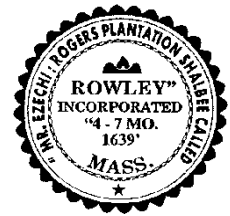


Town of Rowley  
Municipal Water Department  
401 Central St., PO Box 29, Rowley, MA  
Office: 978.948.2640 Fax: 978.948.8200



### August 8, 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, Henry Rolfe)

#### Call Meeting to Order:

**6:02 pm:** Chairman Emery called the meeting to order.

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

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

#### Old Business:

##### 1. Staffing and Job Descriptions:

Mr. Swiniarski said the job postings should be changed because they don't reflect the job descriptions. He said they are also requiring more licenses than are needed to perform the job. Chairman Emery said only a Grade 1 license is needed for Treatment and Distribution so the secondary's can work under our operators' licenses. Mr. Gray pointed out that we don't give new employees enough time to obtain their licenses. Commissioner Manning motioned for Commissioner Cullen to work with the operators to revise the job descriptions and postings. Chairman Emery seconded. **All in favor at 6:07.**

##### 2. Discuss Pall Filter cost:

Mr. Swiniarski explained that the price of the filters we use have been reduced by fifty percent. He said we already have several spares. Mr. Gray suggested we not buy anymore now because they have a shelf life. Chairman Emery tabled this discussion until the budget season.

##### 3. Discuss the Tata and Howard contract – Pingree Farm Road:

Tata and Howard are putting together a report on the project. Commissioner Manning motioned to table the discussion until the report has been received. Commissioner Cullen seconded. **All in favor at 6:20**

##### 4. Discuss status of all Tata and Howard Contracts:

Chairman Emery, Mr. Gray and Mr. Swiniarski met with Tata and Howard to discuss the current projects. They gave an update on the status of each. (See attached documents)

## **New Business**

**1. Approve Rob Swiniarski as the signatory for the Water Treatment Plant Closeout Document:**  
Commissioner Cullen motioned to approve. Commissioner Manning seconded. **All in favor at 6:45.**

**2. Discuss Policy for Notification of Water Shut offs Due to Repairs, including Blackboard Connect and Vote to Delegate One Commissioner to Work with Staff in Establishing a Reverse 911 SOP and Authorize the Administrative Assistant to be a Town User on the Blackboard Connect System:**

Chairman Emery made a motion to vote to have the administrative assistant trained in the Blackboard Connect system. Commissioner Cullen seconded. **All in favor at 6:50.**

Chairman Emery made a motion to appoint Commissioner Cullen to assist the staff in establishing the Reverse 911 SOP. Commissioner Manning seconded. **All in favor at 6:52.**

**3. Discuss the disposal of the old, replaced metal gates at 401 Central St.:**

Commissioner Manning made a motion to have the administrative assistant send all Town department heads an email, explaining the gates and offering them as a donation. Commissioner Cullen seconded. **All in favor at 6:55.**

**4. Discuss and Approve the Equipment Maintenance Agreement with Cummins:**

Commissioner Cullen questioned the necessity of having the generators maintained and inspected twice a year. Mr. Gray explained the work that goes into this and why it is necessary. Commissioner Manning also explained the criticality of this service. Commissioner Manning motioned to have Chairman Emery approve and sign the Agreement. Commissioner Cullen seconded. **All in favor at 6:56.**

## **General Business:**

**1. Discuss Water Dept. finances from FY17:**

Commissioner Cullen said he read the initial end of the year financials and he saw in FY17 nothing that raised any red flags. He believes FY18 budget is on target as to what we actually spent this year. He explained that if we do anything with the rates, it should be from additional savings out of FY18 budget.

**Accept and approve the minutes of July 25, 2017:**

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

**Adjourn:**

Commissioner Cullen motioned to adjourn, Commissioner Manning seconded. **All in favor at 7:03**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the August 22, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from July 25, 2017

Cummins maintenance proposal

Summary of Sanitary Survey

Summary of open contracts w Tata & Howard from 8/7/2017, 8/3/2017, and 7/13/2017,

Email from Tata and Howard re project summary updates

Email from Tata and Howard re Dehumidification engineering costs

Email from Debbie Eagan re: Reverse 911 policy

*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.*

