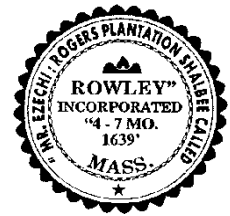


Town of Rowley

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



April 17, 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 6:05.

Old Business:

1. Discuss Abatement-185 Newburyport Turnpike:

Commissioner Manning motioned to approve the abatement. Commissioner Cullen seconded. **All in favor at 6:05.**

2. Update on Department Credit Card:

The credit card has been issued.

3. Discuss Extending Part-time Operators Hours:

Chairman Emery said he spoke to the Town Administrator and she approved. He will eventually get vacation. Rob Swiniarski said he would like him to have at least 30 hours/wk. Commissioner Manning motioned to approve up to 40 hours per week. Commissioner Cullen seconded. **All in favor at 6:08.**

4. Discuss Hydrant Flushing Schedule:

Chairman Emery said he would like the schedule done before the water ban. Rob Swiniarski said it is possible.

New Business:

1. Discuss and Vote on the Free Cash Article:

Commissioner Manning motioned to approve Article 17. Commissioner Cullen seconded. **All in favor at 6:16.**

2. Discuss Request for Abatement – 133 Cross St.:

Commissioner Cullen motioned to grant the abatement. Commissioner Manning seconded. **All in favor at 6:15.**

3. Discuss Request for Abatement – 316 Main St.:

Commissioner Manning motioned to approve. Commissioner Cullen seconded. **All in favor at 6:17.**

4. Discuss Social Media and Website:

Commissioner Cullen said the website needs to be updated. The administrative assistant said she needs about an hour more training. Commissioner Manning motioned to purchase an hour of training if another town employee cannot assist. Commissioner Cullen seconded. **All in favor at 6:26.** Chairman Emery

5. Discuss Upcoming Shut-off Season:

Rob Swiniarski said the shut-offs will take place starting on April 23rd. and continuing on each Tuesday. Notices have been sent.

6. Discuss Gate Exercising Equipment and Generator Purchase:

Commissioner Manning motioned to accept EH Wach's quote for the valve exerciser if it is under the other two quotes and includes the shipping charge. Commissioner seconded. **All in favor at 6:37.**

Commissioner Manning made a motion to accept the Dunn quote for the generator. Commissioner Cullen seconded. **All in favor at 6:43.**

7. Discuss OML Complaint from Tim Toomey and Response to Complaint:

Commissioner Manning made a motion to approve the letter of response from the Town Attorney to the Attorney General's office responding to a complaint filed by Tim Toomey, dated March 29, 2018. Commissioner Cullen seconded. **All in favor at 6:45.**

8. Discuss the Town Meeting, which Board Member will attend the preliminary ATM meeting on April 23, and when to sign the warrants:

Commissioner Manning motioned to attend the ATM practice meeting on April 23. Commissioner Cullen seconded. **All in favor at 6:50.**

Commissioner Cullen went through the Articles and assigned a Board member to each to present at the Annual Town Meeting as follows: Article 6- Commissioner Cullen, Article 7-Commissioner Cullen, Article 8-Chairman Emery, Article 9-Chairman Emery, Article 10-Chairman Emery, Article 11-Chairman Emery.

Commissioner Manning said he would present Articles 18, 19, 20 and 21 at the Special Town Meeting.

9. Discuss the Quarterly Service Contract with Pall:

Rob Swiniarski explained that he has reduced the service calls from four per year to two, per year, so the Agreement has gone from \$50,000 to \$27,000/yr. Commissioner Cullen made a motion to have Chairman Emery sign the contract on behalf of the Board. Commissioner Manning seconded. **All in favor at 6:56.**

10. Discuss 2017 Consumer Confidence Report:

Rob Swiniarski explained the Report and what needs to be included. The Water Department has no violations. The report includes all sampling results. The report is posted on the website and is available at the office.

11. Discuss Tata & Howard Involvement with the Lead & Copper Survey Project:

Rob Swiniarski explained that he is unable to find enough tier 1 sights to complete the survey so he needs to hire Tata & Howard for assistance. Chairman Emery said there is enough money in the engineering line to do this. Commissioner Manning motioned to use Tata and Howard for the Lead and Copper Survey Project. Commissioner Cullen seconded. **All in favor at 7:08.**

General Business:

1. Discuss Current and Future Operations of the Department:

Nothing was discussed.

Approve Minutes:

Approve the minutes of March 6, 2018:

Commissioner Manning motioned to accept. Commissioner Cullen seconded. **All in favor at 7:10.**

Approve the minutes of March 21, 2018:

Commissioner Cullen motioned to accept. Commissioner Manning seconded. **All in favor at 7:12.**

Approve the minutes of March 27, 2018:

Commissioner Manning motioned to accept. Commissioner Cullen seconded. **All in favor at 7:12.**

Adjourn:

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:13.**

Minutes accepted at the May 1, 2018 meeting.

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

Meeting Agenda
Sign-in Sheet
Lead and Copper Sampling Plan
Meeting minutes
Abatement Applications
Pall Agreement
Response to OML complaint
Quotes for tool and generator

'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.

