superintendent Wisner that she should have a clothing allowance like everyone else. Chairman Manning said they would authorize her to have what she needs. Superintendent Wisner said she needs steel toed boots. Chairman Manning said the clothing allowance will be \$500.00.

Total transfer within Line 7 Water Department Expenses sub account 59230 Outside Services for the purpose of covering the costs associated with Contract Operations. \$34,000.

Total transfer within Line 7 Water Department Expenses sub account 59230 Outside Services for the purpose of covering the costs associated with repairs to the Prospect Hill Water Storage Tank access road \$34,000.

Next meeting – May 10, 2017 (tentative)

Adjourn

Commissioner Emery motioned to adjourn, Commissioner Cullen seconded the motion. **All in favor at 6:32.**

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

RWD Income Statement ending June 30, 2017

Email from Amy Lydon re: Prospect Hill Funds

Small Water Systems Services Proposal for Operations Support