

Board of Water Commissioners
REVISED
Meeting Agenda
401 Central Street
6:00 pm
August 4, 2016

6:00 pm Call the meeting to order

6:05 pm to 6:20 pm Citizen Query

Old Business:

1. Discuss cross connection Antonio Pacitti 27 Wilson Pond Lane regarding private well
2. Discuss cross connection Blaise Crotty 15 Isabelle Circle regarding private well
3. Discuss cross connection Scott Powers 73 Boxford Road regarding private well
4. Discuss the billing cycle option presented by Pennichuck on 6/7/16
5. Discuss customer Service survey
6. Update on lead and copper sampling program
7. Update on the Prospect Hill Storm water project
8. Update on residential Cross Connection Control Program
9. Water Treatment Plant flood update

New Business:

1. Discuss and vote to authorize the Water Superintendent to send out letter of award for Materials and Fittings Bid.
2. Discuss and vote to authorize the Water Superintendent to send out letter of award for Emergency and Routine Repair Bid.
3. Discuss request to Board of Selectmen for annual road opening permit.
4. Discuss notification to Regular and Seasonal Water Service memo to Town Departments.
5. **Discuss and vote to authorize the Water Superintendent to send out letter of award for SCADA
6. Discuss lost revenue for accounts switching to well water
7. Discuss Letter from Steve Comley Sea View Retreat
8. Discuss Violation received from the Conservation Agent for applying herbicide to control the Japanese knotweed.
9. Discuss Sanitary Survey Mass DEP
10. Sing the annual maintenance contract with Atlas Corp for the compressor
11. ** Well #2 Lightning strike

General Business:

1. Water Superintendent Operations Report
2. **Sign Section 1.4 Plan Approval of the ERP to accept the changes
3. Suggestions from Board for future topics for discussion at future meetings

Approval of the Minutes:

1. Accept and approve the minutes July 12, 2016
2. Accept and approve the minutes June 28, 2016

Adjourn

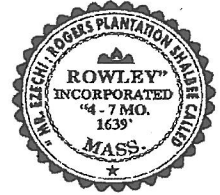
Next meeting August 18, 2016 (tentative)

**** 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



August 4, 2016 Meeting Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen, Superintendent MaryBeth Wisner, and Administrative Assistant Katie Pelletier. (Public Audience: Tony Pacitti, Lawrence White, Jami Snow, Blaise Crotty, Henry Rolfe, Joseph Robar, Peter Holland, Lisa Powers, Scott Powers, and Tim Toomey.)

Call to Order

6:07 pm: Chairman Manning opens the meeting.

Citizen Query 6:05 – 6:13:

Tim Toomey noticed the Water Department did not have the September 11, 2015 minutes posted, he told the Board he passed them in. He then asked the Board if they would like to have the executive session minutes. Chairman Manning said yes. Superintendent Wisner said they have been redacted. Tim Toomey asked how much free cash was certified for last year. Commissioner Emery said they are still working on it and it will be available in the fall. Chairman Manning asked if he meant for FY16. Tim responded, yes. Chairman Manning said we will put it on a future agenda to post and share. Jami Snow said they are working on a basic spreadsheet to assist the commissioners with revenue, expenses, and payroll on one piece of paper. Chairman Manning said they are moving in that direction and asked if Jami could help. Commissioner Cullen asked if there was a standard format for other Town Departments. Chairman Manning explained other Boards are not businesses, we are unique. We will address that in the future. Superintendent Wisner said we already have the spreadsheets. The Board sees the reports each week. Tim Toomey asked why the water was not on at the boat launch. Superintendent Wisner said there was no reason, she had a discussion with the harbormaster about his concerns with the water restrictions and she believes he may have shut the water off to comply with the mandatory water ban. Chairman Manning suggests he check with the harbormaster. Tim mentioned that Perley's Marina did have water service and he suggests the Board looks into that. Chairman Manning said we do not control that. Superintendent Wisner said the service is on, she believes he is controlling the valve because of the ban.

