

**Board of Water Commissioners  
Meeting Agenda  
401 Central Street  
6:00 pm  
April 5, 2016**

6:00 pm Call the meeting to order

6:05 pm to 6:20 pm Citizen Query

**Announcement:**

1. The Town of Rowley Water Department 2015 Annual Water Quality Report is available online at [www.rowleywater.com](http://www.rowleywater.com). Go to the Water Quality Reports page for more information. If you would like a copy mailed to you contact customer service at 1-800-553-5191. Copies are also available at the Water Department Office at 401 Central Street and at Town Hall 139 Main Street.
2. There will be a Board of Health information meeting April 19, 2016 on the Cross Connection Control Bylaw. All are welcome to attend.
3. The Rowley Water Department will be flushing fire hydrants as part of our program to improve water quality. Flushing will begin on Tuesday, April 19, 2016 and continue until completion. Flushing will take place 7:00am – 3:00pm, Monday-Friday. To minimize delays, flushing will also take place in high traffic areas at night along Route one and Route 133 from 8pm – 2am. Customers may experience some discoloration in the water, although measures have been taken to minimize the interruption. Please plan accordingly, as we apologize for any inconvenience.

**Appointment:**

1. 6:20pm Abatement Requests: Mr. Steve Comley, Main Maple Realty Trust 280 Main Street, Seaview Retreat 50 mansion Drive, and Grandview Enterprise 50 Mansion Drive.
2. 6:30pm Vincent D'Amato 46 Christopher Road to discuss letter received from the Water Department regarding having town water and a private well

**Old Business:**

1. Discuss and vote on the revised 2016 Rowley Rules and Regulations
2. Discuss Water Main Extension Policy
3. Discuss Turn on and turn off fees during normal business hours and after hours call out
4. Re-vote the Fy17 Budget

**New Business:**

1. Wendy Hovey from 62 Prospect Street letter about high bill
2. Vote to donate the dump truck to the cemetery
3. Discuss reinstating water charges for all town departments not currently paying for water usage

**General Business:**

1. Water Superintendent Operations Report
2. Suggestions from Board for future topics for discussion at future meetings

**Approval of the Minutes:**

1. Accept and approve the minutes March 29, 2016

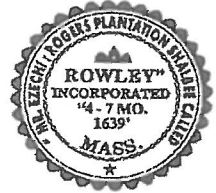
**Adjourn**

**Next meeting April 26, 2016**



Town of Rowley  
**Municipal Water Department**

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



**April 5, 2016 Minutes**

Those present: Chairman John Manning, Commissioner Stuart Dalzell, Commissioner Mark Emery, Superintendent MaryBeth Wisser, and Administrative Assistant Katie Pelletier. (Public Audience: Bernard Cullen, Jami Snow, Lawrence White, Vincent D'Amato, and Steve Comley.)

**Call to Order**

6:02 pm: Chairman Manning opens the meeting and tells the audience the meeting is being recorded. Commissioner Dalzell advises the board he is leaving at 7:00pm. The meeting was hard stopped at 7:00 pm.

**Announcements:**

1. The Town of Rowley Water Department 2015 Annual Water Quality Report is available online at [www.rowleywater.com](http://www.rowleywater.com). Go to the Water Quality Reports page for more information. If you would like a copy mailed to you contact customer service at 1-800-553-5191. Copies are also available at the Water Department Office at 401 Central Street and at Town Hall 139 Main Street.
2. There will be a Board of Health informational meeting on April 19, 2016 in the meeting room upstairs in Town Hall on the Cross Connection Control Bylaw. All are welcome to attend.
3. The Rowley Water Department will be flushing fire hydrants as part of our program to improve water quality. Flushing will begin on Tuesday, April 19, 2016 and continue until completion. Flushing will take place 7:00am – 3:00pm, Monday-Friday. To minimize delays, flushing will also take place in high traffic areas at night along Route one and Route 133 from 8pm – 2am. Customers may experience some discoloration in the water, although measures have been taken to minimize the interruption. Please plan accordingly, as we apologize for any inconvenience.

