

**Board of Water Commissioners**  
**REVISED**  
**Meeting Agenda**  
**401 Central Street**  
**6:00 pm**  
**January 26, 2016**

6:00pm Call the meeting to order

6:05 pm to 6:20 pm Citizen Query

**Old Business:**

1. Update on staffing: Chairman Manning introduces the new Administrative Assistant, Katherine Pellitier
2. WTP Dehumidification RFP results. Vote to place an Article on the Warrant for May 2016 Town meeting
3. Update from Mr. Toomey status of missing attachments from 10/20, 10/6, 9/29, 9/18, 9/11
4. Status of application for the Healthy Farms facility in Georgetown
5. Discuss and vote re-allocating the Articles with a balance left over from past Town meeting vote (\$17,527.13) for an article for an electronic message board for May 2016 Town meeting.
6. Vote to allocate the funds to repair and recoat the exterior of the Prospect Hill tank as a Capital Project in FY17
7. Cross connection by law vote to place in warrant for May 2016 Town meeting
8. Discuss joint meeting with the Board of Health to discuss the Cross Connection Control Bylaw

**New Business:**

1. \*\* Discuss Open Meeting Law Complaint dated January 11, 2016 filed by Chairman Robert Merry, Board of Selectmen against Vice Chairman Timothy Toomey
2. Vote to have Commissioner Dalzell and Dennis Roy work with the water Superintendent for pricing and bid spec writing for a new F550 dump truck to replace the F800 and F350 dump trucks. To be included in the capital Plan for FY17
3. Vote to have the Administrative Assistant research all executive session minutes for release.
4. Possible new subdivision Marion Way 20 duplexes (40 potential new services)
5. \*\* Sign the extension for the Pennickuck contract for customer service and billing. Contract expires 1/28/16.

**General Business:**

1. Water Superintendent Operations Report
2. Meeting schedule: 2/9, 2/23, 3/8, 3/22, 4/5, 4/19, 5/10, 5/24, 6/7 6/21
3. Suggestions from Board for future topics for discussion at future meetings
4. List of things to do ongoing agenda items/ List of outstanding issues for the Water Department

**Approval of the Minutes:**

Distribute executive session minutes from August 25, 2015  
Distribute executive session minutes from September 11, 2015

Accept and approve the minutes December 1, 2015

Accept and approve the minutes from November 10, 2015 (tabled since November 24, 2015)

Accept and approve of the minutes October 6, 2015 (tabled since October 20, 2015)

Accept and approve of the minutes September 29, 2015 (tabled October 6, 2015)

Regular Meeting February 9, 2016

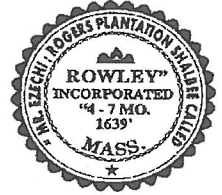
Adjourn

\*\* REVISED items added after original posting



Town of Rowley  
Municipal Water Department

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



January 26, 2016 Minutes

Those present: Chairman John Manning, Commissioner Stuart Dalzell, Superintendent MaryBeth Wiser, and Administrative Assistant Katie Pelletier. Not present: Vice Chairman Tim Toomey (Public Audience: Jami Snow, Bernard Cullen, Lawrence White, Mark Emery, Ronald Levasseur, Mo Levasseur, Kim Perilli, Steve Barry, Dennis Roy, Richard Hallowell, Carol Hallowell)

**Call to Order**

6:04 pm: Chairman Manning opens the meeting and says he wants to make sure people are aware the meeting is videotaped and there is a full agenda tonight.

**Old Business**

- Update on Staffing

Chairman Manning introduces the new Administrative Assistant, Katherine Pelletier.

**Citizen Query – 6:05 pm to 6:08 pm**

Jami Snow would like the income sheet to evaluate. Chairman Manning says he will get back to her.

Mo Levasseur inquired if separate budget meetings took place. Chairman Manning responds that MaryBeth has already started working on the budget.

**New Business**

- Chairman Manning states the Pennichuck contract expires 1/28/16. Mo Levasseur asks why we did not sign up for a three year contract in the beginning, MaryBeth responds that we were trying them out before signing a three year contract. Dennis Roy adds because of the Chapter 33 procurement law, it had to be done that way. Chairman Manning suggests anyone with questions regarding this to contact Debbie Eagan.

