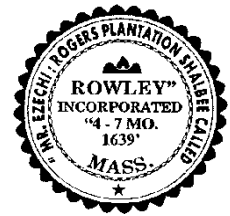


## Town of Rowley

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



### October 17, 2017 Meeting Minutes

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

#### **Call Meeting to Order:**

**6:00 pm:** Chairman Emery called the meeting to order at 6:03.

#### **Old Business:**

**1. Update/Progress Report Well #2 and discuss Erikson's contract and SCADA:**

Mr. Swiniarski said he spoke with the contractor and there are a couple of security items that need to be completed before the panel is installed. It should be up and running in about two weeks, then there will be few days of standard training.

**2. Discuss Video Surveillance SOP:**

Mr. Swiniarski said he has met with Net Technologies. They still owe the department some services from the old contract so we will be able to reconfigure some of the equipment at no extra cost. He asked who will have viewing privileges. Robert Gray said the Board should have final approval as to what videos will be released and to whom. Commissioner Manning said the Personnel Department should also have a say. Chairman Emery said the Superintendent and Primary Operators should have access. He asked the Water Department to read over the SOP and suggest changes to be made and discuss with the Board at the next meeting.

\*\*\*Resident Tim Toomey asked why there is no Citizens Query on the agenda tonight. Chairman Emery replied that he eliminated it permanently. He told Mr. Toomey if he has an issue that cannot be addressed by the employees, he can put his request in writing, give it to the Administrative Assistant who will present it to the Chairman and he will decide if it will be placed on the agenda or not. Mr. Toomey asked if this was voted on. Chairman Emery said it was not because it does not have to be according to the Open Meeting Laws.

**3. Discuss Well #2 4-Log Process:**

Chairman Emery said that he and the Operators met with the engineers and reviewed several scenarios. They decided to replace an existing hydrant with one they have at the garage and the contractors will install it. He said it is a win-win for both parties.

**4. Update on HVAC Specifications:**

Chairman Emery said the Bid Spec has gone out for Request for Price Quotes and they are due on November 8<sup>th</sup>. Commissioner Cullen asked why the warranty on the installation is for only one year and that it should be extended to two or three years. Chairman Emery said we would be charged for extended warranties. Bob Gray said that almost all electrical components are not guaranteed by the manufacturer for more than one year. Commissioner Cullen said we should see if there is an extended warranty. Commissioner Manning said the vender should offer a 2 to 3 year warranty and told the staff to mention that to the contractors when they come in to view the job.

**New Business:**

**1. Discuss Abatement Policy:**

Chairman Emery said his concern is when there are no repairs made, so that means there was no leak but someone turned a valve on and didn't shut it off. He said we should not cover that. Commissioner Cullen said he feels it could be positive for our customers to understand there would be a one time every five years forgiveness policy. Commissioner Cullen advised the 40,000 gallon number should be dropped from the policy and instead say the excess must exceed 300% of the normal consumption. Robert Gray said a data logger test should be done when there is a question of high usage. Chairman Emery said the key word in the policy is "unpreventable". Commissioner Manning suggested the usage should exceed 200% of the normal consumption. He also suggested the Abatement issue be put on the agenda annually for the Board to review. Commissioner Manning motioned to revise the policy with the changes discussed, eliminating the 40,000 gallon number and changing the excess usage from 150% to 200%. Commissioner Cullen seconded. **All in favor at 6:40.**

**2. Discuss On-call Emergency Bid Spec:**

Chairman Emery said it is still being in the draft stage and for the Commissioners to review and bring any suggestions to Bob Gray and Rob Swiniarski.

**3. Vote to recommend Barry White to be hired for the Laborer 2 position:**

Chairman Emery said several candidates have been interviewed and he feels confident with this person. He recommended that the Board of Selectmen vote to hire Barry White for this position. Commissioner Manning motioned to vote to authorize Chairman Emery to make the recommendation to the Board of Selectmen. Commissioner Cullen seconded. **All in favor at 6:40.**

**4. Discuss hiring another Laborer 2 and eliminate one of the other open positions:**

Chairman Emery said he supports to defund one position until the end of the fiscal year and transfer the funds into another Laborer 2 position. Rob Swiniarski suggested we defund the lower paying Water Treatment Plant Operator position. Commissioner Manning motioned to defund the WTP Operator 2 position and to transfer that funding into a Laborer 2 position. Commissioner Cullen seconded. **All in favor at 6:45.**

\*\*\*Commissioner Cullen praised Bob Gray and Rob Swiniarski saying they are doing a first rate job with the budget, so the next budget process will be much easier.

**5. Approve to sign the Tata & Howard Change Order No. 2 for Prospect Hill Water Storage Tank:**

Chairman Emery explained the price is increased by \$2450 to do the extra work we have asked the contractor to do. There were no concrete repairs needed so we were credited \$500. Commissioner Manning pointed out the completion date and asked the Operators if the times are correct. Rob Swiniarski said the date needs to be extended. Chairman Manning said the new completion date should be November 5<sup>th</sup>. Commissioner Manning motioned to accept the change order. Commissioner Cullen seconded. **All in favor at 6:52.**

**6. Discuss 401 Central Street paving – balance change order:**

Chairman Emery read aloud from the letter from Tata & Howard explaining that the contractor used less than the estimated quantities for some of the bid items. One option for being reimbursed is to not execute a balancing change order, so the amount the contractor is paid will not match the amount listed in the contract. The final payment application will show a remainder matching the amount of the credit we are receiving, and it will be understood that there will be no additional payment to the contractor since it is the final payment. Commissioner Manning agreed and motioned to exercise this option. Commissioner Cullen seconded. **All in favor at 6:58.**

**Accept and approve the minutes of October 3, 2017:**

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

**Adjourn:**

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

**\*\*\*Comments not listed on the agenda**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the November 7, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from October 3, 2017

Letter from T & H re 401 Central Paving Change Order

Video Surveillance SOP

Well 2 proposal from R.E. Erickson

SCAD Instrumentation and Services Scope of Services

Cost estimate for Well 2 4-log Inactivation Certifications

HVAC RFP

Job Vacancy Notices

*'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.*