**Appointment:**

6:20 pm – Mr. Steve Comley was late to arrive, he got the appointment time mixed up. His appointment started at 7:10. Chairman Manning reviewed the first abatement request for Main Maple Realty Trust. This request does not qualify for an abatement because it is over the thirty day period, it is in a different fiscal year, and the leak has to be over forty thousand gallons of water. Steve Comley said there was a delay because he needs to file first with federal, then the state, and then local. He will accept the denial if that is the policy. Chairman Manning denied this request because of the timeframe. Commissioner Emery agrees. **Commissioner Emery motions to deny the abatement request due to the time frame. Chairman Manning seconds. All in favor.**

(Commissioner Dalzell was not present at this time.) The second abatement was for Grandview Enterprises. The board members reviewed the application. Chairman Manning said he cannot support this request because of the date. **Commissioner Emery motions to deny the abatement request. Chairman Manning seconds. All in favor.** (Commissioner Dalzell was not present at this time.) The board reviews the final abatement for Seaview Retreat. Commissioner Emery asked Steve Comley if he received notification from the Water Department telling him there was an issue. He said he received calls from some of his clients that were concerned about the water quality heard at a town meeting. Chairman Manning said he was in attendance at that meeting. There was unsubstantiated allegations made by an individual to a town official who at that time had to call the DEP. The testing was done within two days. The timing

was interesting. People were talking out of turn. It caused undue concern in the community. The Water Department acted as fast as possible. Superintendent Wisner advises Mr. Comley that he is listed as a critical customer, if something comes up, he would be notified. Mr. Comley asked how long the test takes. 24 hours. If a test comes up showing ecoli or coliform, the DEP takes over. Steve Comley discusses his options of switching to a private well as his water source. Superintendent Wisner suggests submit his application so she can review the project. **Commissioner Emery motions to deny the request. Chairman Manning seconds. All in favor.** Bernard Cullen asked what his abatement request was for. \$2,300 for time that was spent, mileage, and test to Biomarine.

Vincent D'Amato asked how far from the street does the town own. Chairman Manning respond four feet from the edge. Bernard Cullen said it is forty feet on his street (Wethersfield). Vincent is referred to the highway surveyor for this question.

Superintendent Wisner said it depends on zoning and where you live in town. Chairman Manning said his house was built in 1991 and the rules were different at that time. The zoning board has been up and down. Commissioner Emery said some roads were built in 1639 as cow paths that have been since stretched out. Vincent D'Amato thanks the Board and the Superintendent.

6:30 pm – Vincent D'Amato does not want to keep both his well and ties to town water, he does not want to pay the monthly fee. On October 8, 2015 the meter was cut which is when he hooked up to his new well. He had an appointment two weeks ago to remove the meter but it was cancelled by the Superintendent. Superintendent Wisner explained it is a Water Department policy and that there cannot be a cross connection. Residents cannot have both a private well and be tied in to town water. If a customer has both, it is considered a cross connection. The letter the customers received states the regulation and the board voted to assess a thirty dollar fee to each customer that has both a well and town water. The Water Department reads the water meters each month. If a no read comes up, it is assumed the meter needs to be replaced. Chairman Manning asked why we cant just remove the water meter. Superintendent Wisner said then we would not know if a customer was stealing water, which is currently happening at other properties. Vincent D'Amato said his water service is located in the middle of his driveway and would have to dig up the end of his driveway that he just paid \$3,000 to pave. The Water Department would charge \$600 versus two to three times that amount which is what a contractor would charge. Vincent asked why it is \$600 to remove the service, but \$4,000 to hook back up to the town water if necessary.

Commissioner Dalzell suggests filling the curb stop with concrete. Chairman Manning suggests making an exemption. Jeffrey Vincola asked when the policy was put in to place. May of 2015. Chairman Manning mentioned it is a public health standpoint and you cannot have both a well and tied into the water. Vincent said he understands and said that Pennichuck did not explain the fees to him. Superintendent Wisner said the customer calls Pennichuck to schedule an appointment and a work order is generated. They put as much information on the work order that the customer provides them with.

When a resident applies with the Board of Health for a well, the Board of Health issues a letter to the Water Department. Chairman Manning does not want to ammend the policy.

Jeffrey Vincola said he is being charged thirty dollars a month because he has a private well for irrigation and is also tied to town water. His two systems do not connect. Commissioner Dalzell asked if he is still using the water for inside his house. Yes. Chairman Manning said it is a mistake, he should not be getting charged the thirty dollars a month service charge. Superintendent Wisner asked him for his information before he leaves. Customers are able to use their well for irrigation purposes as long as it does not connect with the town's supply. Commissioner Emery asked if we could

disconnect at the corporation and leave the line there. Superintendent Wisner asked what she should do about the lateral that is connected to the main. Commissioner Emery suggests leaving the curb stop and pipe instead of destroying his driveway. There is further discussion about how to fix the issue. Vincent showed the board and superintendent pictures of his driveway. Superintendent Wisner will go out to the property to take a look and Vincent will come to the next meeting as an appointment to discuss the options.

#### **Citizen Query – 6:05 pm to 6:07 pm**

- None at this time.

