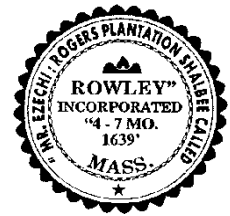


Town of Rowley

Municipal Water Department
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November 7, 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, Finance Committee, Peter Censullo, Finance Committee, Lawrence White, Finance Committee)

Call Meeting to Order:

6:00 pm: Chairman Emery called the meeting to order at 6:08.

6:15 Appointment: 15 Green Needle Ln. – Peter Censullo request for abatement:

Mr. Censullo explained there was water running from his toilet. When he discovered it, he shut the valve, got replacement parts and fixed his toilet. His water bill was four times the normal size. Commissioner Cullen explained that the Abatement Policy states that there is a onetime courtesy abatement, during any five year period, and he offered this to Mr. Censullo, who accepted. Commissioner Cullen motioned to accept the abatement for \$130.47. Commissioner Manning seconded. **All in favor at 6:15.**

Chairman Emery moved to New Business #1 – Discuss the billing service with Pennichuck representative Tara King, Revenue and Customer Operations Manager:

Tara explained that some questions had been posed to her regarding the activities revolving around the collections and services. They will be sending out the pre-lien letters next week. The payments are due by the end of the month or they will go on the tax bill.

Regarding policies, she wanted to review payment collections. She recommends revising the shut off policy for non-payment. Currently the rule is 60 days overage and she advised it be changed to a 45 day overage. One reason for that is that it is harder for people to budget when they get too far behind. Regarding liens and disconnects, currently it is at a \$10 minimum. She recommended setting it at \$50 minimum. Commissioner Cullen said a \$100 minimum makes more sense since the average bill is close to \$100. Chairman Emery asked for Tara and Commissioner Cullen to have a proposal ready for the next meeting. Commissioner Cullen motioned to set the lien limit to \$100 subject to counsel from Karen Summit. Commissioner Manning seconded. **All in favor at 6:25.**

Regarding the lien list, Tara will put together a new revised list for the Board to review at the next meeting.

Tara also said the payment arrangements are inconsistent. She will provide some guidelines for the Board to review.

Commissioner Cullen thanked Tara and said how very helpful she has been in explaining everything to us.

Old Business:

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

Rob Swiniarski explained that he does not have a date for completion but he did get an up-date and it is being worked on. He said he wants to have them install the panel that has already been paid for and after that we can look for someone else to complete the project. Commissioner Manning said he assumes there are other vendors who can do this. Rob said there are and he will look into them.

Updates on Projects/Requests from Board:

1. Update on Insulation of WTP Pipes

Rob Swiniarski said he got some prices and they vary greatly. Chairman Emery suggested he take what he thinks is the best proposal and see if the other vendors can do the same. Commissioner Cullen said the proposal is clear and Rob should do what he thinks is best. Commissioner Manning said the presentation was excellent. Commissioner Cullen said that is the alternative solution to spending four hundred dollars to dehumidify the WTP. Commissioner Manning asked if we had the money to do this now. Chairman Emery said it is a Capital Expense. He said the Town Administrator would need to be asked if it could be taken from the Dehumidification funds. Larry White suggested the funds be taken out of the Maintenance line. Commissioner Manning agreed saying this is not a capital cost but rather a maintenance expense because it is not a depreciable asset He will take it to the Town Administrator and report back at the next meeting.

2. Discuss Superintendent Job Description Revisions:

Chairman Emery said he reviewed it and on page 3 under the Educational Qualifications, the OIT certificate should be eliminated because he doesn't want to have someone who is an operator in training manning the department. Also, for the licensing requirements,

it should read as Class B CDL preferred. Commissioner Manning motioned to strike OIT and CDL. Commissioner Cullen seconded. **All in favor at 7:00.** Commissioner Cullen mentioned that this is an update of the 2014 job description and it is much more complete than the one that was being used. Commissioner Manning motioned to pass this to the Personnel Department with the modifications. Commissioner Cullen seconded. **All in favor at 7:01.**

The Commissioners thanked Bob Gray and Rob Swiniarski for all their hard work in keeping the department running so smoothly. Commissioner Manning said Chairman Emery has also stepped up to the plate tremendously.

New Business:

2. Discuss Hydrant Flushing:

Chairman Emery said he is concerned that the flushing hasn't been done in almost two years. He said he has spoken to Bob and Rob about doing some end line flushing. Rob said it is now a manpower issue. He said when Well 2 is running we can do a full - fledged flushing. He said we can definitely flush the dead ends. Bob Gray said the flushing should be started now. It should take about a week to complete. Commissioner Manning made a motion that the operators do the dead ends as time permits and as the water resources permit. Commissioner Cullen seconded it. **All in favor at 7:15.**

3. 150 Newburyport Turnpike C-3 – Spirit Realty Trust request for abatement, customer cannot attend:

After reviewing the application, Commissioner Cullen said he would like to see more of an investigation before a decision is made. Chairman Emery said we need to call the resident in to better understand the situation and asked to table this until that time.

4. Approve to sign the Tata & Howard Contract No. 1 Prospect Hill Storage Tank Improvements:

Commissioner Cullen asked what needs to be done to complete the job. Robert Gray said the gate for the fence needs to be installed and some material around the tank needs to be replaced. Commissioner Cullen motioned to sign. Commissioner Manning seconded. **All in favor at 7:20.**

General Business:

1. *Discuss current and future operations of the department:

Commissioner Emery said the new truck is due the first of January. Commissioner Cullen said the accounting system will be lined up with Pennichucks system, then around January, he and Tara will do a reconciliation between their numbers and our numbers and so we should have a half yearly report of where we stand. Chairman Emery said he wants to do a budget meeting soon. Commissioner Cullen said we need to see the rate study to start the budget process. Rob Swiniarski said we should be getting the draft soon. Robert Gray said we need to come up with a better structure for our budget. He said there needs to be line items that are actually going to be line items. Chairman Emery asked Bob and Rob to find out what are we looking at for capital expenditures and present it at the next meeting.

Chairman Emery also said the Selectmen voted to lift the hiring freeze so that we can hire another Laborer 2 position.

Commissioner Manning said it may be time to consider outsourcing operations. He explained it would not eliminate any jobs, but would allow the Operators to do their water operations instead of taking care of personnel issues, etc. Rob said he thinks they've done a good job with that but it would be helpful to get someone else in to do that type of work. Chairman Emery said we should be advertising the position.

Approval of the Minutes:

Accept and approve the minutes of October 17, 2017:

Commissioner Manning motioned to accept. Commissioner Cullen seconded. **All in favor at 7:39.**

Adjourn:

Commissioner Cullen motioned to adjourn. Commissioner Manning seconded. **All in favor a 7:39.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the November 21, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from October 17, 2017

Quotes for insulating pipes

Summary of the RWD Procedures for Past Due Accounts

Shut off Policy for non-Payment

15 Green Needle Abatement Application

Letter from Tata & Howard re Prospect Hill

'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.