Old Business:

- Discuss cross connection Antonio Pacitti 27 Wilson Pond Lane regarding private well: Antonio Pacitti said there is no cross connection, there has been a physical disconnection. He received a letter from Superintendent Wisner saying there is a potential cross connection. Superintendent Wisner said he has been on the agenda a few times. He is a water customer that drilled a well and there is a live cross connection because the two systems are tied. Antonio said that never happened. Superintendent Wisner said whether the cross connection is potential or actual, the water meter has to stay in place, the service is still there, and he needs to cut and cap. Antonio explained the developer for Wilson Pond Lane paid for the water to be tied in and he does not believe we have the right to remove it. Chairman Manning explains it is not a right, it is a requirement under the state's laws. If you have town water and a well, you need to have the service cut and capped. The DEP had a hearing back in April that presented this information, we have to comply with the DEP. Superintendent Wisner explained she has not seen the property and we have to monitor and maintain the service. Chairman Manning suggests cutting and capping and Superintendent Wisner added remove the water meter. Antonio said he has no problem removing the meter. He said Water Safety Services checked off well water only on his survey. Superintendent Wisner will review the report once it is sent to the office. Superintendent Wisner explains the reason why the meter needs to be removed: the service line is connected to

the water main, through the property to the home, if we remove the water meter, anyone could go in and take free water. Superintendent Wiser said the department has been monitoring for leaks. The meter is equipped with leak detection. Chairman Manning mentioned the zero usage report and explains that in order to comply with the DEP regulations, the cut and cap needs to take place at the residence. Antonio and Superintendent Wiser discuss when his permit was issued. Antonio said the DEP told him he has a disconnection from town water and he sent a complaint into the Attorney General's Office. Superintendent Wiser said the DEP does not have jurisdiction over the local laws. The meter fee is for safety and soundness. The Board discusses the options. **Commissioner Emery motions to accept the shut off at the curb stop, lock, and remove the meter subject to Superintendent Wiser's approval. Chairman Manning adds using our lock. Commissioner Cullen seconds. All in favor.** Superintendent Wiser will contact the customer to set up a site visit. Antonio asked what the \$30 fee covers. The meter readers, cost of truck, operator, customer service. Commissioner Emery knows for a fact there is a curb stop on the location.

- Discuss cross connection Blaise Crotty 15 Isabelle Circle regarding private well: Blaise explained to the Board there is no pit and the meter is inside his house and it has been cut and capped inside the house. Chairman Manning asked him what is to prevent the next homeowner from hooking up to the town's supply. Blaise said it is shut off in front. Commissioner Emery said it will be cheaper to cut and cap than a meter pit. Chairman Manning explains it will prevent the possibility for a cross connection to take place. The DEP has stringent rules and we need to abide by them. Blaise hands a document to the Board and said we snuck in the fee. Chairman Manning said they were voted on during a public meeting. Blaise said the new policy is effective February 9, and his well has been operating before the end of the year. Chairman Manning explained Water Safety Services is working with the Water Department and the Board of Health regarding private wells to update the records. Superintendent Wiser explained if any of the valves failed, there would be a potential for a cross connection. It puts the Board in a difficult situation and they cannot take the risk. Chairman Manning explains the meter can stay, but, there needs to be an air gap between the meter and the well. Chairman Manning suggests waiting for the Water Safety Services report and asked Superintendent Wiser to see if he could be moved to the top of the list. Superintendent Wiser asked the Board for some direction. She explained the staff has been responding based on the Board and they have presented several options per situation. She explained she has worked with some of the customers already to shut off in the middle so to not ruin their driveway and other customers are following the regulations. Chairman Manning said there is a policy set they are trying to address the special circumstances and is applying logic when needed. There will continue to be exceptions and carry on as is. Superintendent Wiser suggests before the staff responds, to bring the situation before the Board. Antonio thinks the Board of Health should have the Water Department's regulation handed out with the permit when someone pulls a permit to install a well. Chairman Manning agrees but said we cannot control the Board of Health, but we can make the recommendation. The Board agrees to send a note to the Board of Health with their recommendation. Chairman Manning explains there have been changes in the Board and they have been working closely with the Board of Health over the past year. Blaise asked if the Water Department plans on visiting every house to see if they have well or town water, we are in the process. Chairman Manning explained a recent abatement request they recently approved. The Board increased the size of the abatement because of the record keeping error. Blaise then asked if the fees could be changed at any time. Chairman Manning said yes, the Board could vote to change the rates at any time. There was a \$20 surcharge before he was on the Board. He would like to keep the rates stable for three years. Blaise asked if there would be an update on the webpage if the rates changed. Chairman Manning said we would put a notice in the bill to inform the public. Superintendent Wiser said when residents went through the process, the Board was working

on the fees, and the customer is subject to the fees because they still have a meter at that time. Pennichuck is instructed what to do through Superintendent Wisner. There are other residents in town that have a private well and town water and they are paying the fee. Superintendent Wisner is working with the Board of Health who oversees the private wells. Typically the Water Department is not notified when a resident fills out a well application. Superintendent Wisner apologizes for the bugs, she has been working with the customers. Chairman Manning recommends Blaise Crotty be moved up on the Water Safety Services list so we can get the report and take the next step.