#### **Old Business**

- **Commissioner Emery motions to accept the revised 2016 Rowley Rules and Regulations. Commissioner Dalzell seconds. All in favor.** Commissioner Dalzell would like to discuss the fees. Superintendent Wisner informs him it is on the agenda under Old Business #3.
- The Water Main Extension Policy – was approved under the 2016 Rowley Rules and Regulations.
- Commissioner Dalzell thinks it is unfair to charge the customers a fee to turn on and off the water after hours. Superintendent Wisner asked the Board if they can wait on re-voting the fee because it is already incorporated in the current budget which was just approved. Superintendent Wisner explains it is a standard fee. We charge \$150 because we pay overtime to the on-call operator. The Water Department has to pay the operator a minimum of three hours overtime. Jeffrey Vincola said he has not seen that in other towns. Commissioner Dalzell said if we charge the fee, the customer might let the water leak run until the next morning. Chairman Manning said the fees are inconsistent and asked about Byfield and Georgetown. Superintendent Wisner said it might not have been easy to locate. Commissioner Dalzell said the Light Department does not charge to go out after hours, it is part of their service. Larry White said it is after hours work and is part of the union contract. The Water Department's wages are assessed that amount for the operator's time. Whether you collect it or not, is up to you. Chairman Manning suggested the Light Department was a different union. Commissioner Emery said they are nonunion. Commissioner Dalzell said it should be part of the Water Department's service in his opinion. Superintendent Wisner said if we took away the fee, we would have to make up the revenue somewhere else. Chairman Manning asked how many call outs happen per year. Superintendent Wisner said around 30-40. Jeffrey Vincola asked how we are charging a fee that has not been approved yet. Commissioner Emery said it has been approved. Superintendent Wisner said it has been approved, we are discussing it because Commissioner Dalzell wanted to go over it. Jeffrey Vincola asked if the homeowners have any say about the fees. He believes he is being charged \$30 per month for a service that is not being provided. Chairman Manning explained the Water Department is different from the police, fire, and school. We produce water and we are an enterprise fund. We have to pay to maintain and produce the service. Chairman Manning said in order to not increase rates, we have to operate as a business. Chairman Manning said the board is now identifying things that were not done in the past. Chairman Manning said they will try to maintain the rates for hopefully three years. They are trying to address things that were not addressed in the past. The DEP and EPA have more regulations now than they did in the past. We are doing the best we can. Bernard Cullen asked the board the dollar amount on the issue. He breaks it down to three dollars per customer. He suggests charging people based on their call.

Superintendent Wisner said a customer called saying they had no water. The on-call operator was dispatched and when he was almost to the customer's property, the customer called back to say they figured out the problem. The Water Department still has to pay the operator three hours of overtime. Vincent D'Amato asked if the call took longer than three hours. What if it took them eight to ten hours to fix? Commissioner Emery said we only turn the water on or off which can sometimes take a while. Chairman Manning said some call outs are easier than others. Commissioner Emery does not want to mess up the budget at this point. Commissioner Dalzell said it does not give the people an incentive to call after hours to report a leak. He wants to change the fee schedule regarding the after-hours service call. Commissioner Dalzell asked about how much water has been lost at the property on Haverhill Street. He wants the customers to work with the Water Department. He feels it should be included in as part of our service. Chairman Manning wants to see statistics first to see how much money it will be. He said given the Water Department's history, we need to listen to the people of the town. He wants us to try to be part of the community. Commissioner Dalzell said we are all in this together. Larry White, finance committee, said the committee is scheduled to do the budget this evening and would have a major effect on the whole town if we withdraw our budget. Chairman Manning asked if they could pass the budget and rescind the discussed fee. Larry White said it will not affect our budget. We can decrease the revenue and make it up how we see fit. Commissioner Emery said all the figures of funds coming in are anticipated. Chairman Manning said we will let the budget stand as it is now, and will vote on rescinding the fee before Commissioner Dalzell's term is up. Chairman Manning would like it to be on the agenda for April 26, 2016. The board discusses when the next meeting should be. It is scheduled for April 26, 2016.

- There were some changes made to the budget earlier in March. Superintendent Wisner is waiting to see what the wages will be after the union negotiations and the numbers that have been changed are highlighted in gray. There is a clean-up article that will be lumped together to purchase safety equipment. Commissioner Dalzell thought the department was going to keep the vehicles for ten years instead of five. Superintendent Wisner will adjust the typographical error. **Commissioner Dalzell motions to approve the FY17 budget. Commissioner Emery seconds. All in favor.** Chairman Manning tells the Superintendent she did a nice job and people should appreciate her efforts. She has also improved the offices and garage area by making it look more like a business.

