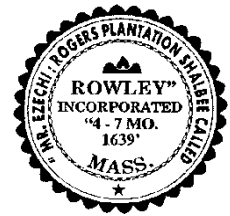


**Town of Rowley**  
**Municipal Water Department**  
**401 Central St., PO Box 29, Rowley, MA**  
**Office: 978.948.2640 Fax: 978.948.8200**



**June 27, 2017 Meeting Minutes**

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Administrative Assistant, Kathy Bento, Chief Operator, Rob Swiniarski, Distribution Foreman, Robert Gray, (Public Audience: Jami Snow, Kathy Killam, John Killam)

**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

**Appointments:**

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

Appointment #1 not present.

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

**Old Business:**

**1. Dehumidification at WTP:**

Commissioner Cullen visited the water treatment plant at the Ipswich Country Club and said he will need more time, but he does not believe the situation at the Water Treatment Plant needs immediate attention. Rob Swiniarski agreed saying he does not have enough information to jump into a dehumidification system. Bob Gray agreed saying insulating the pipes is what should be done at this time. Commissioner Manning motioned to reject the bids for the dehumidification system and reserve the right to put it out to bid if need be at a later date. Commissioner Cullen seconded.

**All in favor at 6:10.** Commissioner Manning motioned to proceed with the pipe insulation.

Commissioner Cullen seconded. **All in favor at 6:11.**

**2. HVAC installation 401 Central Street: Tabled**

**3. Chairman Emery moved to New Business #1: Abatement request 43 Wilson Pond Rd.:**

Commissioner Manning motioned to abate \$625.06. Commissioner Cullen seconded. **All in favor at 6:17**

**4. Update on Winn 911 alarm notification system:**

The Board of Water Commissioners, Robert Gray and Robert Swiniarski discussed the testing of the system and agreed that there must be less lengthy ways to test the system. Commissioner Manning motioned to have Commissioner Cullen work with Rob and Bob on the testing. Chairman Emery seconded. **All in favor at 6:30.**

**\*Chairman Emery moved to the 6:30 Appointment**

**6:30 pm: Appointment:**

**Rob Swiniarski Chief Operator Water Supply update and Unaccounted for water:**

Mr. Swiniarski explained that unaccounted for water is the difference between the meter's usage records and the actual gallons billed for. He said a leak study is necessary at least once a year. He also made a reminder of the outside watering ban between 9am and 5pm daily until further notice.

**5. Update on residential cross connection surveys:**

Mr. Swiniarski said this is being handled by Water Safety Services and they provide regular status reports.

**6. Discuss Email from Conservation Agent Brent Baeslack regarding the storage of cars in the Ground Water Protection Area Zone 2 Public Drinking Water Supply:**

Mr. Swiniarski explained that this is an issue between the Conservation Commission and the Rowley Police Department.

**7. Request from MaryBeth Wisser to carry over 40 hours of unused vacation time:**

Chairman Emery suggested it be rejected until it is closer to her anniversary date because she still has time to take vacation. He said vacation time is not supposed to be carried over two months early. The Board members were in agreement.

**8. Discuss Pennichuck Billing Issues:**

Commissioner Cullen said that Pennichuck have been very cooperative and forthright in checking there system completely. He is confident that they did a thorough job and have resolved the issue.

**9. Building codes for the WTP air handling exchange:**

Commissioner Cullen asked if the handlers can be tested to be sure they are strong enough to do the job. Mr. Swiniarski said yes. Commissioner Manning said it is a standard system and unless the operators have any concerns, than a test wouldn't be necessary. All were in agreement.

**10. Discuss Gate Valve exercising going out to bid:**

Chairman Emery tabled this item until the department gains more employees.

Robert Gray explained that it is critical to exercise the gates and that the tool they have to do the job is old and may need to be replaced. Chairman Emery asked Mr. Gray to determine if the tool needs to be replaced or repaired, and to talk with other departments to see if they would be willing to help in any way. He said it will be discussed again in a month.

**11. Discuss Hydrant Painting going out to bid:**

Chairman Emery tabled this item also until the department gains more employees.

**12. Request from Superintendent Wisser to participate in the adult education program:**

Tabled indefinitely.

**13. Water main replacement FY29 FY63:**

Commissioner Manning motioned to put this item out to the next rate study. Commissioner Cullen seconded. **All in favor at 7:10.**

**14. Staffing Update:**

Tabled.

**New Business:**

**1. Abatement request John Killan 43 Wilson Pond Road:**

Discussed above.

**2. Check List for the Water Main Replacement Capital Program:**

Table until Rate Study.

**3. Water Ban:**

Discussed above in 6:30 Appointment.

