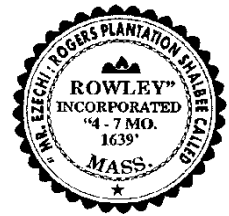




Town of Rowley

Municipal Water Department

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June 14, 2017 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Superintendent Marybeth Wisner, Chief Operator Rob Swiniarski, (Public Audience: Tim Toomey,

Call to Order

At 6:04 pm (time is approximate), Chairman Emery called the meeting to order.

Chairman Emery moved to New Business #1. Abatement request for 679 Wethersfield St.:

Commissioner Manning made a motion to award the abatement. Commissioner Cullen seconded the motion. **All in favor at 6:07pm (time is approximate)**

6:09 pm (time is approximate), Chairman Emery opens Citizens Query:

Chairman Emery opened Citizens Query at 6:05. Tim Toomey asked why the water at Town Landing has not been turned back on since the fall of 2015. Chairman Emery said the Harbor Master asked for it to be turned off and has not requested it be turned back on. Superintendent Wisner said she has not had a request. Mr. Toomey said he will ask the Harbor Master to request it be turned on.

Regarding free cash, Mr. Toomey still wants to know what happened between the times they determined what the available balance was in 2015 until the state certified the cash nine months later. Chairman Emery said it cannot be discussed now because it is Citizen's Query and advised Mr. Toomey to request to be put on a future agenda.

Regarding the overflow of the storage tank, Mr. Toomey asked if it's been corrected and if it the reason the road was flooded. Chairman Emery said he will be receiving a report on that tonight. He reminded Mr. Toomey that this cannot be discussed at Citizens Query. Chairman Emery closed Citizens Query.

Appointment:

6:15pm: Rob Swiniarski, Chief Operator, Dehumidification:

Mr. Swiniarski said he has not had to mop the floor at all at the Water Treatment Plant. He explained that the pipes have begun to sweat from the humid air. He hasn't seen any damage but doesn't know if there is any internal damage. Commissioner Manning asked how the plant's condition compares to the previous years. Mr. Swiniarski said that the previous year had a lot of condensation throughout the year and for the next couple of months but the previous year in 2015 they had to do a lot of mopping. So far this year there has been no significant condensation. Chairman Emery asked if there have been any changes made since the time when there was condensation. Mr. Swiniarski said no but he did look into whether or not the doors were being left open to let in the humidity. It has

begun to sweat so we'll see how it goes. He feels that it would be helpful to get the air tested for humidity levels and keep a log of that. Chairman Emery move to **Old Business #4** to further discuss the Dehumidification Project.

4. Dehumidification at WTP Tabled 5/23/2016:

Commissioner Manning read aloud from the document provided by Superintendent Wisner, explaining how the system works. He said that in 2015 it was very wet but now it is not. He suggested the current bid be cancelled and wait to see how the plant runs this summer. If there proves to be a problem the bid could be put out again. Mr. Swiniarski said it would be fine to wait, but wants to be sure there is no internal damage being done. He would like the equipment to be assessed at this stage. Chairman Manning said the fact that there have been no issues with the equipment, indicates everything is fine. He agreed to take an assessment at the end of the summer. Superintendent Wisner explained that the maintenance reports from the Pall Corp. show the equipment as failing. She believes there are things happening. She is concerned about the membrane filter system failing. Chairman Emery asked that the Board meet at the plant to tour it together. Superintendent Wisner said the amount of water on the floor had doubled from Monday to today. She said last year Michael LaFlower was mopping the floor one to three times a day during the summer. Commissioner Manning asked her to take pictures of the floor when it is flooded. The Board agreed to meet on Tuesday June 20, 2017 at the Treatment Plant. Chairman Emery asked that Mr. Swiniarski meet them there to give them a tour.

Old Business:

1. Discuss work hours/comp time for the Water Superintendent:

Superintendent Wisner said she has a concern about her 40 hours. She said when she work 60 hours in a week she does not count that as comp time, only the extra hours spent on Water Board meeting days. She would like to be allowed to work as many hours as it takes to complete her job. She does not consider extra hours as comp time. Commissioner Manning said she needs to change her hours for meeting days. The only time that should be used for comp time are the hours needed during budget season or in an emergency situation. Chairman Emery said Superintendent Wisner started taking almost double the amount of comp time. Superintendent Wisner said she was not aware at the time. Chairman Emery said one suggestion is to take it out of vacation time or the other is to be limited to 8 hours of comp time for the next fiscal year. Superintendent Wisner agreed to the second option. Commissioner Manning motioned to vote on option number two, Commissioner Cullen seconded. **All in favor at 7:00pm (time is approximate).**

2. FY19, FY20, and FY21 Capital Projects – needed for rate study Tabled 5/23/2017:

Superintendent Wisner presented the latest version of the Capital Plan. Commissioner Cullen said he wants Tata and Howard to include in the rate study bench mark costs comparisons with other towns with similar facilities. Superintendent Wisner said the DEP will award those towns that are replacing lead, by funding the project. She said our pipes and joints are lead. Commissioner Manning said we can adjust the Capital Plan once the Rate Study is received. Commissioner Cullen made a motion to forward the Capital Plan to Tata & Howard for use in the Rate Study. Commissioner Cullen seconded the motion. **All in favor at 7:10pm (time is approximate).**

Commissioner Manning suggested that the Board speak loudly because the fans were running and the Administrative Assistant will not be able to hear the tape. Commissioner Manning motioned to have the Administrative Assistant type the minutes from the tape. Commissioner Cullen seconded. **All in favor at 7:12 (time is approximate)**

3. Tata and Howard Project status report update Tabled 5/23/2017:

Superintendent Wisner explained the report was a breakdown of the ongoing projects. Per the Water Boards request, it has been divided into Operations and Articles. She said if there is a project the Board did not want to have

continue on at this point, she suggested they be resumed on July 1, 2017. Commissioner Cullen asked the Superintendent if there was enough money in the budget to complete the projects. She will check the numbers.

