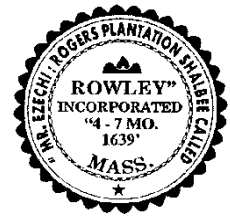


Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



August 22, 2017 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Chief Operator, Rob Swinarski, Distribution Foreman, Robert Gray, Administrative Assistant, Kathy Bento

Call Meeting to Order:

6:00 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. Discuss job descriptions and postings:

Mr. Swinarski explained that he, Mr. Gray, and Commissioner Cullen, are working on revisions to the job descriptions. When they are complete they will go to the Personnel Board for review at the end of September. Chairman Emery suggested taking the lowest paid position and advertising it locally. Commissioner Cullen motioned to place a local ad for the Laborer position as soon as possible. Chairman Emery seconded. **All in favor at 6:05.**

2. Update on Verizon Cell Phone Lines and Prices:

The administrative assistant said that Verizon has agreed to a request for a discount on the current plan and granted a 12.5% decrease resulting in a yearly savings of approximately \$500.00.

3. Discuss one of the Commissioners work with the Operators on the Fee Schedule:

Commissioner Manning offered to meet with the Operators to revise the Fee Schedule. They will meet as soon as their schedules allow. Commissioner Manning said that once the revisions are complete, the schedule should be posted on the website along with a statement of explanation.

4. Discuss the Tata & Howard report on Pingree Farm Rd Project:

Mr. Gray explained that the project is already 90% complete. Commissioner Cullen asked if we can just grade the road and let it be known that it is safe. Mr. Swinarski said he is talking with the DEP to see if it is really necessary to take down trees and pave. Chairman Emery said to find out what the DEP needs and then go from there.

5. Discuss the Video Surveillance Cameras:

Chairmen Emery said he wants to see the exterior cameras running at 401 Central St. and the other locations. Mr. Gray suggested the tapes be running as well. Chairman Emery asked the Operators to consult with the surveillance company and get a price for Well #2. Commissioner Manning added that the Union also needs to be consulted.

New Business:

1. Vote to Sign the Extended Contract with Pike Construction:

Chairman Emery said the contract needs to be extended for 4 months. Commissioner Manning motioned to sign. Chairman Emery seconded. **All in favor at 6:26.**

2. Discuss Purchasing New Truck:

Chairman Emery explained that all prices are State bid and the department was approved \$40,000 at Town Meeting. Mr. Gray said he is asking for another quote to include emergency lighting and a bed liner. He also said the dealership is giving the department a 35% discount on accessories. Commissioner Manning motioned to go forward with the purchase. Commissioner Cullen seconded. **All in favor at 6:30.**

3. Discuss Well #2:

Mr. Swiniarski explained there was a water service line break. It sprayed some of the equipment and that is being replaced through the insurance company. The well will be offline until it is repaired. Chairman Emery asked if this could be expedited. Mr. Swiniarski said he will continue to try. He said the contractor is going to pre-assemble the panel, so that will help expedite the process. He said Well #3 and #5 will also need to be upgraded. Chairman Emery said everything should be updated and compatible. Commissioner Manning said this needs to be brought up at budget season.

General Business:

1. Discuss Operations Report:

Mr. Swiniarski said we have produced 78 million gallons this year, about 10 million gallons less than last year. He said this is actually a good thing and an indication that there are many fewer leaks than in previous years.

Regarding HVAC: Chairman Emery said we need to move forward in getting the system installed and he will work with the Operators in moving this forward. Commissioner Cullen motioned to have a system installed. Commissioner Manning seconded. **All in favor at 6:45.**

Regarding pipe insulation at the Water Treatment Plant: Mr. Swiniarski said we need the ability to paint the pipes so they don't get rusty. Commissioner Manning said he appreciates that but he would like to see the pipes insulated. He would like to see a couple of quotes for the project and then put the discussion back on the agenda.

Regarding the preconstruction meeting for the paving project: Mr. Gray explained that the area has to be ground and then filled before the actual paving can be done. He believes the project will be complete within the next couple of weeks.

Regarding 8 Harrison Circle: Commissioner Cullen asked the administrative assistant to call the resident to see how they are making out with their manganese issue.

2. Discuss the July, 2017 Budget Report:

The report was not discussed. Chairman Emery said the Board would take home the reports and if there were any questions, it would be put back on the agenda.

3. Suggestions from the Board for Future Meeting Topics:

Commissioner Manning asked for pipe insulation to be on the next agenda and Commissioner Cullen said job descriptions should be discussed. Chairman Emery asked for the item to no longer be on the agenda,

but rather, the Board and Operators give their suggestions directly to the administrative assistant to place on the agenda.

Accept and approve the minutes of May 31, 2017:

Chairman Emery motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 6:58.**

Accept and approve the minutes of August 8, 2017:

Commissioner Manning motioned to accept the minutes. Chairman Emery seconded. **All in favor at 6:59.**

Adjourn:

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:00.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the September 5, 2017 meeting.

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

Meeting Agenda
Sign-in Sheet
Meeting minutes 5/31/2017
Meeting minutes 8/8/2017
Email from Verizon rep. re usage
Verizon current plan
Verizon proposed plan
2017 Fee Schedule
2015 Fee Schedule
Email from T&H to Rob Swiniarski re Pingree Farm Rd easement
Pike Const. contract
Bid Spec – Emerg. and Routine Excav.
Documents re new truck purchase
Email from Rob Swiniarski re Well #2 PLC Replacement
July Monthly Operations Report

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.