### New Business

- Superintendent Wisner said Wendy Hovey at 62 Prospect Street wrote a letter to the board regarding her high water bill. The property has been vacant and she is living next door. The house is on the market and there have been various showings. They think someone left a faucet on during the showing. They are not sure how long the water was left on. The board reviews the property's usage history report. Chairman Manning said it is negligence. Superintendent Wisner asked the board if they want her to calculate for an abatement. Commissioner Emery said she needs to go through the abatement process if they want an abatement. We will contact the customer to inform her to fill out an abatement request. Bernard Cullen asked the amount of the abatement. \$1,800.
- Tabled.
- Commissioner Emery asked why some departments pay a water bill and some do not. Chairman Manning asked what departments do not pay for water.

Superintendent Wisner said the town wharf, cemetery, and the Water Department. Chairman Manning suggests sending them a notice that they will be getting a bill after this budget season is over. Commissioner Emery agrees because the budgets are already in. **Commissioner Emery motions for the Water Department to notify other departments that in FY18, they will receive a water bill. Chairman Manning seconds. All in favor.**

### General Business

Water Superintendent Operations Report: Chairman Manning wants the abridged version. Superintendent Wisner is working on the Marion Way subdivision with the department and will update the board. Healthy Farms on Haverhill Street will be on the next agenda. Bernard Cullen asked if that is the marijuana building. Yes, it is.

The department is in compliance with the water use restrictions and has notified the DEP.

Superintendent Wisner reads a paragraph from the letter from the Department of Labor and Standards regarding the trench excavation.

We will be purchasing shoring. We are required to have everything ready and available onsite to deal with multiple trench openings (soil and material). We have a collapsible trench box. The shoring adjusts to different sizes. The distribution crew will be evaluating the site.

The board wants to vote on the actual warrant for article. Chairman Manning asked who is speaking at town meeting. Superintendent Wisner said the board and she will be there for back up support. Chairman Manning would like a power point presentation. Chairman Manning would like the parking lot project to be put back out to bid. **Commissioner Emery motions to approve the warrant.**

**Chairman Manning seconds. All in favor. (Commissioner Dalzell was not present at this time.)** Chairman Manning suggests putting together a line charts to show the rates will be kept steady. Superintendent asked how many fiscal years to represent? Three or four. Superintendent Wisner advises the board we are going into shut off season. We had sent 182 letters for being 60 days overdue. Today, we sent the 83 second notice letters for being 60 days over due. Shut offs will begin on April 18, 2016 and the customers will be charged the \$150 fee involved with the process. Commissioner Emery mentions they should be charged the fees. Bernard Cullen asked how much the revenue added up to. Superintendent does not have the dollar amount at this time.

Suggestions from Board for future topics for discussion at future meetings:

Commissioner Emery suggests discussing the service for the community garden. Suggests invited them in for a meeting. Superintendent Wisner will give the board an update. It is up to them how they would like to handle the situation.

### Approval of Minutes

**Commissioner Emery motions to approve the March 29, 2016 minutes. Chairman Manning seconds. All in favor. (Commissioner Dalzell was not present at this time.)**

**Next regular meeting is April 26, 2016 (from Agenda)**

### Adjourn

**Commissioner Emery motions to adjourn at 8:11pm. Chairman Manning seconds. All in favor. (Commissioner Dalzell was not present at this time.)**

Minutes accepted at the April 26, 2016 meeting.

Minutes prepared by Katie Pelletier

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

Sign-In sheet  
SOP for the Abatement Process  
Application for Abatement – Main Maple Realty - Denied  
Application for Abatement – Grandview Enterprises - Denied  
Application for Abatement – Seaview Retreat – Denied  
46 Christopher Road letter well and town water  
Proposed new fees  
FY17 Budget Change Explanation  
FY17 Budget Request  
62 Prospect Street letter to the Board  
Water Superintendent's Report  
Memo to BOS from Superintendent regarding Marion Way 40B Development Proposal  
Certificate of Vote and Special Permit Approval with Conditions  
Memo to Board of Water Commissioners from Superintendent regarding Water Use Restrictions  
Order to Correct from the Department of Labor and Standards  
Water Department Budget  
Water Articles for Special Town Meeting  
March 29, 2016 minutes

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.