4. Dehumidification at WTP Tabled 5/23/2016 (discussed above)

5. HVAC installation 401 Central Street Tabled 5/23/2017: Tabled did not discuss.

6. Review and Discuss Small Water Systems contract Tabled 5/23/2017:

Commissioner Cullen said he does not agree with this contract which pays travel time and mileage. He will honor this contract until it's over at the end of the month. He wants the Superintendent to look for another company and negotiate a better deal.

7. Update on Winn 911 alarm notification system:

Superintendent Wisner said the system has been tested. The findings are that we are limited by the current software on our system to be able to do what it is the Water Board wants done. In order for us to follow the SOP, we had to trip the system. She explained that on Friday's when the on-call operators switch shifts, they will have to stop working at 1:00pm because it takes 1hr 45 minutes to run the test. Commissioner Cullen said he wants to see the response time shortened and to figure out a better way to test the system besides taking an employee off-line. Superintendent Wisner said if we got a new upgrade on the software system, we will have more capabilities and would be more reliable. Commissioner Cullen asked what added value the updated software would provide. Superintendent Wisner said it would eliminate the human error because it would continue to call until someone responds. Chairman Emery asked that Superintendent Wisner gather information as to the differences between the two software systems, the reason for the upgrade, and the cost, and it will be discussed at another meeting.

8. Budget update:

Superintendent Wisner provided the latest Peachtree budget report for the stabilization. Commissioner Manning asked if the department has enough money to get by for the next couple of weeks. Superintendent Wisner said yes.

9. Sanitary Survey update Tabled 5/23/2017 Tabled 6/14/17 did not discuss.

10. Update on residential cross connection control surveys Tabled 6/14/17 did not discuss.

New Business:

1. **Abatement request 679 Wethersfield St.** (discussed above)
2. **Sign the PO for Annual leak detection for FY18.** John Manning made the motion. Bernie Cullen Second. All in favor. The Board signed the PO.
3. **Sign the PO for the water rate study with Tata and Howard:** Tabled 6/14/17 did not discuss
4. **Discuss email from Conservation Agent Brent Baeslack regarding the storage of cars in the Ground Water Protection Area Zone 2 Public Drinking Water Supply** Tabled 6/14/17 did not discuss.
5. **Request from Water Superintendent Wisner to carry over 40 hours of unused vacation time** Tabled 6/14/17 did not discuss.
6. **Discuss Pennichuck Billing Issues:** Tabled 6/14/17 did not discuss.
7. **Building codes for the WTP air handling exchange** Tabled 6/14/17 did not discuss
8. **Discuss the close out documents for the SRF loan for the Water Treatment Plant:**

Superintendent Wisner provided the letter to SRF authorizing her to sign the closeout doc. Commissioner Manning motioned to vote to have the Superintendent sign the document. Commissioner Cullen seconded. **All in favor at 7:45 (time is approximate).**

9. **Discuss gate valve exercising going out to bid** Tabled 6/14/17 did not discuss
10. **Discuss hydrant painting going out to bid** Tabled 6/14/17 did not discuss
11. **Authorize the Water Superintendent to pursue the SFR and other options for financing water main replacement to present to the Board for approval. Deadline for SFR is August 18, 2017 for 2018 projects.** John Manning made the motion, Mark Emery second. All in favor. The Board signed the PO.
12. **Request from the Water Superintendent to participate in the adult education program** Tabled 6/14/17 did not discuss

General Business:

1. **Sign Change order with DN Tanks to extend the contract time for the Prospect Hill Water Storage Tank improvements.** John Manning made the motion. Bernie Cullen Second. All in favor. The Board signed the change order.
2. **Sign the Contract Agreement and Notice to Proceed to Cassidy Corp. for the 401 Central Street Paving and Storm water improvement project. Sign PO for Cassidy paving/storm water improvements 401Central Street.** John Manning made the motion. Bernie Cullen Second. All in favor. The Board signed the Contact Agreement, Notice to proceed and PO.
3. **Suggestions from Board for future topics for discussion at future meetings** Tabled 6/14/17 did not discuss
4. **Discuss meeting dates for July** Tabled 6/14/17 did not discuss

Approval of the Minutes:

1. **Accept and approve the minutes of May 16, 2017** Tabled 6/14/17 did not discuss
2. **Accept and Approve the minutes of May 23, 2017** Tabled 6/14/17 did not discuss

Next meeting June 27, 2017 (tentative)

Adjourn: 8:16pm John Manning made the motion, Mark Emery second. All in favor

Minutes accepted at the -----, 2017 meeting.

Minutes prepared by Kathy Bento

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

Meeting Agenda
Sign-in Sheet
Proposed 3 year Capital Plan
Small Water Systems Proposal
RWD SOP SCADA Alarm Responses
Actual and Budgeted Expenses and Encumbrance
Revenue Check January – June 2017
Town of Rowley Sales Report FY17
Application for Abatement 679 Wethersfield St.
Leak Detection Proposal
Proposal for Engineering Services Tata & Howard
Contract Agreement with Cassidy Corp. for Paving and Storm Water Improvements Project
General bid results for Paving and Storm Water Improvements Project
Example spec for HVAC
Notice to Proceed to Cassidy Corp.
Change Order No.1 for DN Tanks Inc. re: Storage Tank Improvements
SCADA Winn 911 Alarm Testing
Memo from DEP re DWSRF #3502
Description of how the dehumidification unit operates
Email from Town Administrator and attachments regarding the DEP WTP construction closeout documents
Memo from RWD re: DWSFR

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.