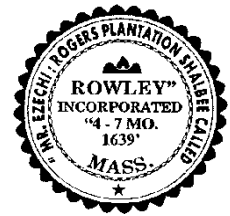


Town of Rowley

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



July 25, 2017 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Administrative Assistant, Kathy Bento, Chief Operator, Rob Swiniarski, (Public Audience: Jami Snow, Henry Rolfe)

Call Meeting to Order:

6:04 pm: Chairman Emery called the meeting to order.

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

6:05pm Chairman Emery opened Citizens Query. There were no queries

Old Business:

- 1. Winn 911 alarm notification system-discuss test and quotes for laptop and Jet Packs:**
Mr. Swiniarski said that due to the work load of the department and the staffing shortage, there has been no progress on the Winn 911 system research. He has placed orders for two jetpacks for the phones and a laptop to give the operators the ability to access the SCADA system remotely.
- 2. Discuss the revised proposal/contract from Tata & Howard re: engineering services for Water Rate Study:**
Commissioner Cullen said he approves the proposal and motioned to notify Tata & Howard of the approval and ask them to send a contract. Commissioner Manning seconded. **All in favor at 6:10.**
- 3. Discuss Prospect Hill Tank Cleaning, Painting and Fencing Project:**
Mr. Swiniarski explained that he is going to test the water storage tank on Wednesday, July 26, 2017 to see what happens at different flow rates from the over flow pipe at Prospect Hill. Commissioner Manning told him to let the administrative assistant know the results and she is to inform the Board.

New Business:

- 1. Discuss Pall Maintenance Contract – Rob Swiniarski:**
Mr. Swiniarski said the Pall Corporation is contracted until the next fiscal year, and he would like to look at the contract. He would like to reduce the maintenance visits to two or three times a year instead of four as this contract reads. He said although they do a fine job, it is very expensive and unnecessary to have them here that often. Commissioner Cullen suggested to adjust the terms of the contract so it could be on a per request basis. Commissioner Manning motioned for Commissioner Cullen to evaluate the contract. Chairman Emery seconded. **All in favor at 6:17**

2. Discuss New Phone System:

Chairman Emery said that after receiving many complaints from customers about the difficulty in reaching the Water Department Office, he had asked the administrative assistant to present to the Board some phone system options. After reviewing those options, the Board made suggestions and voted for the administrative assistant to make and implement the changes. Commissioner Manning made the motion. Commissioner Cullen seconded. **All in favor at 6:26**

3. Discuss new Friday office hours:

In order for the administrative assistant to be compensated for extra hours worked for the Water Board Meetings, it was proposed that the office close at 2:00pm on Fridays. Commissioner Manning motioned to approve the new hours. Commissioner Cullen seconded. **All in favor at 6:28.**

General Business:

1. Suggestions from the Board for topics to be discussed at future meetings:

Commissioner Cullen wants a review of all the contracts with Tata & Howard. He also wants to discuss staffing. Chairman Emery asked Mr. Swiniarski to present the Operations Report on the second meeting of every month.

The Board also decided on the dates for future meetings:

August 8th
August 22nd
September 12th
September 26th
October 10th
October 24th

Approval of the Minutes:

Accept and approve the minutes of May 16, 2017 Tabled 6/14/17

Commissioner Manning motioned to accept as amended. Commissioner Cullen seconded. **All in favor at 7:38.**

Accept and approve the minutes of July 11, 2017

Commissioner Cullen motioned to accept the minutes. Chairman Emery seconded. **All in favor at 7:40.**

Adjourn:

Chairman Emery motioned to adjourn. Commissioner Manning seconded. **All in favor at 7:40.**

Minutes prepared by Kathy Bento

Minutes accepted at the August 8, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes May 16, 2017

Meeting minutes July 11, 2017

Water Storage Tank Improvements Progress Report

Tata & Howard Proposal for Engineering Services

Quote from Dell for laptop

Quote from Verizon for the Jetpacks

Options for phone system change

New Friday office hours

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.