**Board of Water Commissioners**

**REVISED**  
**Meeting Agenda**  
**401 Central Street**  
**6:00 pm**  
**April 26, 2016**

16 APR 25 AM 11:53

**6:00 pm Call the meeting to order**  
**6:05 pm to 6:20 pm Citizen Query**

**Announcement:**

1. The Town of Rowley Water Department 2015 Annual Water Quality Report is available online at [www.rowleywater.com](http://www.rowleywater.com). Go to the Water Quality Reports page for more information. If you would like a copy mailed to you contact customer service at 1-800-553-5191. Copies are also available at the Water Department Office at 401 Central Street and at Town Hall 139 Main Street.
2. The Rowley Water Department will be flushing fire hydrants as part of our program to improve water quality. Flushing will begin on Tuesday, April 19, 2016 and continue until completion. Flushing will take place 7:00am – 3:00pm, Monday-Friday. To minimize delays, flushing will also take place in high traffic areas at night along Route one and Route 133 from 8pm – 2am. Customers may experience some discoloration in the water, although measures have been taken to minimize the interruption. Please plan accordingly, as we apologize for any inconvenience.
3. National Drinking Water Week is May 1-7, 2016 ... Get to know your Water. Visit the Library and check out the displays on various topics on drinking water.

**Appointment**

**6:15pm:** 968 Haverhill Street James Dunn to discuss high water bill.

**Old Business:**

1. Community Garden Water Service discussion
2. Discuss Turn on and turn off fees during normal business hours and after hours call out
3. Discuss the dump truck donate to the cemetery or use as a trade with the truck purchase
4. Health Pharms Inc update
5. 46 Christopher Road update
6. \*\*Sign the contract for customer service and billing
7. \*\*Sign the Janitor job description
8. \*\*Vote to accept the amendments to the Water Department Regulations, letter from Judy Pickett
9. \*\*Vote to accept the amendments to section 7.2.6 of the cross connection control regulation

**New Business:**

1. Discuss letter from Barbara Prentice 245 Central Street regarding billing cycle
2. Discuss letter from Antonio Pacitti 27 Wilson Pond Lane regarding private well
3. Discuss letter from Scott and Lisa Powers 73 Boxford Road regarding private well and town water
4. Conservation-Commission Consent Order for Well #2 dated August 23, 2011
5. Free Cash Report
6. Sign the Purchase order and Annual Maintenance contract for the Pall Membrane System for FY17
7. \*\*Sign the contract for general engineering service for distribution system study
8. \*\*Sign the contract for general engineering service by Tata & Howard for un-direction flushing program

**General Business:**

1. Water Superintendent Operations Report
2. Budget up date and Revenues
3. Approve and sign the Plan approval page for the revisions of the Emergency Response Plan
4. Suggestions from Board for future topics for discussion at future meetings

**Approval of the Minutes:**

1. Accept and approve the minutes April 5, 2016
2. Redact and release the September 11, 2015 executive session minutes

**Adjourn**

**Next meeting May 3, 2016**

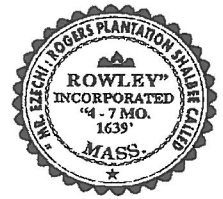
**\*REVISED items added after original posting**





Town of Rowley  
**Municipal Water Department**

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



**April 26, 2016 Minutes**

Those present: Chairman John Manning, Commissioner Mark Emery, Superintendent MaryBeth Wisner, and Administrative Assistant Katie Pelletier. Commissioner Dalzell was not present. (Public Audience: James Dunn, Peter Lomas, Richard MacDonald, Mary Ellen MacDonald, Libby Tucker, Jennette Loring, and George Paornka.)

**Call to Order**

6:03 pm: Chairman Manning opens the meeting.

**Announcements:**

1. The Town of Rowley Water Department 2015 Annual Water Quality Report is available online at [www.rowleywater.com](http://www.rowleywater.com). Go to the Water Quality Reports page for more information. If you would like a copy mailed to you contact customer service at 1-800-553-5191. Copies are also available at the Water Department Office at 401 Central Street and at Town Hall 139 Main Street.
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3. National Drinking Water Week is May 1-7, 2016...Get to know your water. Visit the Library and check out the displays on various topics on drinking water.

**Citizen Query – 6:05 pm to 6:07 pm**

- None at this time.