- Discuss cross connection Scott Powers 73 Boxford Road regarding private well: Scott Powers said the Board agreed in June to approve and install the meter pit. Chairman Manning reads the letter sent by Superintendent Wisner and said it contradicts what they said and he pulled out the June 28th minutes to review. Commissioner Emery explained to Chairman Manning how the meter pit would be installed. Chairman Manning would like to move forward with the solution. Lisa Powers said they will be disconnecting from the well and they want to be in compliance. **Commissioner Emery motions to move forward. Commissioner Cullen seconds. All in favor.** Superintendent Wisner informs Scott we will purchase the equipment, send him the quote so he can drop off a check made payable to Ti-Sales, and we can schedule the appointment once the equipment is delivered. Scott asked if Jesse Warren could buy it. No, it has to be through the Water Department. We need to make sure the correct parts are ordered.
- Discuss the billing cycle option presented by Pennichuck on June 7, 2016: Chairman Manning asked what the net change would be if we started billing on the first of each month. Superintendent Wisner said there is an issue of the number of days in each month. The Board discusses the two billing options. Chairman Manning said he has only received a couple of complaints, Commissioner Emery said he has received many complaints. Superintendent Wisner said that is a drawback of a tiered system which is mandated by the DEP. Chairman Manning questions how we would communicate the change to the residents. Superintendent Wisner will draft up a bill insert for the Board to check during the next meeting.
- Discuss customer service survey: Commissioner Cullen told the Board he has draft copies for them to review and recommends tabling until the next meeting. Once the Board reviews, they can send any edits to Superintendent Wisner.
- Update on lead and copper sampling program: Superintendent Wisner reports the annual June lead and copper samples are complete. The customers have been notified of the results and we are in compliance. Chairman Manning asked if the older houses came back ok, yes they did. Commissioner Cullen wants people to understand the lead level is miniscule. All the results were well below the limit. Commissioner Cullen said the numbers look like they are close to the limit, but they are not. The results will be posted to the website and customers can request a copy by contacting Katie.
- Update on Prospect Hill storm water project: Superintendent Wisner reports we are moving forward with this project. Chairman Manning asked if it is in the budget. The Water Department has the necessary funds. The T. Ford Company is going to be the general contractor.
- Update on residential Cross Connection Control Program: So far, 36 surveys have been completed. Water Safety Services has been going out to homes to perform the surveys and calling residents to schedule the appointments. We receive the surveys and letters/results after. We have received some results, but not all. Commissioner Cullen asked what an active violation. Superintendent Wisner replied a private well, irrigation, hose bib. A cross connection violates the state's regulations.
- Water Treatment Plant flood update: Chairman Manning said the pipe was not torqued down. Commissioner Emery said it was internal couplings, Chairman Manning replied forensics said they were not compressed. Superintendent Wisner showed the audience what the operator found the morning of the flood on the television screen. There was 13 feet of water that came

up to the second step. She pointed out there are updates of the whole process on the webpage. We are waiting on the dehumidifier for the basement but we have three portable ones in the basement for now. Superintendent Wiser also mentioned it was a water quantity issue, not water quality issue. Chairman Manning asked if we were back to remote operations. Superintendent Wiser said we are back to normal operations. The insurance company was great and provided us with whatever we needed. The Victaulic representative was on site. 95,000 gallons of water was lost due to the leak located in the 4" domestic water supply. The representative also found some things were not aligned properly and some of the pipes were cut too short. The system has been replaced by an expert. Commissioner Cullen said they found two or three more couplings that were not installed correctly. Rob is working with the representative, he received specifications, saw a rubber gasket which should not be exposed, and now all of the couplings have been replaced. They found two to three couplings were not installed properly. They shut off the main supply until it was fixed which was not covered by the insurance. Antonio said the contractor should have seen that during a visual inspection. Chairman Manning wants to wait for the report from the insurance company. Chairman Manning has been in touch with Debbie Eagan and will start to pursue.

