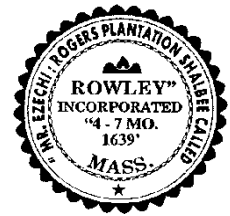


Town of Rowley

Municipal Water Department
401 Central St., PO Box 29, Rowley, MA 01969
Office: 978.948.2640 Fax: 978.948.8200



May 16, 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, Peter Barry)

Call to Order

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

Chairman Manning said the reorganization of the Board will be done when Commissioner Emery returns.

Citizen Query:

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

There were no queries. Closed at 6:06

Old Business:

- *Vote to provide the Water Superintendent \$500 to purchase the necessary safety gear and or uniform items to be equipped for working in the field:**
Chairman Manning motioned to approve, Commissioner Cullen seconded. **All in favor at 6:07.**
- Citizens Query from 4/25/2017 – Free Cash:**
Chairman Manning read the note from Sue Bailey to the Board of Selectmen dated June 25, 2015, (see attached). Sue Bailey said the Water Dept. will end the year with a substantial unexpected surplus budget. Chairman Manning read an email from Sue Bailey to Superintendent Wisner, dated April 26, 2017 regarding the Town's response to Mr. Toomey regarding his public records request. The email stated that the Town is required to make available a copy of any existing record to the requestor and because there is no such record, the response was 'No records responsive to this request', (see attached).
- Redundant communication systems tabled 4/11/17, 4/25/17:**
Superintendent Wisner explained she had summarized the report she received from the PRS Group regarding the outage at the office, (see attached). Chairman Manning said we do not need to pursue this any further. Superintendent Wisner agreed saying it's an extra expense. She said however, the DEP recommended that backup power should be installed at this building and that all of the buildings have a backup generator except for this building.
- Water Board Cancellation Policy Revised:**
Chairman Manning motioned to accept the policy, Commissioner Cullen seconded. **All in favor at 6:15.**
- Discuss and vote on uncollectible funds from 2014 tabled 4/11/17, 4/25/17:**
Superintendent Wisner explained the larger spread sheet is an explanation of why each property does not have a lien, (see attached). Commissioner Cullen motioned to write off the uncollectible funds. Chairman Manning seconded. **All in favor at 6:18.**
- Pricing for motion sensors for security lighting 401 Central St.:**
Chairman Manning asked if we have the funds for this project. Superintendent said no. Chairman Manning said we will wait until 2018. Commissioner Cullen motioned to authorize the expenditure of \$698.50 to install the motion detectors at that time. Chairman Manning seconded. **All in favor at 6:20.**
- Discuss Winn 911 alarm notification procedures:**

Superintendent Wisner said that Police Chief Dumas wants all the information regarding the response system and the flow chart is missing. Chairman Manning asked that we walk through the notification sequence.

Superintendent read aloud the SOP for the SCADA Alarm Response which includes the notification sequence and four scenarios, (see attached). Chairman Manning asked what would happen if the on call person acknowledges the call but doesn't call dispatch. Superintendent Wisner said she doesn't know. If anyone acknowledges the alarm, the SCADA stops calling. You cannot take the human error out. Chairman Manning said the procedure is deficient and requested another draft that addresses the human error. Superintendent Wisner said she based the procedure upon the Board's suggestions. He told Superintendent Wisner that if she chooses to keep the current procedure, she will be held accountable should another incident happen again. Commissioner Cullen said we need another communication route and he believes the way to do this is to involve the Water Superintendent earlier in the process. Superintendent Wisner said that she has been in the water business for twenty years and this is the standard procedure. She said she will not accept responsibility for other people's faults. Chairman Manning said she needs to be responsible for the department. Superintendent Wisner added that Chief of Police Dumas agreed to this procedure and that we cannot ask the Police Department to do more than they already do. Chairman Manning said this will be addressed again on the May 23rd. meeting.

8. Update Sanitary Survey – 4 log removal Well 2 discuss if the Board wants to place this on the Fall STM as an Article:

Superintendent Wisner suggested that if the Board wants to pursue this for Well #2, it could be put on the fall Special Town Meeting (see attachment). Commissioner Cullen asked if there was a recommendation from the DEP. Superintendent Wisner said yes, they suggested we do this. Chairman Manning said to table this to the next meeting. He wants to hear what Commissioner Emery has to say.

