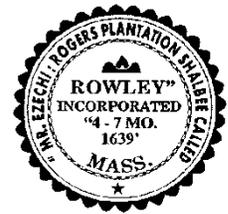




Town of Rowley

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



December 5, 2017 Meeting Minutes

Those present: Commissioner Bernard Cullen, Commissioner John Manning, Distribution Foreman, Robert Gray, Administrative Assistant, Kathy Bento (Audience: Jami Snow, Finance Committee)

Call Meeting to Order:

6:00 pm: Commissioner Manning called the meeting to order at 5:58.

Old Business:

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

Bob Gray said a letter had been sent to RE Erickson requiring a start date. They replied that the installation would begin on December 13th. He said he does not foresee a long installation period.

2. Update on the Lien List:

The administrative assistant said Pennichuck has sent the final list to the department and it has been forwarded to the Accessors office. Commissioner Manning said we are to be flexible with payment plans.

New Business:

1. Discuss Refund Policy for Water Service:

Regarding a contractor who had paid for water service last year then requested a refund because he decided to drill a well instead of being connected to the main: Bob Gray explained that this was a unique situation. Currently, the Application for Domestic Water Service states that \$4000 is to be paid at the time the application is submitted. The Board told the administrative assistant to draft a paragraph for the SOP that explains there will be a \$100 non-refundable filing fee due when application is submitted, and the remaining \$3900 due at the time of connection.

2. Vote to award TW Excavating the Emergency On-Call Services bid:

Bob Gray said we have an option to hire a backup contractor. Commissioner Manning asked if we have ever needed one and Bob replied no, and if one were needed, the contractor would arrange for someone to be in their absence. Commissioner Manning asked for that to be put in the contract. Commissioner Cullen motioned to award TW Excavating, the lowest and responsible bidder in accordance with Mass General Laws Ch. 30 § 39, for On-call Emergency and Routine Services. Commissioner Manning seconded. **All in favor at 6:20.** Commissioner Manning motioned to authorize himself or Chairman Emery to sign the contract once the requisite Certificate of Insurance, naming the Town of Rowley as an additional insured, and a 50% payment have been received. Commissioner Cullen seconded. **All in favor at 6:21.**

Updates on Projects/Requests from Board:

1. Discuss Budget:

Bob Gray said when he receives the Rate Study from Tata & Howard he will present it to the Board for review and then ask Tata & Howard to come to the office for a discussion.

2. Update on HVAC Project:

Bob Gray said there were no bidders. Town Hall is looking into possibly getting a vendor who is registered with the State to view the project. He said someone came in today to view and he will come up with a few options with quotes. Commissioner Cullen asked if we are free to negotiate, modify or simply reject. Bob replied yes.

General Business:

1. Discuss Current and Future Operations of the Department:

- Commissioner Cullen said the Personnel Board is meeting next week and asked the administrative assistant to see if they will be reviewing the Superintendent's job description.
- Regarding the hydrant flushing, Bob Gray said the dead end street hydrants should all be flushed within a couple of weeks.

Approval of the Minutes:

Accept and approve the minutes of November 21, 2017:

Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 6:40.**

Adjourn:

Commissioner Cullen motioned to adjourn. Commissioner Manning seconded. **All in favor at 6:41.**

Minutes respectfully prepared by Kathy Bento
Minutes accepted at the January 2, 2018 meeting.

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

Meeting Agenda
Sign-in Sheet
Meeting minutes from November 21, 2017
Cash Summary Report
Monthly System Reconciliation Report
Email re: Well #2 – RE Erickson
Letters to RE Erickson
Updated Lien list
Application for Domestic Water
Daily Activity Summary for RWD
Actual and Budgeted Expenses and Encumbrance Report
Income Statement
Spencer Contracting bid sheets
TW Excavating bid sheets

'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.

