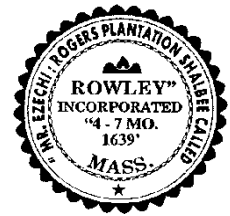


Town of Rowley

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



November 21, 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, Rupert Annis, resident

Call Meeting to Order:

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

6:15 Appointment: Spirit Reality Trust Request for Abatement:

Chairman Emery moved to Old Business #1.

Old Business:

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

Rob Swiniarski said the PLC may not be completed until mid-December.

2. Discuss Hydrant Flushing:

Bob Gray explained that the flushing was going to start today but the operators were in meetings all day. He said it won't be a lengthy project. Commissioner Cullen asked if the flushing can be done if it is freezing. Bob said yes, he has diversions in place.

3. Update on the Lien List:

Commissioner Cullen told the staff to keep in touch with Pennichuck as to how many accounts have cleared and how many are going to lien.

Updates on Projects/Requests from Board:

1. Update on Insulation of WTP Pipes:

Rob Swiniarski said he has not been in touch with the contractors yet because he is waiting to see where the money will be coming from. Chairman Emery said the Town Administrator said it would be a capital expense. He will check with Natalie Lovett to see if it would need to be put to bid. He said it would be decided at the Spring Special Town Meeting.

2. Update on Video Surveillance:

Rob explained that the company has completed the training as stated in the contract, but the current employees were not included. Because of this, a new contract needs to be written to include training and it will list all the cameras and what their uses will be. The administrative assistant said the SOP is being reviewed by AFSME. Commissioner Cullen said there is no sense of urgency and asked if it was still needed. Commissioner Manning said that since 911 it is viewed as necessary. Commissioner Cullen said we should do a walk-through and decide camera to camera, what is needed.

Chairman Emery moved to the **6:15 Appointment.**

Spirit Reality Trust Request for Abatement:

Property owner Tony Annis explained that one of his tenants at the Rowley Plaza, caters to special needs children and they have three bathroom. Two of them are not used and were left unlocked and vandalized. When he received a notice that his water bill was high, he fixed the flapper in the toilet but the tank went into overflow. He then hired a plumber to change the valve and replace the toilet. The current bill is only \$50.30, which he said, shows there was a problem. Chairman Emery asked what precautions have been taken to avoid this from happening again. Mr. Annis said they posted "No Public Bathroom" signs and the plumber shut the valves and locked the doors. The administrative assistant said they still need the abatement calculations from Pennichuck. Commissioner Cullen said the August and September bills were very high. Mr. Annis explained that he tried to fix the problem when he fixed the flapper but then the tank filled up. Commissioner Manning motioned to grant the abatement according to Pennichucks calculations. Commissioner Cullen seconded. **All in favor at 6:30.**

Updates #3: HVAC Project:

Robert Gray explained that the only bid that came in was extremely overpriced, partly because they offered a five year warranty which is unheard of, most warranties are one year. Also, the bid was not in the scope of the contract. He explained that we are working with Natalie and looking at different avenues. Chairman Emery said that she was looking into going through COMBUYS, the State bidding process, to see if there are any HVAC companies who have already presented their bids and perhaps we could contact someone on that list and deal with them directly.

New Business:

1. 63 Central Request for Abatement:

Chairman Emery explained that the residence had a leak between the time the previous tenant moved out and when she moved in. Her brother fixed the leak in the toilet and she would like some help with the bill. Bob Gray said he would have done a data logger but the logger is not working at this time. Chairman Emery suggested to abate up to 50% based on the Pennichuck calculations. He recused himself from the vote. Commissioner Cullen motioned to abate the bill pending the paperwork from Pennichuck up to 50%. Commissioner Manning seconded. **All in favor at 6:50.**

General Business:

1. Monthly Operations Report (September and October):

Rob Swiniarski said he is waiting for the final draft of the rate study. He also said Well #2 will be able to be tested around mid-December.

Chairman Emery asked if Town Hall should be approached about putting the Emergency Services out to bid. Rob said and Bob said yes. Commissioner Cullen asked them to go over the contract very carefully. Rob said there are companies from this area that do this type of work and we should be contracting out to them. He explained that Erickson had the lowest hourly rate but they charge for travel and they are over two hours away. He explained that that detail was not in the contract, and he wants to have that added as well as the rate for emergencies and after hours. Chairman Emery suggested he call surrounding towns and see what they have for a contracts. Commissioner Cullen asked how the water levels are. Rob said the WTP is handling all the demands and the demands have been lower.

2. Discuss Current and Future Operations of the Department:

Commissioner Manning asked for the status of the Superintendents position. Commissioner Cullen said it should be posted after the 13th of the next month after the Personnel Board meets. Chairman Emery said there will be some interviews for another Laborer 2 next week. Bob Gray said, regarding the new laborer, he has had his OSHA 10 training and is signed up for another course in December.

Regarding the Rate Study, Commissioner Cullen said the he needs to see the draft soon to get the budget moving. Rob said they are still working on the report. Commissioner Cullen offered to meet with Bob and Rob next Tuesday to talk about the budget.

Approval of the Minutes:

Accept and approve the minutes of November 7, 2017:

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

Adjourn:

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:01.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the December 5, 2017 meeting

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

Meeting Agenda

Sign-in Sheet

Meeting minutes from November 7, 2017

Cash Summary Report

Monthly System Reconciliation Report

Monthly Aging Summary Report

Actual and Budgeted Expense Report

Video Surveillance SOP

Rob Swiniarski's letter to ECI Systems

Pre-lien Letter

Abatement Process SOP

Abatement Application 63 Central St.

Abatement Application 150 Newburyport Tpk.

'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.