New Business:

- 1. Sign the Notice to Proceed with Cassidy Corp for paving/storm water improvements on 401 Central Street:**
 - 2. Sign the Letter of Award with Cassidy Corp for paving/storm water improvements on 401 Central Street:**
 - 3. Sign the Contract documents with Cassidy Corp for paving/storm water improvements on 401 Central Street:**
- Below is a summation of items #'s 1, 2 and 3:**

Chairman Manning said he reached out for advice and that they can vote to sign the Notice to Award the contract but we have to wait for the contractors to come back with their bonds, insurance, and signed documents before we can sign the Notice to Proceed and the Contract documents. Commissioner Cullen asked if the asphalt starts crumbling, for example, who is responsible. He wants to be sure the contract has that added protection. Chairman Manning asked the Administrative Assistant to put the Line Item, Bid Spec Review in next week's agenda. Chairman Manning motioned to sign the Notice of Award for Cassidy Corp. Commissioner Cullen seconded. **All in favor at 6:42.**

- 4. Sign the Notice to Proceed with Pride Environmental for installation of dehumidification at the Water Treatment Plant:**
- 5. Sign the Letter of Award with Pride Environmental for installation of dehumidification at the Water Treatment Plant:**
- 6. Sign the Contract Documents and the Notice to Proceed with Pride Environmental for installation of dehumidification at the Water Plant:**

Below is a summation of items 4, 5, and 6:

Chairman Manning said this is the same situation as above. The Board will sign a Letter of Award before the other documents. Commissioner Cullen asked that if we sign the contract, are we tied into a maintenance contract. He said it's very expensive and he does not want to sign anything until it is looked into very carefully. Superintendent Wisner said there will be maintenance for the storm water, and as of now we don't carry any money for storm water maintenance and it's expensive. Commissioner Cullen explained that he doesn't want us to be locked into a contract with no chance of competition. We would be on the hook. Chairman Manning told Superintendent Wisner to ask the contractor if there is proprietary maintenance and what exactly is it. Chairman Manning said he'd rather go back to Town Meeting and say we made a mistake and we need to put this out to bid again with these proprietaries' in place, rather than

Audience member Steve Berry said he feels the specs that Superintendent Wisner has provided have not been reviewed. Chairman Manning said they have been reviewed and the Board is trying to proceed cautiously. Chairman Manning said this will be tabled for next week.

7. Open Meeting Law Complaint filed against the Board of Water Commissioners by Water Superintendent MaryBeth Wisner:

Chairman Manning gave a response letter he had drafted to Commissioner Cullen to read.

Commissioner Cullen motioned to sign the letter, Chairman Manning seconded. **All in favor at 6:58.**

8. *Procedures and Policies applicable to the preparation of Rowley Water Board Public Meeting Minutes:

Chairman said he was putting this off until the full Board is present.

9. Update on cross connection control residential survey:

Superintendent Wisner said this was the final outcome and that 300+ surveys have been done. Commissioner Cullen asked how complex is taking action in general. Superintendent Wisner explained that there are 10 wells that can possibly contaminate our water supply. We don't have jurisdiction over private wells. Water Safety Services will be sending out violation letters to the property owners giving them a time frame to fix them. She said that she didn't know if the Board of Health or the Water Department takes the next step. Commissioner Cullen said that even though we don't have control over private wells, we do have a responsibility for the care of the water supply. Chairman Manning said to show us the list of the 10 that have been identified and call the Board of Health to see if they want to hold a joint meeting with us. Chairman Manning said of the property owners who refused inspection that they are potential contaminators. Superintendent Wisner said that going through the list is the next phase. Chairman Manning told the Administrative Assistant to look at the list of those who refused inspection and ask Pennichuck if any of them are customers. Superintendent Wisner said she has already sent the list to Pennichuck. Chairman Manning wants this on next week's agenda.

10. FY19 Capital Projects – needed for 2017 rate study:

Chairman Manning said that given the budget, he does not want to reduce the pressure in the system at this time. Superintendent Wisner said it wasn't a simple fix. Commissioner Cullen said we are interested in reducing the pressure but not at this time.

Regarding the water main project, Superintendent Wisner explained that we had plans to work with the highway department in scheduling their paving with the water main replacements but there is no longer money in the budget to do this. She said we will have the opportunity to do it right in 2019 for one road. We will have to request the money this fall at Town Meeting. Put the job out for bid over the winter and do the job early in the spring and then the road could be paved. Superintendent Wisner said the water mains are the biggest expense besides the water treatment plant. Audience member Steve Barry asked why 2020 was not looked at when the rate survey was done. Superintendent Wisner told him she has the FY20 as well, it just wasn't prepared for this meeting.