**Appointment:**

6:15pm 968 Haverhill Street James Dunn to discuss high water bill. James Dunn has owned 968 Haverhill Street since July of 2015. He plans on tearing down the property and rebuilding for his landscaping company. He called the Water Department to have the water shut off because the property was vacant. He was told there is no town water service at that address. He also said he called stating he did not receive a water bill. On April 4, 2016, he came into the Water Department to have a permit signed. Katie Pelletier signed the permit and Superintendent Wisner wrote on the permit, "no public water supply – customer has well." On April 19, 2016 his neighbor informed him he received a blue tag on the garage. He came in to work with Superintendent Wisner on the billing issues. He did not receive any bills and feels the bill is unreasonable. Chairman Manning asked if there is a water meter there or if we had the wrong address. Superintendent Wisner said the previous owners did not have any issues receiving their water bills. When a property is sold, the real estate agent calls Pennichuck to schedule a final read which was not done in this case. The Water Department has no records of the customer calling about not receiving a bill. She said we signed the permit and wrote a note on the permit. We called to check if there is a balance on the account. Pennichuck did not have records on this address so we thought the customer had a well. The property was then tagged for shut off. Commissioner Emery asked if 970 is located in the back and 968 is the property up front. He also asked if James owned the

property. Yes. Commissioner Emery said the two properties were together at one point. Chairman Manning said it was most likely caused from record keeping failure. Superintendent Wiser said all the records were transferred from the Water Department to Pennichuck. Chairman Manning asked if there was a leak at the property. James said yes and that is when he turned the water off in the basement. Commissioner Emery asked if the curb stop was shut off now. Superintendent Wiser said no. Chairman Manning asked Superintendent Wiser if the customer could file an abatement. Superintendent Wiser said the Water Department regulations state the customers are required to pay the water bill whether they receive one or not. Chairman Manning agrees but it was our records that were at fault. Chairman Manning asked if we updated his records. Yes. Chairman Manning feels the Water Department contributed to this issue. He sees this as a different situation. Commissioner Emery thinks the Water Department should take some of the blame for this situation. He remembers when it was one property. He asked when it became two properties. 3-4 years ago. Chairman Manning asked Superintendent Wiser if the customer could file an abatement. She believes so. Chairman Manning suggests the customer go through the abatement process. James said he cannot attend the zoning board meeting until this is cleared up. Chairman Manning suggests the zoning board watch this meeting on RCM so they know what is going on. James asked when the next Water Board meeting is. Chairman Manning said it will be May 24, 2016.

### Old Business

- Libby Tucker from Bradstreet Farm informed the Board of what she is doing regarding the water service at the Community Gardens. The parts are on order from Ti-Sales. Libby inquired about the \$4,000 application fee for service. **Commissioner Emery motioned to waive the fee. Chairman Manning seconds. All in favor.** Chairman Manning suggests Libby work with Superintendent Wiser on the project. Superintendent Wiser will work closely with Jesse who will be tapping the water main. Commissioner Emery asked about vacuum breakers. Libby said she will be assessing a \$25/plot fee for water. Superintendent Wiser applauds her for her work and told her the parts are on order. Superintendent Wiser tells the Board that Sue Bailey said the Agricultural Committee is good for the money and also the parts will be delivered to the Water Department. Superintendent Wiser will meet with Libby Thursday morning to discuss the next steps. An audience member said the Bradstreet Farm used house water for six years. Then they couldn't use it. The old Board said they could have a free pipe and water and then it did not happen. Chairman Manning thanks everyone for coming in.
- Tabled since April 5th. Commissioner Emery said we will discuss in a year.
- Chairman Manning said there are two new cemetery commissioners. He would like a letter from them requesting the truck. There is some confusion about which truck they will be donating or trading in. Superintendent Wiser asked Commissioner Emery if he had a chance to look at the trade in value for the truck. Commissioner Emery said it is hard to compare. Chairman Manning asked how old the truck is. It is more than ten years old. Superintendent Wiser said we cannot get rid of it until we get a new truck. Once the new truck passes at town meeting, we will be on it.
- The project was approved with a set of conditions which are included in the packet. Chairman Manning mentioned number four in the letter. Chairman Manning asked if there was any recourse. Superintendent Wiser said no, there is gray area because we do not have jurisdiction in other towns. Chairman Manning said we did our due diligence and suggests keeping an eye on it. Superintendent Wiser said the DEP will be monitoring zone two. Commissioner Emery said the

DEP came down and inspected every business in zone two when he worked for the Water Department. Superintendent Wiser will conduct a windshield survey with Rob Swiniarski which will be done each year to keep an eye on the water shed.

