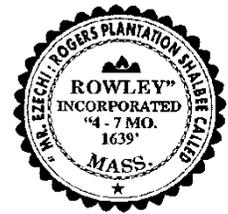




## Town of Rowley

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



### March 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 6:20

#### Old Business:

##### 1. Update on Budget:

**Commissioner Cullen** announced the Board of Selectmen and the Finance Committee have accepted the department's budget.

##### 2. Discuss Superintendent's Position Posting:

Commissioner Emery suggested we get some quotes from some of the engineering companies and see what they can provide to us on a temporary basis. He asked the administrative assistant to get a quote from Small Water Services for 30hr/wk. for a temporary superintendent. Commissioner Manning will ask for quotes from some of his colleagues.

##### Vote on Annual Report:

Commissioner Manning motioned to approve the Water Department section of the Annual Town Report. Commissioner Cullen seconded. **All in favor at 7:05.**

##### 3. Discuss Hydrant Flushing:

Rob Swiniarski said the department will need to buy some equipment to exercise the hydrant valves. Chairman Emery suggested to conduct the valve exercises this summer, while flushing some of the hydrants and do the Unidirectional flushing in the fall. Commissioner Cullen added that we need to use Reverse 911 to notify the residents of the flushing. Chairman Emery said the Highway Department will be happy to help with the flushing. Commissioner Manning made a motion to pursue a plan to do standard flushing, exercise gate valves and pursue technical flushing in the fall. Commissioner Cullen seconded. **All in favor at 7:12.**

### New Business:

**1. Discuss Abatement Request 185 Newburyport Tpk.:**

The application was missing a receipt for the leak repair. Commissioner Manning continued this issue until further information is given. It will be put on the next agenda.

**2. Discuss Small Water Systems Schedule:**

Chairman Emery said this did not need to be discussed. It was not intended to be on the agenda.

**3. Discuss Department Credit Card:**

Commissioner Manning motioned to request a new corporate card and for the administrative assistant to be the administrator. Commissioner Cullen seconded. **All in favor at 7:15.**

**4. Discuss Laborer II Position Candidate and Make Recommendations to Selectmen:**

Chairman Emery said this item will be discussed at the next meeting.

### General Business:

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

Rob Swiniarski asked for an increase hours for the part-time Operator, Bob Walsh's, from 20 to 30 hours per week without a full-time status. He explained that Bob is able to assist at the treatment plant and is an exemplary employee. Commissioner Cullen expressed his appreciation for Bob and said Commissioner Manning said he will discuss this with the Town Administrator. He then motioned to pursue with the town government to increase Bob Walsh's hours without going full time. Commissioner Cullen seconded. **All in favor at 7:10.**

The customer at 414 Haverhill Street is requesting a refund because they double paid their water bill. Chairman Manning asked the administrative assistant to find out what account line the refund would come from and we will discuss again at the next meeting.

**2. Discuss Monthly Operations Report:**

The Board read the report, (see attached), and discussed with Rob. Some of the highlights were the purchase of the new truck in February, completing the budget, RE Erickson finished repairing Well #2, and the Water Management Act permit application was submitted. Also discussed, was looking into selling water to surrounding towns. Rob explained that we produce 140 million gallons/yr. and we are permitted to make 200 million gallons/yr. Commissioner Cullen said it would be a good way to increase revenue. Chairman Emery said it would need to be researched by engineers. It will be discussed at a later date.

**3. Discuss Future Meeting Dates:**

The Board decided on the following dates: April 17, May 1, May 15, May 29, June 12, and June 26.

**Approve Minutes:**

**Approve the minutes of February 20, 2018:**

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:36.**

**Approve the minutes of February 27, 2018:**

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:37.**

**Adjourn:**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:38.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the April 17, 2018 meeting

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

Meeting Agenda

Sign-in Sheet

Application for Abatement 185 Newburyport Tpk.

Feb. 20, 2018 minutes

Feb. 27, 2018 minutes

Operations Report

Email re 414 Haverhill St.

Email re bill mailings

Water Dept. annual report

Email from Debbie Eagan re superintendent position

Superintendent job posting

RWD financial reports

Quotes for equipment

RWD 2019 Budget Overview

2018 Unidirectional Flushing Plan

*'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.*

