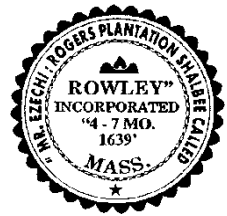


Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



October 3, 2017 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Administrative Assistant, Kathy Bento, Chief Water Treatment Operator, Rob Swiniarski, (audience, Jami Snow, Robert Blair)

Call Meeting to Order:

6:00 pm: Chairman Emery called the meeting to order at 6:04.

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

At 6:05pm Chairman Emery opened Citizens Query.

Old Business:

1. Update on the HVAC System:

Robert Gray explained that more work needs to be done on the spec and then the project will be put out to bid.

2. Discuss Paving Project:

Rob Swiniarski said the only thing left to install is the handicap sign. Commissioner Cullen suggested to have the curb cut back to allow for plows to go through without hitting it. He also mentioned that the project cost has stayed within budget.

3. Discuss Video Surveillance system:

Rob Swiniarski is meeting with Net Technologies to discuss options for having some of the video cameras re-activated at the office and the water treatment plant. Chairman Emery told the administrative assistant to send the Board a copy of the Video Surveillance Policy for their review and it would then be reviewed by the Town Administrator and the Union. It will be discussed again at the next meeting.

4. Discuss FY17 and FY18 Budget:

Rob Swiniarski explained that everyone in the office is having a difficult time figuring out where all the money is stored in all the accounts. Commissioner Cullen said he would meet with the Operators and the Assistant Treasurer go through the budget and make sure the chart of accounts reflect the operations.

*Chairman Emery closed Citizens Query

Appointment 6:30:

39 Kittery Ave. Robert Blair to discuss abatement for August water bill:

Resident Robert Blair explained that his bill was unusually high and when researched, it was found that a lot of water was used over a weekend when he was not at home. Chairman Emery empathized with Mr. Blair and recounted a similar incident at his home when a garden hose was left on. However, he said the Abatement Policy is in place to be fair to everyone. Commissioner Manning said exceptions can be made and that the policy should be reviewed and tweaked. He said these should be handled on a case by case basis. Commissioner Cullen said he would like the Board to use their authority to recognize special circumstances. Chairman Emery made the point that you do not get an abatement from the Electric Department if you leave your lights on. Commissioner Cullen made a motion to make an exception and allow a credit of \$380.96. Commissioner Manning seconded. Those in favor were Commissioner Cullen and Commissioner Manning. Chairman Emery was opposed. **The vote was taken at 6:30.**

5. Update/Progress Report on Well #2 and the Water Treatment Plant:

Rob Swiniarski said the contractor will be done with the drawings and have ordered all the parts and are probably two weeks from completion. Chairman Emery said we should start looking for another contractor because two months is too long to wait for this repair. Rob agreed that it has taken too long. He said contract may expires soon and it can go back out to bid. Chairman Emery asked for a copy to be sent to the Board for review. Commissioner Cullen asked what he would like to see happen. Mr. Swiniarski said they should look at the Scope of Services in the contract and perhaps consider other vendors. Chairman Emery said they were not responsive to the emergency. Mr. Swiniarski agreed that initially they were not but that recently they have been showing a sense of urgency. Chairman Emery said the contract would be reviewed and this will be discussed further at the next meeting.

Regarding the 2 – log, Commissioner Cullen suggested the Department look into correlating the 4 – log process with the new Police and Fire building project. Mr. Swiniarski said there will be a meeting to discuss the water services for the new building and it can be discussed then.

Regarding the Water Treatment Plant, Mr. Swiniarski explained there was a part for the motor control pump that burned out but the other pump is still working. The part was replaced and we bought a spare. Both pumps are now working again.

6. Vote to waive all water installation fees for the Fire and Police Department project:

Commissioner Manning motioned to waive the permanent fees. Commissioner Cullen seconded the motion. **All in favor at 6:45.**

New Business:

1. Approve to request from the Board of Selectmen to transfer \$15,000 FY2018 funds from Extraordinary and Unforeseen to the Unemployment line:

Commissioner Manning made a motion to request from the Board of Selectmen to transfer \$15,000 FY2018 funds from Extraordinary and Unforeseen to the Unemployment line. Commissioner Cullen seconded the motion. **All in favor at 6:50.**

General Business:

1. Monthly Operations Report:

Rob Swiniarski explained he has added two new sheets to the report showing the water use, water sold, and revenue for the past two fiscal years. He noticed a significant drop in water use and found that we are selling the same amount but are producing a lot less. He said that is a good thing because it means we are not wasting water.

The next project is to do the hydrant flushing. It has not been done for two cycles. Mr. Swiniarski said he will wait until Well #2 is up and running before he starts.

Chairman Emery said the water ban is officially off, however, he and Mr. Swiniarski agreed that it should be enforced until Well #2 is running.

Accept and approve the minutes of September 19, 2017:

Commissioner Manning pointed out that his name was misspelled on page two. Commissioner Manning made a motion to accept the minutes as amended. Commissioner Cullen seconded. **All in favor at 6:55.**

Adjourn:

Commissioner Manning made a motion to adjourn. Commissioner Cullen seconded the motion. **All in favor at 6:52.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the October 17, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from September 19, 2017

Email re new Police/Fire building from W. Murray Engineering

Project documentation for Well #2 from R.E. Erikson

Abatement application for 39 Kittery Ave.

Peachtree budget reports

Monthly Appropriations Report

Income Statement

Sales 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.