- Chairman Manning asked if the water main was in the middle of the customer's driveway. Superintendent said the main is poorly located. Chairman Manning asked if she had a chance to meet with Vincent and see the property. Yes, she went with Jon Carey and Phil Moran. They took photos and came to an agreement with the home owner. We mailed out a letter today that the customer will sign and return if he agrees with the letter. Chairman Manning asked if he seemed please. Superintendent Wiser said yes.
- Chairman Manning asked if the selectmen signed. Superintendent Wiser said yes. It is the same contract minus the extras Superintendent Wiser asked for. **Commissioner Emery motions to approve the contract for customer service and billing. Chairman Manning seconds. All in favor.**
- Chairman Manning already signed the Janitor job description.
- Superintendent Wiser said the Board already voted on regulations before we received the memo from Judy Pickett. She has made the changes as instructed from Judy Pickett in the document. Superintendent Wiser hands a copy to Chairman Manning. Chairman Manning asked if she changed the boiler plate. Yes. Chairman Manning asked if the master document was changed. Yes. **Chairman Manning motions to accept the amendments to the Water Department Regulations. Commissioner Emery seconds. All in favor.**
- Superintendent Wiser gave Chairman Manning her copy of the section 7.2.6 of the cross connection control regulation. She had to change one word. Chairman Manning would like version control added to the document. **Commissioner Emery motions to approve the section 7.2.6 of the cross connection control regulation. Chairman Manning seconds. All in favor.**

### New Business

- Chairman Manning reads the letter from Barbara Prentice of 245 Central Street into the record. He asked if there were other complaints about this. Yes. Charmain Manning said it is not about the rate increase. Commissioner Emery explained that it is more money per gallon because of the tiered system. Superintendent Wiser explains that is a drawback to the tiered system. We read the meters the last Wednesday of each month faithfully. There would be internal problems if we read them on the first of each month. Superintendent Wiser asked if it was tiered before. Commissioner Emery said no, flat rate and they read the meters twice each year. Chairman Manning asked if Pennichuck had any input to avoid 38 day reads. Superintendent Wiser said it is based upon the calendar year. Chairman Manning suggests an accrual basis. If we change, there will be thirteen bills each year and is too involved. Chairman Manning states we are over charging people and would like to talk to Pennichuck. Superintendent Wiser suggests a representative from Pennichuck attending our meeting in June. Commissioner Emery agrees. It is suggested we invite Barbara Prentice to the meeting on June 7, 2016. Chairman Manning suggests someone sitting in for Superintendent Wiser on June 21, 2016. Commissioner Emery suggests Rob Swiniarski to attend the June 7th meeting to prepare for the June 21<sup>st</sup> meeting.
- Chairman Manning reads over the letter from Antonio Pacitti of 27 Wilson Pond Lane. Chairman Manning asked what the issue is with this property. Superintendent Wiser said we need to remove the meter pit and meter. The customer has extensive landscaping in front of their property. The customer contacted the DEP. Chairman Manning asked if they cut and capped on the other

side of the meter pit. Superintendent Wisner said what would stop the customer from hooking back up, but not saying they would. Chairman Manning said we have to protect the public water supply. If we remove the meter pit, it will cause extensive damage to the property. The customer does not want to pay the \$30/month fee. The customer has to pay for their service to be cut and capped. Commissioner Emery said the main needs to be cut off. Superintendent Wisner said we offer our services for \$600. It is much cheaper than hiring a contractor. It needs to be cut and capped from curb stop. The customer also mentioned he owns the meter and stop with the purchase of his house. It is the Water Department's property, it does not go with the house.

- Chairman Manning reads the letter from Scott and Lisa Powers of 73 Boxford Road. Superintendent Wisner said this customer is subject to the survey. There has to be a backflow preventer after the meter. Commissioner Emery asked when the surveys will begin. It is underway. Superintendent Wisner said they do not want to pay the \$30/month fee. The Board will wait until the survey is performed and assess what they can do.
- The outstanding consent order for 401 Central Street is now in compliance. Chairman Manning asked if that was the mess out back. Yes. Superintendent Wisner determined there were other consent orders from the past that she is working with Brent to address. Chairman Manning said it is a paperwork issue. Chairman Manning said we need a certificate of compliance.
- Chairman Manning asked if it is certified by the town auditor. Superintendent Wisner yes, it is the official certified free cash report. Superintendent Wisner said there is \$421,134 to transfer to stabilization. Chairman Manning asked if it was enterprise funds. Yes. Chairman Manning says well done to Superintendent Wisner.
- This is the contract for Fiscal Year 17. The current contract is expired so we need to set up the new contract. **Commissioner Emery motions to approve the purchase order and annual maintenance contract for the Pall membrane system. Chairman Manning seconds. All in favor.**
- Superintendent Wisner asked the Board to vote to sign the contract for general engineering service for distribution system study. **Commissioner Emery motions to approve. Chairman Manning seconds. All in favor.** Chairman Manning asked if it was the hydraulic modeling. Yes and to assist with the asset management.
- Chairman Manning asked if there were two copies. Yes. Chairman Manning asked what the dollar amount was. Superintendent Wisner said \$19,000 and the other was \$34,000.

