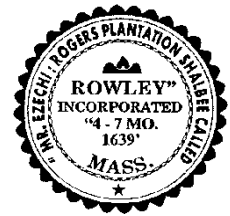


Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



July 11, 2017 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, , Chief Operator, Rob Swiniarski, Distribution Foreman, Robert Gray, Administrative Assistant, Kathy Bento (Public Audience: Lawrence White, Tim Toomey, Henry Rolfe, Libby Tucker)

Call Meeting to Order:

6:03 pm: Chairman Emery called the meeting to order.

Citizens Query 6:05 – 6:15:

Appointments:

6:15 pm: 239 Main Street Libby Tucker Community Garden request for abatement:

***Chairman Emery moved to Old Business #1**

Old Business:

1. Dehumidification at WTP-Progress with pipe insulation:

Mr. Swiniarski said he has three companies coming in to look at the process room to give quotes. He said the condensation has stayed the same. He and Mr. Gray will present their findings to the Board at a future meeting.

***6:05pm to 6:15pm Citizens Query:**

6:05pm Chairman Emery opened Citizens Query.

Resident Tim Toomey asked if the Water Treatment Plant operated at night. Mr. Swiniarski answered yes. Chairman Emery said the topic was not on the agenda and therefore it will not be discussed.

2. Winn 911 alarm notification system:

Chairman Emery asked Mr. Gray and Mr. Swiniarski to meet with Commissioner Cullen to research options for the system and it will be put back on the agenda at a later date. Mr. Swiniarski said he would like to purchase a laptop that would allow the operators to monitor the SCADA remotely.

He will get pricing for the laptop and two jet packs for the mobile phones, and present them at the next meeting.

***Chairman Emery moved to the 6:15 Appointment:**

The Community Gardens experienced a leak in June due to insecure piping, and had asked for an abatement on their bill. Chairman Emery explained that the piping isn't able to tolerate the town pressure. He suggested Ms. Tucker look into upgrading the piping. Mr. Swiniarski said he will go to the property and make a recommendation. Commissioner Manning motioned to approve the request for abatement. Commissioner Cullen seconded. **All in favor at 6:13.**

3. **Sign the PO for the Water Rate Study with Tata & Howard:**
Commissioner Cullen would like time to reword the contract. Commissioner Manning motioned to have Commissioner Cullen work with Tata & Howard to change the language in the contract to the Board's satisfaction. Chairman Emery seconded. **All in favor at 6:28.**
4. **Sign the Contact Agreement and Notice to Proceed with Tata & Howard for the 401 Central Street Paving and Storm Water Improvement Project:**
Chairman Emery motioned to sign the contract. Commissioner Manning seconded. **All in favor at 6:30.**
5. **Discuss Prospect Hill Tank Cleaning, Painting, and Fencing Project:**
Commissioner Manning motioned to accept the request from Ryan Neyland to notify DN Tanks to push the start date off for cleaning the tank to August 7, 2017. Commissioner Cullen seconded. **All in favor at 6:35.**

New Business:

1. **Discuss Shut off Procedure – Rob Swiniarski and Bob Gray:**
Mr. Swiniarski said he has no problem with the shut off procedure as written. Commissioner Cullen said that if there is a hardship issue, the operators are to use their best judgement. Commissioner Manning motioned to have Mr. Swiniarski and Mr. Gray use their best judgement on a case by case basis. Commissioner Cullen seconded. **All in favor at 6:40.**
2. **Small Water Systems Contract Signed:**
Commissioner Cullen motioned to sign the extended contract dated July 10, 2017. Commissioner Manning seconded. **All in favor at 6:42**
3. **Discuss Fee Schedule – Rob Swiniarski and Bob Gray:**
Mr. Swiniarski explained that he did not agree with charging customers tapping fees for lines 1" and below and for household meter replacements. He said the 2017 Fee Schedule should be more like the 2015 Schedule (see attached). Commissioner Manning motioned to make the changes. Commissioner Cullen seconded. **All in favor at 6:47.**
Chairman Emery asked for the fees to be reviewed again and notify the administrative assistant when it is ready to be put on the agenda.
4. **Discuss Authorization to order phones/accessories from Verizon:**
Chairman Emery, Mr. Swiniarski and Mr. Gray will get together to sort out the Verizon phone lines and the billing.

General Business:

1. **Suggestions from the Board for Discussion Topics at Future Meetings:**
Chairman Emery said the changes to the customer service phone system will be discussed at the next meeting.

Approval of the Minutes:

Accept and approve the minutes of May 16, 2017 Tabled 6/14/17:
Commissioner Cullen will discuss the minutes with the administrative assistant.

Accept and approve the minutes of May 23, 2017 Tabled 6/14/17:
Commissioner Cullen motioned to accept the minutes as amended. Commissioner Manning seconded. **All in favor at 6:59.**

Accept and approve the minutes of June 20, 2017:

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:00pm.**

Accept and approve the minutes of June 27, 2017:

Commissioner Manning motioned to accept the minutes as amended. Commissioner Cullen seconded. **All in favor at 7:01.**

***Commissioner Manning commended Mr. Swiniarski and Mr. Gray for their outstanding job ensuring the Water Department runs smoothly. Commissioner Cullen and Chairman Emery also thanked them for their hard work and competency.**

Adjourn:

Commissioner Cullen motioned to adjourn. Commissioner Manning seconded. **All in favor at 7:06.**

Minutes prepared by Kathy Bento

Minutes accepted at the July 25,2017 meeting.

Documents provided/discussed at meeting are available at the Water Department office:

Meeting Agenda

Sign-in Sheet

Application for Abatement 239 Main St.

Consumption history 239 Main St.

Email from Libby Tucker to Marybeth Wisser recapping scenario

Email from MaryBeth Wisser to Libby Tucker

Email from Ryan Neyland to Rob Swiniarski re: DN Tank start date for the Prospect Hill Project

Information on the options for the Winn 911 system

2015 WD Fee Schedule

2017 WD Fee Schedule

Tata & Howard Contract Agreement for 401 Central St. Paving Project

Small Water System Water Operations support Proposal

Tata & Howard revised Proposal for Water Rate Study

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.