- Discuss and vote to authorize the Water Superintendent to send out letter of award for Emergency and Routine Repair bid: Superintendent Wiser needs the Board to vote to authorize to send the letters. Pike from Salisbury was the low bidder. Joseph Robar and Peter Holland are here from Spencer Contracting. They asked if Pike construction filled out the bid correctly. Superintendent Wiser said we record the provided numbers into three categories – day rate, half day rate, and overtime. She reviewed the bids after and said there was nothing wrong with them. Peter and the Board discuss the bids. Superintendent Wiser informs the Board the bid opening was done in a public meeting and will have to re-bid. Chairman Manning believes they put the wrong number. The materials and fittings bid is a multi-level bid. The Board reviews the bid tabulation form. Larry White said there have been similar situations where they have disqualified incorrect bids and then go to the Town Administrator to either re-bid or award it to the next lowest bidder. Larry adds someone was disqualified before because they exceeded the 26 page limit. Chairman Manning suggests we contact Debbie or legal council. Chairman Manning thanks Larry. Superintendent Wiser asked to extend the current contract for 60 days while they re-bid. **Commissioner Emery votes to extend the existing contract for 30 days, Commissioner Emery seconds to extend Pike's contract for 30 days. All in favor.**
- Discuss and vote to authorize the Water Superintendent to send out letter of award for Materials and Fittings bid: EJP won hydrants, HD Supply won repair fittings, Ti-Sales won iron fittings and meters, and Stiles Company won brass fittings and pipe. Commissioner Cullen asked if the prices fit in the budget. Superintendent Wiser informs him we do not need to purchase a certain number of things, we are locked in with the prices for a year instead of going by the market price which fluctuates. Commissioner Emery said we use a certain brand of meters. **Commissioner Emery motions to approve. Commissioner Cullen seconds. All in favor.** We will send out letters of awards to the lowest bidders. The companies know we are not going to spend the full amount if it is not necessary. They will honor the prices.
- Discuss request to Board of Selectmen for annual road opening permit: Superintendent Wiser explained the permit process and the Dig Safe tickets are only good for 30 days. We schedule everything in advance. We will be fined from Dig Safe if we have too many re-marks. Superintendent Wiser informs the Board Debbie Eagan is authorized to sign off on the permits to try to assist with the process. Superintendent Wiser will need to send in a diagram, but needs clarification of what is needed. Commissioner Emery said the hydrants do not have a street address. The Board discusses the various resources to locate a fire hydrant. Chairman Manning suggests using whichever one is easiest.

- Discuss notification to Regular and Seasonal Water service memo to Town Departments: Chairman Manning said it is up to the Town Departments to call Pennichuck to schedule an appointment to have their water turned on and off. Superintendent Wisner has prepared a draft letter for the Board to review which Chairman Manning read out loud for the audience. Chairman Manning asked if the customer needs to be present while we turn the water on or off. Yes, we need someone to be present. **Commissioner Emery motions to publish. Commissioner Cullen seconds. All in favor.** Chairman Manning suggests mailing out the memo by the end of the month.
- Discuss and vote to authorize the Water Superintendent to send out letter of award for SCADA: Superintendent Wisner explains this is for the SCADA computer company stand by. Superintendent Wisner informs the Board that there is a new low bidder – R.E. Erickson located in Walpole. Commissioner Cullen asked if it was a one year contract, yes it is. He asked if they will provide a certificate of insurance and W-9. Chairman Manning said they will once they know they got the contract. **Commissioner Emery motions to accept. Commissioner Cullen seconds. All in favor.**
- Sign the annual maintenance contract with Atlas Corp for the compressor: Superintendent Wisner explained this is an annual contract for the compressors. Chairman Manning signs the contract and Superintendent Wisner thanks him.
- Sign Section 1.4 Plan Approval of the ERP to accept the changes: Chairman Manning asked what change was made to the emergency response plan. Superintendent Wisner informed the Board she added a list of electricians and plumbers to section 4.10. Superintendent Wisner explains as a result of the flood, we did not have a list of electricians and plumbers, but we do now.
- Chairman Manning tables New Business #6.
- Discuss violation received from the Conservation Agent for applying herbicide to control the Japanese knotweed: Chairman Manning went to the Conservation Commission meeting and went over the notes between Superintendent Wisner and the Conservation Agent. He thought there was a breakdown in communications and suggests a phone call in the future to clarify.
- Discuss Sanitary Survey Mass DEP: Superintendent Wisner reports to the Board there were no violations. There are three sections: violations, deficiencies, and recommendations. We will be receiving a few notices regarding deficiencies. The regulations change all the time. They usually send out memos, but we did not receive them. She will write a report on the changes that need to be made. If we do not comply within a timeframe, it will become a violation. For Well #2 they want us to be able to prove it is a four log removal, because of the length in pipe, we cannot prove it is a four log removal. We also need to order a new mesh in a different size for the overflow pipe, which Rob ordered today. We will need a sample tap at the tank, which can cost between \$25,000 to \$50,000 and we do not have a choice. We can no longer take samples from the vault. There is a huge issue with our staff shortage. Superintendent Wisner has advertised for the open job positions. Commissioner Cullen asked how short staffed we are. Superintendent Wisner said there are four vacant positions. Debbie Eagan is going to coordinate a meeting with Dave Petersen, Superintendent Wisner, Rob Swiniarski, and a representative from Parks and Recreation to discuss Well #2. Superintendent Wisner will provide the Board with a copy of the report once it is complete. She explained the fencing at the tank will come from the capital expense to the department based on the regulation changes.
- Discuss letter from Steve Comley Sea View Retreat: Chairman Manning reads the letter out loud. Chairman Manning asked if this was due to the main break at Kittery Ave. Yes, the saddle crumbled when we tried to crimp the service. Chairman Manning said he tries to take care of Seaview but unfortunately, he cannot consider to compensate them for the outage. Superintendent Wisner said Bob, the Assistant Chief Operator at the Treatment Plant, will be retiring on November 30th. We will be advertising for the position. Chairman Manning thanks

