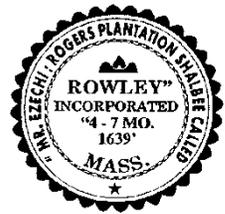




Town of Rowley

Municipal Water Department
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Office: 978.948.2640 Fax: 978.948.8200



September 5, 2017 Meeting Minutes

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

Call Meeting to Order:

6:05 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. Update on Phone System:

The administrative assistant reported that all feedback from customers has been positive since the phone system change. Commissioner Cullen asked that she call Pennichuck and get a report from them as well.

2. Update on Purchase of Truck:

Mr. Gray said we have a quote for the items we added to the order and even with the additions, the price is still \$35,756. He added that the dealer will do the pickup and delivery of the Toyota Tacoma. Chairman Emery added that the purchase was made through a state bid.

3. Update on the HVAC System:

Mr. Gray said the job was put out to bid in 2016 because it met the requirements of being between \$10,000 and \$25,000. Chairman Emery said to use the information we have to request proposals. Commissioner Cullen said that paying for a set of SPEC designs seems unnecessary. He suggested getting pricing from some of the manufacturers and check with some contractors and get pricing from them as well. Chairman Emery made a motion for Commissioner Cullen to work with employees on putting the bid out with the guidance of the Assistant Town Administrator, Natalie Lovett, if necessary. Commissioner Cullen seconded. **All in favor at 6:15.**

4. Update on the Paving Project:

Mr. Swiniarski explained that the contractor said the paving will have to be pushed out to the end of next week. They had to do some density testing and wait for the results before they can begin. Bob Gray added that a lot of the scheduling depends on the weather. He will keep the Water Board updated.

5. Approve Fee Schedule:

Mr. Swiniarski said we should provide commercial customers with fire protection because it is a safety issue. He said the department was charging \$4000 just for the application fee. Chairman Emery explained that the fire service is a 6" water pipe for a fire emergency and not for consumption. The Commissioners and Operators went through each item on the fee schedule and made necessary changes. The schedule will be posted on the website as soon as the revisions are made and approved. Chairman Emery motioned to make the municipal buildings exempt from the fire service charges. Commissioner Cullen seconded. **All in favor at 6:30.**

6:30 Appointment – 8 Harrison Circle – Marina and John Tzortzis - Discuss residue in water:

Mrs. Tzortzis explained that during the week of July 19, she had noticed black flecks in their water. She called the water department and two operators went to her home to inspect. She was told it was manganese and it would be better after the annual fall flushing. She was advised to run her water and she did so for 3 hours but the flecks were still there. She was then advised to install a water filter, which she did, but there are still flecks in the water. Mr. Swiniarski said he does not believe it is manganese. He will gather more samples and have them tested. Mr. Gray said the sample looks like sedimentation. Commissioner Cullen said the state should have a lab to test the water and he advised the Tzortzis's not to drink it until we find the cause. Chairman Emery said he would not be afraid of using the water for showers and laundry. He asked that they give the department a month or so to get back to them with the test results.

6. Discuss Well #2:

Mr. Swiniarski said he has a proposal to replace the unit at Well #2 and he needs the Boards signature to move forward. Commissioner Cullen motioned to sign the quote from R.E. Erikson Co. Chairman Emery seconded. **All in favor at 7:00.**

7. Discuss Tata & Howard's invoice for the Dehumidification Project:

Chairman Emery motioned to pay the last invoice and close out the project. Commissioner Cullen seconded. **All in favor at 7:03**

8. *Vote to cancel Pingree Farm Road Project:

Commissioner Cullen motioned to cancel the construction project. Chairman Emery seconded. **All in favor at 7:05.** Commissioner Cullen motioned that if any issues come up, Chairman Emery will take care of them. Chairman Emery seconded. **All in favor at 7:06**

General Business:

1. Dates for Future Meetings:

The Board agreed on September 19th as the next meeting date.

Accept and approve the minutes of August 22, 2017:

Commissioner made a motion to accept the minutes as amended. Chairman Emery seconded. **All in favor at 7:06.**

Adjourn:

Commissioner Cullen made a motion to adjourn. Chairman Emery seconded. **All in favor at 7:08.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the September 19, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from August 22, 2017

Work order for lab tests - 8 Harrison Circle

Memo from Mr. Swiniarski to 8 Harrison Circle re lab results

Revised Fee Schedule

Documents re Well #2 from RE Erikson

Emails between Mr. Swiniarski and Tata & Howard re dehumidification project

Quotation Summary for Vehicle Purchase

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.