11. Go over example FY 19 budget format for Town Meeting:

Superintendent Wisner when breaking out Line 7 all the subaccounts would be put into Lines 8, 9, and 10. She explained the items can only be switched within a line and if something were to come up, you can't move it. She said that if the Board chooses this it will be limiting. Chairman Manning said to have a discussion this summer with Finance Committee and to put it on the agenda for mid-July to the beginning of August, (see attachment).

12. Budget update:

Commissioner Cullen said his calculation is that 45 weeks is 85% of the year. It says we're actually 10 months into the year. Superintendent Wisner said she was concerned about the budget and with the \$96,510.07 is what is left for Outside Services and \$69,000 of that the Board has given to Prospect Hill, it does not leave enough money to get the department through the next 6 – 8 weeks. Commissioner Cullen said the revenue will be higher than what the budget was. He said we will have to negotiate with the Town on budget lines, however, we will have more revenue than we projected. Chairman Manning said to hold off on some bills. Superintendent Wisner said we can't hold off until July. Jamie Snow said it may be transferred line to line or the Town will be

responsible to pay these bills. The Superintendent said to remember the Selectmen will be asking for the reimbursement of the \$50,000 in the fall. Commissioner Cullen asked if the maintenance of the hydrants number accurate because it seems like we spent four times the amount we budgeted. The Superintendent said that according to the books yes, it is accurate, but she needs to review this in Peachtree to make sure things are changed to the right lines. Chairman Manning asked that she bring some detail to the next meeting. Regarding the Sales Report, Commissioner Cullen said we need to run year over year reports and asked if we were doing well in sales compared to other years. Chairman Manning asked Superintendent Wisser to do so for next week's meeting.

13. Annual Water Use Restrictions update to DEP:

Superintendent Wisser said she complied with the DEP and sent in the annual notifications. Chairman Manning asked if we don't do anything until the Parker River goes down to 6 cubic feet for 3 consecutive days, and that it is extremely high now.

This is good.

14. Tata & Howard Project Status Report:

Superintendent Wisser provided a spread sheet of the overall projects, (see attached). Commissioner Cullen asked that she reorganize the sheet to split things out by Articles and Operating budget. Chairman Manning agreed to have the numbers sorted and then discuss it next week.

15. Paving and CEP water main replacement program:

Superintendent explained that unfortunately, Christopher Rd. and Intervale Circle will be reclaimed in FY18 and nothing can be done with these streets for the water main replacements. Chairman Manning said he wants the Highway paving schedule and our critical list to be compared to see if there is any line up do we tell the Highway Dept. that we will need them to put these roads at the end of your schedule instead of at the beginning. He wants to see list and the cost and said it can be looked at next week.

General Business:

1. Discuss time off requests submitted to the Chairman on April 25, 2017 from the Water Superintendent – use of comp time and personal time:

Chairman Manning said going forward, the Superintendent is to work 40 hours per week except for water system emergencies and to seek approval from the Board. Commissioner Cullen motioned to make the Superintendent's work week forty hours, Chairman Manning seconded. **All in favor at 7:55.** Superintendent Wisser asked about the leaves slips she has already put in, 76 hours comp. and 5 personal days. The Board signed the slips.

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

Chairman Manning said, regarding the Open Meeting Law complaints, he would like to do discuss this. Commissioner Cullen would like to discuss the Small Water Systems contract. and our management.

Approval of the Minutes:

1. Accept and approve the minutes of April 25, 2017

2. Accept and approve the minutes from May 1, 2017

Chairman Manning said to table the minutes until next week.

Next meeting May 23, 2017 (tentative)

Adjourn:

Commissioner Cullen motioned to adjourn, Chairman Manning seconded. **All in favor at 8:03**

Minutes accepted as amended at the July 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
Follow up on Sanitary Survey Items
Compensation Time information
Tata & Howard Well #2 4-log Compliance Report
Email regarding Public Records Request
Memo from Town Accountant re Public Records Request
Memo from Superintendent Wisser to the Board of Water Commissioners re Redundant Communication Systems
Information on Uncollectible Funds
Open Meeting Law Complaint form
Recommendation of Award, Contract Agreement, and Notice to Proceed re dehumidification project
Notice of Award
General Bid Results – Paving and Storm water Improvements
Superintendent Wisser's Request for Leave form
Meeting Minutes of April 25, 2017
Meeting Minutes of May 10, 2017
TOR Request for Quotes – Sensor Lights
RWD SOP SCADA Alarm Response 2015
Explanation for the Un-collectables from Tata and Howard for Individual Accounts

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.