Bob Gray for his service and he will be missed. Commissioner Emery said he has done a great job.

Approval of Minutes

- Accept and approve the emergency meeting minutes for July 12, 2016: Commissioner Emery motions to accept. Commissioner Cullen seconds. All in favor.
- Accept and approve the emergency meeting minutes for June 28, 2016: Commissioner Cullen motions to accept. Commissioner Emery seconds. All in favor.
- Commissioner Emery asked about the new truck. Dennis put Debbie and the Selectmen as a contact, we are changing it to Superintendent Wisner and the Water Board. It will go out to bid soon. We are moving forward with the projects. Chairman Manning would like us to be able to take advantage of the low price on asphalt before the winter. The next meeting will be August 23, 2016 and will be every other Tuesday going forward.

Next regular meeting is August 23, 2016 (from Agenda)

- **Adjourn: Commissioner Emery motions to adjourn at 8:37pm. Commissioner Cullen seconds. All in favor.**

Minutes approved and accepted at the August 24, 2016 meeting.

Minutes prepared by Katie Pelletier

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

Sign-In Sheet

Information on Private Well – Blaise Crotty of 15 Isabelle Circle handed in to the Board

27 Wilson Pond Lane correspondence

15 Isabelle Circle correspondence

73 Boxford Road correspondence

Meter Read Schedule draft

Memo draft to all Town Departments regarding regular and seasonal water service

Draft Survey Gizmo Version

Lead and Copper sampling plan

Prospect Hill Access Road Storm water Improvements

Summary of Surveys Completed by Water Safety Services

Water Treatment Plant Flood Update

SCADA Bid Tabulation form

Emergency and Routine Repair Bid Tabulation form and letters of award/rejection

Memo to Superintendent Wisner from Deb Eagan regarding Request for Blanket Road Opening Permit

310 Chairman ManningR 10.00: Wetlands Protection from the Department of Environmental Protection

Memo to Board of Water Commissioners from Water Superintendent regarding Loss Revenue

Letter from Steve Comley of Sea View Retreat

Notice of Violation to Rowley Water Department from the Conservation Commission

Email from Conservation Agent to Chairman Manning regarding Notice of Violation for 401 Central Street
Email from Conservation Agent to Superintendent Wisser regarding consent order at 401 Central Street
Greener Solutions purchase order to treat the Japanese Knotweed in the Spring of 2016
Conservation Commission Agenda for August 2, 2016 at 7:30pm
Greener Solutions Contract for 2016 Japanese Knotweed Eradication Program
Memo to Chairman Conservation Commission from Superintendent Wisser regarding the Notice of Violation dated July 15, 2016
Email from Administrative Assistant to Superintendent Wisser regarding Glyphomate 41 attached to MSDS
Memo to Superintendent Wisser from Chief Operator regarding Well #2 Lightning Strike
Memo to Board of Water Commissioners from Superintendent Wisser and Chief Operator regarding the June 2016 Monthly Operations Report
Copy of 15 Cooper Pond Lane's statement and payment coupon
Town of Rowley Sales Report FY2016
Town of Rowley Sales Report FY2017
Future Water Board Meeting Dates
June 28, 2016 Meeting Minutes
July 12, 2016 Special Meeting 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
August 23, 2016