**4. \*\* Add Bob Gray and Rob Swiniarski and signatories for purchase orders:**

Commissioner Manning motioned to have Mr. Gray and Mr. Swiniarski signatories for purchase orders up to \$3000.00. Commissioner Cullen seconded. **All in favor at 7:12.**

**General Business:**

**1. Sign Change Order No. 1 Cleaning and Redevelopment for Well No. 2:**

Commissioner Cullen made a motion to sign the change order, Commissioner Manning seconded. **All in favor at 7:16.**

**2. Sign the PO for the water rate study with Tata and Howard: Tabled 6/14/17**

Commissioner Cullen said this was supposed to be amended. Commissioner Manning motioned to give Commissioner Cullen authorization to discuss this with Tata and Howard. Chairman Emery seconded. **All in favor at 7:21.**

**3. Commissioner Manning said he would like to discuss the letter from Tata and Howard regarding Amendment No. 2 for the Paving and Storm water Improvements and a related email from Debbie Eagan. Chairman Emery said unfortunately it is not on the agenda. Commissioner Manning made a motion to make an exception, Commissioner Cullen seconded. **All in favor at 7:30****

Commissioner Cullen said Tata and Howard are asking for an additional \$12,500 and asked why this was not in the original proposal. Commissioner Manning said that all the tasks should already be included in the job. Robert Gray said he feels they are including keeping track of what is going on and that is not necessary. Commissioner Manning asked Mr. Gray and Mr. Swiniarski to look at

the contract, and if they think we need more help, to let the Board know. Commissioner Cullen said to ask Debbie Eagan if she thinks this additional work is warranted or not. Chairman Emery said this will be put off until the next meeting.

4. **Rob Swiniarski and Bob Gray to discuss department operations:**

Mr. Swiniarski reported the DEP report was taken care of. He said the meter reads will be done at the end of the week. Well #2 will have the pump reinstalled on Thursday. They will be testing for bacteria. Commissioner Cullen asked if the contract for Small Water Systems is coming to an end. Mr. Swiniarski explained that the state is requiring we have a company like SWS for a secondary operator in order to be compliant. Commissioner Cullen said to put a cap of one day a week. Commissioner Manning motioned to extend the contract 60 days and not to exceed \$20,000. Commissioner Cullen seconded it. **All in favor at 7:40.**

5. **Suggestions from the Board for topics to discuss at future meetings.**

Not discussed.

6. **Sign the notice to Proceed and the Contract Documents with Pride Environmental for dehumidification at the WTP:**

Chairman Emery told the administrative assistant to notify the bidders that we are going to cancel the bid and to ask Debbie Eagan how to proceed.

7. **Discuss meeting dates for July:**

The Board decided to meet again on July 11 and July 25.

**Approval of the Minutes:**

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

Tabled

**Accept and approve the minutes of May 23, 2017** Tabled 6/14/17

Tabled

**Accept and approve the minutes of June 14, 2017:**

Chairman Emery asked for a correction to be made under the Citizens Query. Commissioner Manning motioned to accept the minutes as amended. Commissioner Cullen seconded. **All in favor at 7:46.**

**Accept and approve the minutes of June 20, 2017:**

Tabled

**Adjourn:**

Commissioner Manning made a motion to adjourn. Chairman Emery seconded. **All in favor at 7:47.**

Minutes accepted at the July 11, 2017 meeting

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

Meeting Agenda  
Sign-in Sheet  
Application for Abatement 239 Main St.  
Consumption history 239 Main St.  
Email from Libby Tucker to Marybeth Wisner recapping scenario  
Email from MaryBeth Wisner to Libby Tucker  
TOR Water Supply Status Update  
Chart of unaccounted for water in 2017  
Email from MaryBeth Wisner to John Manning re SCADA  
Memo from Robert Swiniarski to MaryBeth Wisner re Winn 911 Alarm Testing  
Memo from DEP re SRF  
List of Corrosion issues at the WTP  
Change Order No1 Cleaning and Development of Well No 2 cover memo Tata and Howard  
Change order No 1 Form  
Memo from Rob Swiniarski to MaryBeth Wisner dated June 8, 2017 from the Winn 911 testing of new protocol  
Print out from SCADA computer showing test results  
Draft SOP SCADA Alarm Response  
Memo dated May30, 2017 request from Water Superintendent to carry over vacation  
Memo dated June 6, 2017 from Water Superintendent on Well No2 and dehumidification  
Email thread from Tara King, Bernie Cullen and Sara Diggins on the billing issues  
Memo dated June 13, 2017 from Bernie Rousseau VP Pennichuck  
DEP notice of availability dated June 1, 2017 for SRF funding  
Water Main replacement funding options from Karen Summit  
Email dated May 22, 2017 from Conservation Agent Brent Baeslack junk cars in the Zone 2  
Proposal for Engineering Services Tata and Howard 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.*