**Old Business**

- Update on staffing  
Superintendent Wiser states there are two vacant positions, so far none of the applicants have met the criteria. She wants to advertise and fill open positions.
- Water Treatment Plant Dehumidification RFP results  
Chairman Manning states the response to the RFP is \$375,200. States Water Department will not be raising the rates because of this. Mo Levasseur asks Chairman Manning to repeat the amount. She also asks if the Water Board plans on pursuing the designer for faultiness. Superintendent Wiser says when the treatment plant was in the design phase, the Water Department at the time chose not to follow the recommendations. Bernard Cullen inquired if there was a warranty. Commissioner Dalzell says it's only in the beginning stage. Chairman Manning says the board is aware the treatment plant needs to be maintained. **He then motions to put on May 2016 town meeting. Commissioner Dalzell seconds the motion. All in favor.**
- Update from Mr. Toomey about missing attachments  
Tabled due to Mr. Toomey not being present.
- Status of application for the Healthy Farms facility in Georgetown  
Chairman Manning states himself, Superintendent Wiser, and Mr. Pietrillo presented to put by-laws in to protect our zone two well area to Georgetown which was favorably received. Georgetown will adopt our zone two. Mo Levasseur asks if property was leased or purchased. It was leased.
- Discuss electronic message board  
Superintendent Wiser says we would purchase two message boards and use during emergencies. Mr. Pietrillo asks if the message boards are portable. Yes, they are portable. Chairman Manning states the town may want to borrow to help get messages out to people. **Chairman Manning**

**motions to reallocate funds and acquire a message board. Commissioner Dalzell seconds. All in favor.**

- Vote to allocate funds to repair and recoat exterior of Prospect Hill Tank  
Chairman Manning states 6,000 people will be without water if we do not take care of the tank. Commissioner Dalzell states now is a good time to repair tank. Superintendent Wisner states the tank has been inspected, but not maintained. Mr. Pietrillo questions if the coating is on the outside or inside. It is on the outside. The inside is in good shape. **Chairman Manning motions to allocate funds to repair and recoat the exterior of the Prospect Hill tank as a Capital Project in FY 17. Commissioner Dalzell states he does not want this to exceed \$100,000. Commissioner Dalzell seconds the motion. All in favor.**
- Cross Connection by law to place in warrant for May 2016 Town Meeting  
Chairman Manning states the town does not currently have a cross connection by law. On April 12 the Board of Health will hold a public informational meeting. Everyone is encouraged to attend. Bernard Cullen asks if this is a standard issue. MaryBeth says we will use a template from the Mass DEP and tailor it to Rowley. **Commissioner Dalzell motions to put in warrant for town meeting. Chairman Manning seconds. All in favor.**

### New Business

- Discuss Open Meeting Law Complaint filed by Chairman Merry against Vice Chairman Toomey  
Chairman Manning states Vice Chairman Tim Toomey will respond himself.
- Vote to have new F550 to be included in capital plan for FY17  
Superintendent Wisner states this truck is exactly what the department needs. **Chairman Manning makes the motion to approve. Commissioner Dalzell seconds the motion. All in favor.**
- Vote to have Administrative Assistant research all executive session minutes for release  
**Chairman Manning makes the motion to approve. Commissioner Dalzell seconds the motion. All in favor.**
- Possible new subdivision Marion Way 20 duplexes (40 potential new services)  
Superintendent Wisner wants board to be aware this could be 40 new services. Mr. Pietrillo asks if each unit will have an individual meter. Yes, each will have their own meter.

### General Business

- Water Superintendent Operations Report  
The December 2015 report/year-end report is available to view. Superintendent Wisner states the water department had no violations this year. Lawrence White would like the amount of water produced versus billed to be addressed. Chairman Manning will put on next agenda. Superintendent Wisner is preparing a template for 2016. Adopt a fire hydrant – snow removal at hydrants to make sure the fire department can access the hydrants. Mr. Pietrillo states the grading of Pingree Farm Road needs more stone, but is better than 133. Superintendent Wisner proposes hiring a part time janitor to clean both offices and minor building maintenance. Chairman Manning asks if the position has to be union. Superintendent Wisner says she will check with Debbie Eagan. Commissioner Dalzell asks if similar positions in other departments are also union positions, Superintendent Wisner believes so. Superintendent Wisner reports the alarms in both buildings are fixed and fully functioning. Commissioner Dalzell turned his key in and said he will come in the building during business hours. Superintendent Wisner says Vice Chairman Toomey has approved what the department has for the town annual report. Superintendent Wisner received approval to turn into Town Hall. Superintendent Wisner formally requests the executive session meeting minutes. Superintendent Wisner states we do not have frozen pipe policy at this time. Superintendent Wisner has prepared draft policy, would like board to review