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

Announcement: A Drought Advisory has been issued by Mass DEP Bureau of Water Resources. According to the Drought Management Plan, the Town of Rowley has been upgraded to LEVEL WARNING. The state continues to intensely monitor and assess the drought situation, and environmental and agricultural impacts, and asks the public to be mindful of the amount of water they are using, and to limit outdoor water use to ensure essential needs such as drinking water, fire protection, and crop hydration are being met. For Regions in Drought Warning: Outdoor water use is banned. Seven days a week 24 hours a day. We ask for your continued effort with conserving water.

Appointment: 6:00pm Antonio Pacitti 27 Wilson Pond Lane request to waive \$151.08 fees associated with having town water and a private well.

Old Business:

1. Discuss the billing cycle option presented by Pennichuck on 6/7/16
2. Discuss Sanitary Survey Mass DEP Report
3. Discuss a new meeting date for the Pingree Farm Access Road widening
4. Discuss customer Service survey

New Business:

1. Discuss and Vote to authorize the Water Superintendent to waive fees as needed
2. Well #2 Lightning strike
3. Discuss lost revenue for accounts switching to well water
4. Pet waste bylaw – source protection discuss and vote in favor
5. Abatement request Janet Blanchette 112 Wethersfield Street
6. Vote to send Leak letter to 12 Haverhill Street
7. ** Vote to send Leak letter to 110 Daniels Road
8. Discuss HVAC for office area and meeting room
9. Discuss residential cross connection control program handout to residents making application with the Board of Health for a private well.
10. Update on all Capital projects

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 August 4, 2016

Next meeting September 13, 2016 (tentative)

Adjourn

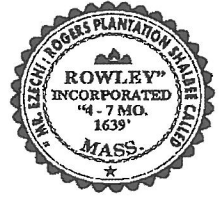
****REVISED Items added after original posting**

16 AUG 19 11:10:45



Town of Rowley
Municipal Water Department

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



August 23rd, 2016 Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen and Superintendent Marybeth Wiser. (Public Audience: Henry F. Rolfe, Tony Pacitti, Dave Rimmer, Bruce Wallen, Nerissa Wallen, Scott Parn)

Call to Order

6:02 pm: Chairman Manning opens the meeting.

Announcement: Chairman Manning reads the Drought Advisory announcement for the record. Says it's a serious situation and asks the public to please conserve.

Citizen Query – 6:05 to 6:20

Dave Rimmer – Greenbelt – 95 Railroad Avenue. Had plan approved for September 6 to replace water line. Received message from Superintendent. Severe situation. Moved date up to September 2nd. Says he will get it done as soon as he can.

Bruce Wallen - 115 Daniels Rd – Food Source Garden – Community Garden plot. Is primary food source for family. Submits a picture of garden to the Board. Superintendent Wiser asks for voluntary conservation from people with wells. Chairman Manning says no hoses. Hand watering only. Flowers not included. Worst drought in lifetime. Commissioner Cullen says there's a need for clarification from State for food crops and suggests collecting 'grey' water to water plantings. Chairman Manning says no turning on the outside spiket and we will be asking for clarification from the State. We will put on website when we get the information.

Appointment: 6:00 pm Antonio Pacitti 27 Wilson Pond Lane request to waive \$151.08 fees associated with having town water and a private well.

Chairman Manning apologizes for length of time.

Commissioner Cullen motions to waive the fees. Commissioner Emery seconds. All in favor.

Old Business:

1. Discuss the Billing Cycle option presented by Pennichuck on 6.7.16
Chairman Manning reads billing cycle from Pennichuck for the record. Board Members and Superintendent Wiser discuss the billing cycle; meter reads, billing dates, read periods and bill stuffers.
2. Discuss Sanitary Survey Mass DEP Report
Chairman Manning says it's a good report and kudos to Superintendent Wiser and Jean. Board Members and Superintendent Wiser discuss the report.
3. Discuss a new meeting date for the Pingree Farm Access Road widening
Superintendent Wiser asks for August 30 or 31st as potential dates as well as meeting earlier such as 5pm for a Special Meeting. The Board agrees to an August 30th Special Meeting at 5pm at the plant, including the Pietrillo's as abutters and PFC Association.
4. Discuss customer Service survey
Commissioner Emery says he hasn't look at it. Chairman Manning reads for the record. Board Members and Superintendent Wiser discuss distribution, bill stuffers, website link and response time limit.

