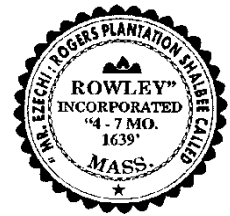


## Town of Rowley

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



### February 27, 2018 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Chief WTP Operator, Rob Swiniarski, Administrative Assistant, Kathy Bento.

#### Call Meeting to Order:

Chairman Emery opened the meeting at 6:15.

#### Old Business:

##### 1. Update on Budget:

Commissioner Cullen prepared a revised budget and highlighted the changes he had made. The changes were made to Wages, Overtime/Standby, Licenses and Dues, Computer and IT, Brass and Gate Valve Maintenance, Outside Services, Electric Power, Vehicle Fuel and Oil, Property Insurance, Fee/General, Employee Misc./Training, and Water Treatment II, (see attached). Regarding the Hydrant Maintenance Line, Commissioner Cullen motioned to reduce the line from \$54,000 to \$14,000. Commissioner Manning seconded. **All in favor at 6:33.** John Manning motioned to pass this budget. Commissioner Cullen seconded. **All in favor at 6:34.**

Articles: The Board briefly discussed each Article, (see attached), and voted on which Town Meeting each article would be presented. Commissioner Manning motioned the following, and Commissioner Cullen seconded. **All in favor at 6:45:**

Article 1 - Special  
Article 2 - Annual  
Article 3 - Annual  
Article 4 - Annual  
Article 5 - Special  
Article 6 - Special  
Article 7 - Annual

##### 2. Discuss 42 Summer Street:

Commissioner Cullen announced that the lien on the property is in process.

**3. Discuss Superintendent's Position:**

Commissioner Manning said the current job description can be used but it will be revised to include that the position is for thirty hours with no benefits. He will ask the Town Administrator which account line the salary should be drawn from.

**New Business:**

**1. Discuss Employee Six Month Employee Review:**

In the absence of a Superintendent, the Board voted on who would give the six month review to a department employee. Commissioner Manning made a motion to have Chairman Emery conduct the review. Commissioner Cullen seconded. **All in favor at 6:55.**

**General Business:**

**1. Monthly Operations Report:**

No report was available. It will be presented at the March 27, 2018 meeting.

**2. Discuss Current and Future Operations of the Department:**

Rob Swiniarski said the twenty year Water Management Act permit is in the final stages of being completed and submitted. He will send a final copy to the Board.

**Approve Minutes:**

**Approve the minutes of February 13, 2018:**

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 6:53.**

**Adjourn:**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 6:54.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the March 27, 2018 meeting

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

Meeting Agenda

Sign-in Sheet

RWD Vehicle Replacement Program

Email from Debbie Eagan re the FY19 Budget

Superintendent Job Vacancy Notice

FY19 budget Request

*'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.*