and discuss. Chairman Manning says we will put on agenda for the next meeting. Superintendent Wisser wants board to review the water main extensions. Superintendent Wisser says there are electrical issues at 401 Central St. An electrician looked at our main panel and said it was too old to repair. The department is waiting for a couple more estimates. Superintendent Wisser wants board to review tapping fees. Chairman Manning wants to see the report in the matrix and wants to review before next meeting. Superintendent Wisser said she added missing items to the Emergency Response Plan. Superintendent Wisser will make necessary changes to the document and leave in window upon completion for the board members to sign. Superintendent Wisser says she will redo the job descriptions to conform using the town's format. Superintendent Wisser is working on budget books for each of the board members. Superintendent Wisser found two typos on the annual water quality report which she has changed and also offered space to the police department to advertise for reverse 911. Chairman Manning and Commissioner Dalzell give Superintendent Wisser the ok to put the annual quality report on the website. The Water Treatment Plant issues- dehumidification and a missing pipe due to a design flaw. Superintendent Wisser will follow up with Weston and Sampson. Mo Levasseur asked when and who discovered there was a missing pipe. The water department made the discovery. Superintendent Wisser has consolidated the Rowley rules and regulations and has made it more user friendly. Superintendent Wisser asks the board to review closely before it is sent to town hall.

- Meeting schedule  
Chairman Manning says the meeting schedule is: 2/9, 2/23, 3/8, 3/22, 4/5, 4/19, 5/10, 5/24, 6/7, and 6/21.
- Suggestions from Board for future topics for discussion at future meetings  
Commissioner Dalzell would like to discuss fee structure.  
Chairman Manning would like a water comparison matrix.
- List of things to do ongoing agenda items/list of outstanding issue for Water Department  
Chairman Manning tabled

#### Approval of Minutes

- 8.25.15 - Distribute Executive Session – still waiting on.
- 9.11.15 - Distribute Executive Session – still waiting on.

Bernard Cullen suggests the Water Department share equipment (rather than purchase their own) with other departments to cut down on large expenses. Commissioner Dalzell responds we have gone from two vehicles to one. Chairman Manning says will have a discussion on this in the future.

- 9.29.15- Accept and approve  
**Chairman Manning motions to table. Commissioner Dalzell seconds. All in favor. Tabled because of two missing documents.**
- 10.6.15  
**Commissioner Dalzell motions approve minutes. Chairman Manning seconds. All in favor.**
- 11.10.15  
**Commissioner Dalzell motions to approve minutes. Chairman Manning seconds. All in favor.**
- 12.1.15  
**Commissioner Dalzell motions to approve minutes. Chairman Manning seconds. All in favor.**

**Next regular meeting is February 9, 2016 (from Agenda)**

**Adjourn**

**Commissioner Dalzell motions to adjourn. Chairman Manning seconds. All in favor.**

Minutes accepted at the 2/9/16 meeting.

Minutes prepared by Katie Pelletier

**Documents provided/discussed at this meeting and available in the Superintendent's office:**

Sign-In sheet  
Official Action Notification  
RFP from Tata and Howard  
Municipal Water Supply Protection District  
Wellhead Protection Guidance  
Email from Water Department to Georgetown Planning Board  
Email from Water Department to Georgetown Board of Health  
Email from Water Department to Georgetown Board of Selectman  
Email from Water Department to Ipswich Board of Selectman  
Town of Rowley Cross Connection Control Program Bylaw  
OML Complaint against Vice Chairman Toomey  
2016 F550 dump truck  
Marion Way 40B Development Proposal  
Memo in regards to 40B Development Proposal  
Email from Deborah Eagan to Board of Selectman in regards to Pennichuck  
December 2015 Monthly Operations Report  
FY17 Capital Expenses  
Monthly Appropriations Report  
Quote from Mayer Tree Service  
Quote from Salem Overhead Door Co.  
2015 CCR  
Draft of Town Annual Report  
New fees for 2016  
Purchase Order Log  
Application Checklist  
Discontinued Water Service  
Draft of Water Main Extension Policy, Procedures, and Requirements  
Standard Plans and Specifications for the Construction and Installation of Water Distribution Systems and Operations Bylaws  
Water Board/Superintendents To-do list  
Actual and Budgeted Expenses and Encumbrance  
12.1.15, 11.10.15, 10.6.15, and 9.29.15 meeting minutes  
Rowley Water Department Mission Statement  
Town of Rowley Job description  
Memo to Timothy Toomey from Superintendent Wisser for Public Information Request  
Email from Tata & Howard to Superintendent Wisser for Project Budgetary Estimate  
Frozen Pipe Policy  
Adopt a hydrant flyer  
Email to Water Commissioners from Superintendent Wisser about Security Upgrades  
Email from Jon Carey to Superintendent Wisser about truck update  
Cleaning Service Quote

Pursuant to the '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.