New Business:

1. Discuss and Vote to authorize the Water Superintendent to waive fees as needed
Commissioner Emery makes a motion to authorize Superintendent Wisser to waive \$50 and under fees. Commissioner Cullen seconds. All in favor.
2. Well #2 Lightning strike
Chairman Manning states surge protector fried after plant flood. Superintendent Wisser compliments crew and says it was back at 100% in four days. Chairman Manning says nice job.
3. Discuss lost revenue for accounts switching to well water
Commissioner Cullen says essentially every account generating \$3,000 a yr is a target for a well and says the WD needs an estimate of how many customers are in that zone. Chairman Manning says he's not doing anything with this right now. Superintendent Wisser says this item is just an FYI.
4. Pet waste bylaw – source protection discuss and vote in favor
Superintendent Wisser reads memo to BOS for the record. Superintendent says she is working with the BOH, JA, JL, ConCom, and Animal Control and asks if Board is in favor.
Commissioner Emery motions. Commissioner Cullen seconds. All in favor of endorsing bylaw.
5. Abatement request Janet Blanchette 112 Wethersfield Street
Chairman Manning asks for more documentation from plumber, i.e. what leak was. Superintendent wants proof leak was fixed.
6. Vote to send Leak letter to 12 Haverhill Street
Chairman Manning says he has no questions. Superintendent Wisser says the Greenbelt leak was discovered a long time ago. Leak needs to be fixed. Sending out letters. Fixed water side and determined it was customer side leaking.
7. ****** Vote to send Leak letter to 110 Daniels Road
Commissioner Emery motions to send letter to both. (above) Commissioner Cullen seconds. All in favor.
8. Discuss HVAC for office area and meeting room
Chairman Manning asks how old. Superintendent Wisser says at least 2 years, in summertime it doesn't cool the front and freezing in winter. Board Members and Superintendent discuss spare heaters, baseboard heaters, propane and solar panels.
9. Discuss residential cross connection control program handout to residents making application with the Board of Health for a private well.
Superintendent Wisser has asked the BOH to include handout so customers know in advance. Board Members and Superintendent discuss premiums for ability to have both, meter maintenance, fees, and minimum services.
10. Update on all Capital projects
Superintendent Wisser states there are numerous projects at various stages and gives an update to the Board.

General Business:

1. Water Superintendent Operations Report
Superintendent Wisser states a leak detection on 8/17, fire hydrant flows had to stop due to ban, updated costs for WTP failure, shut-offs, survey responses, new sign proof, recent budget numbers, 15 Isabelle Circle, legal opinion from Judy Pickett on BOH request (water use bylaw), chemical usage.
2. Suggestions from Board for future topics for discussion at future meetings
Chairman Manning asks and there is no response.

Next meeting dates: 6th, 27th, 11th, 25th, 11/8, 11/29, 12/13

Approval of the Minutes:

August 4, 2016 - Accept and approve.

Commissioner Emery motions to accept. Commissioner Cullen seconds. All in favor.

Next meeting September 6, 2016

Adjourn

Commissioner Emery motions to adjourn. Commissioner Cullen seconds. All in favor.

Meeting adjourns at 8:20pm.

Minutes accepted at the September 27th, 2016 meeting.

Minutes prepared by Lisa Lozzi

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

Email from WD to Mr. Pacitti – 27 Wilson Pond Lane
Letter of 8.15.16 from Mr. Pacitti to WD
Notice of Water Billing Cycle change
Email of 8.22.16 from Meghan Dineen to WD
Letter of 8.15.16 from DEP to Deborah Eagan: Sanitary Survey
WD Customer Survey
Letter from WD Chief Operator to WD: Lightening Strike
Letter of 7.5.16 from Superintendent to Water Commissioners: Loss Revenue
Letter of 8.9.16 from Superintendent to BOS: Source Protection Well#5
112 Wethersfield St, Customer Usage spreadsheet
Cross Connection Control Policy
MDEP 'Drinking Water Facts' sheets
WD Income Statement
Abatement App for 112 Wethersfield St
WD Monthly Appropriations Report
WD Monthly Operations Report
WD Projects Update
8.4.16 Minutes
Proposed signage 'proof' for WTP
Letter of 8.22.16 from Judy Pickett to BOH

