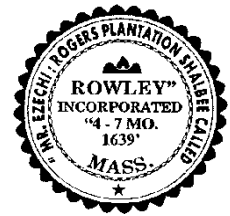


## Town of Rowley

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



### May 1, 2018 Meeting Minutes

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

#### **Call Meeting to Order:**

Chairman Emery opened the meeting at 6:00.

#### **Appointment 6:00:**

#### **Discussion with John Guilfoil of Public Relations LLC, Regarding Dept. Website and Social Media:**

John Guilfoil explained his proposal, (see attached). The proposal is based on the department budget. His company works with the majority of Police and Fire departments in Essex and Middlesex counties. He will create a website that will include real time news portals and will be available on all devices. He will also manage the Facebook page. The department employees will have the ability to post as well. Commissioner Manning motioned to pursue the P.R. service. Commissioner Cullen seconded. **All in favor at 6:35.**

#### **Old Business:**

##### **1. Discuss Hydrant Flushing Schedule:**

Rob Swiniarski said the flushing would be done sometime next week and that it will be a light flushing, not enough to stir up the sediment. The operators will just be moving water through the pipes on dead end streets. Commissioner Cullen asked that the Board be notified and for the schedule be posted when the dates are set.

#### **General Business:**

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

Commissioner Manning asked to add the reorganization of the Board to the May 15 agenda. He also asked to discuss a suggestion/complaint feature for the website.

**Approve Minutes:**

**Approve the minutes of April 17, 2018:**

Commissioner Manning motioned to approve the minutes. Commissioner Cullen seconded. **All in favor at 6:50.**

**Adjourn:**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 6:52.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the May 30, 2018 meeting.

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

Meeting Agenda  
Sign-in Sheet  
Meeting minutes  
Proposal for P.R.  
Flushing schedule

*'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.*