### **General Business**

- Water Superintendent Operations Report: The flushing program will finish this week. There have been no complaints so far. Chairman Manning asked if we heard from the Pietrillo's. We have not heard from them. Superintendent Wisner said she advertised on the website and the electronic message board. The message board really seems to work. Chairman Manning said they can both be located in high traffic areas for the message to reach people. Superintendent Wisner told the Board the Fire Chief let us borrow their brand new message board and showed the Department how to use it. The gazebo service will be repaired next week to be in compliance. We will begin fixing any property that may have been damaged with the hydro seeder and repairing the wet well at well #2. We have been busy preparing for the sanitary survey. Next week is Drinking Water Week. Superintendent Wisner is happy to announce the Department is donating seven books to the library which will be in the newspaper. Chairman Manning

said the book sale is at the end of Drinking Water Week so there will be a lot of foot traffic in the library. No reads report will usually generate a work order to find out why it is a no read. There were no new no reads this past report. There were also no new zero usage on that report. Chairman Manning asked if everyone on the leak report had a leak. Yes, they each have a backflow condition at the property. Superintendent Wiser said the customers may have had leaks. The water meter is a smart meter. A certain amount of check marks on the meter will flag as a possible leak. In that case, we send out letters to customers telling them they may have a leak. Chairman Manning said he received a leak letter and a \$6 gasket fixed the problem. Superintendent Wiser said she is meeting with the planning board on May 3<sup>rd</sup> to discuss the janitor job description and an update on staffing. Superintendent Wiser brings up the warrant for town meeting. Chairman Manning wants to go over it with Superintendent Wiser and Commissioner Emery. Chairman Manning and Commissioner Emery discuss the town warrant.

- Budget Update and Revenues: We are still on target with the budget. There is still 45% remaining in the operating budget. Chairman Manning seemed pleased with the budget.
- Approve and sign the plan approval page for the revisions of the Emergency Response Plan: Chairman Manning asked if it had been updated. Yes, anytime there is an update made, the board needs to sign.
- Suggestions from Board for future topics for discussion at future meetings: Superintendent Wiser will email agenda to the Board.

#### **Approval of Minutes**

- **Chairman Manning motions to approve the April 5, 2016 minutes. Commissioner Emery seconds. All in favor.**
- Chairman Manning reads a document into the record. **Chairman Manning motions to redact and release the September 11, 2015 executive session minutes. Commissioner Emery seconds. All in favor.**

**Next regular meeting is May 24, 2016 (from Agenda)**

**Commissioner Emery motions to adjourn at 7:51pm. Chairman Manning seconds.**

Minutes accepted at the ..... meeting.

Minutes prepared by Katie Pelletier

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

Sign-In sheet  
Drinking Water Week Flyer  
Proclamation from the Board of Selectmen  
JM Dunn letter regarding high water bill  
Schedule of Departmental Bills Payable  
Ti-Sales quote for Community Garden  
State Street Supply Quote  
Memo to Board of Water Commissioners from Superintendent regarding Service to Community Garden  
Bradstreet Farm Community Garden Timeline

Drawing of Community Garden Water Supply  
Proposed new fees  
Letter to Janice McGrane of Georgetown regarding Healthy Pharms  
Letter from Water Department to Vincent D'Amato  
Memo to Superintendent from Judy Pickett regarding Amended Water  
Department Standard Plans and Specification for Water Distribution  
Systems  
Letter from Barbara Prentice of 245 Central Street to Superintendent and Water  
Board  
Letter from Antonio Pacitti of 27 Wilson Pond Lane to Superintendent  
Letter from Scott and Lisa Powers of 73 Boxford Road to Superintendent and  
Water Board  
Email from Conservation Committee to Superintendent regarding Certificate of  
Compliance and Enforcement Orders for 401 Central Street  
Mass DEP WPA Form 8A – Request for Certificate of Compliance  
Email from Conservation Committee to Superintendent regarding outstanding  
order of conditions for 435 Haverhill Street  
Email from Accountant to Superintendent regarding free cash approval  
notification  
Water Superintendent's Report  
No Reads from March 30, 2016 reading  
Leak Report  
Reverse Flow Report  
Zero Usage Report  
Zero Usage from March 30, 2016 reading  
Warrant for Annual Town Meeting  
Town of Rowley Sales Report  
Monthly Appropriations Report  
Actual and Budgeted Expenses and Encumbrance  
April 5, 2016 Minutes  
September 11, 2015 Executive Session Minutes  
OML 2016 – 21

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.]