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
Special Meeting Agenda
Water Treatment Plant Pingree Farm Access Road***

**5:00 pm
August 30, 2016**

5:00 pm Call the meeting to order

On site meeting with Conservation Agent Brent Baeslack to discuss Mass DEP 2016 Sanitary Survey Compliance Plan Section B- Deficiencies: Managerial Issue: The access road to get to the Water Treatment Plant is difficult. Rowley staff states that chemical deliveries have been difficult especially in the winter due to overhanging trees and the narrow unpaved road. Guidelines Chapter 2.2 "The design shall, at a minimum, consider the following...access roads."

Meeting location: Silver gate on the Pingree Farm Road.*

Next meeting September 6, 2016 (tentative)

REVISED: Items added after original posting

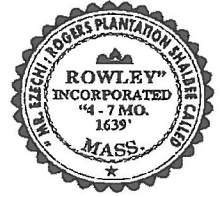
Adjourn

16 AUG 20 11:10:55



Town of Rowley
Municipal Water Department

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



**August 30th, 2016 Special Meeting Minutes
&
August 30th, 2016 Emergency Meeting
Both Held at the Water Treatment Plant Pingree Farm Access Road**

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen and Superintendent Marybeth Wiser. (Public Audience: Karen M. Hobson, Robert & Jean Pietrillo, Guido Ordenez, Ryan Neyland, Brent Baeslack, Sheri Davis, & Ryan from Tata & Howard)

Call to Order

5:13 pm: Chairman Manning opens the Special Meeting 'on site' at the Water Treatment Plant Pingree Farm Access Road and reads the Agenda for the record. Also thanks Mr. Baeslack and others for coming out after hours.

Superintendent Wiser states the road coming in from Haverhill Street is narrow. Says getting reports of difficulty for the tanker trucks especially with the tree canopies and issues with horses coming up the road and we have folks that live in area that walk on the road. There is an issue for a vehicle being able to go 'around' who or what may already be in the road or the issue with snow removal and having no place to push it or to keep the road wide and open due to the trees on the road.

The DEP gave a deficiency for the inadequate access road to the treatment center. (At this time of filming this meeting, two horses with 2 riders trotted by). The road needs to be widened with complying with conditions and if the conditions prevent us from doing that then we'll have to take a look at the easements and talking with everyone involved because there are several stake holders in the road including the DCR people, dept. of conservation, and several meetings that will probably take place aside from this one. People are in and out of here all day long every day. It is a very heavily used road and not just with vehicular traffic, but horses, pedestrians, people walking their dogs, people with baby carriages. There is a safety factor point so this road can be shared.

A question is asked of atv vehicles and Mr. Baeslack says 6-8 years ago there were a number of public hearing sessions and DCR decided that they would prohibit atv traffic due to the fact they didn't have the miles of trail and also the service ability of those trails to withstand the tires of the motorized atv's specifically. And they did it with the input and cooperation of some sort of atv association.

Chairman Manning mentions as he's looking down the road he notices a 'pine' tree that is a definite target coming out onto the road. One of many that encroach onto the 'car pass'. Superintendent Wiser says we tried paving as a compromise but it wasn't a favorable suggestion.

Mr. Baeslack says there might be a strategy for having a one cleared route with pull outs due to the clear line of sight. It would allow for 'pulling over' and perhaps the appropriate signage. Foot paths might possibly be allowed under CR and should look at Chapter Two and understand it. Looking at maximum height, clearance, etc. that is needed for the transport vehicles that are coming in.

Superintendent Wisner says she needs to turn in her response to the deficiency to the state by the 15th of September. Says before they will give an extension, she has to supply them with an engineer's estimate and a timeline that will be etched in stone with the DEP.

Chairman Manning says the Superintendent and Mr. Baeslack need to get together, put paperwork together and draw up a tentative approach.

At this time (29:38) Chairman Manning wants to conclude this portion of the meeting and declares an Emergency Water Board meeting to discuss the issue of a Water Department employee resigning today.

Chairman Manning explains to Board Members the Administrative Assistant has resigned. Superintendent Wisner says there's a staffing shortage and will be reaching out to the administrative assistants that helped out before. Says her dilemma is she cannot keep office open due to the workload. Chairman Manning suggests Superintendent Wisner be at the office one hour in morning and one hour in afternoon and customers will have to work around her schedule. Superintendent Wisner suggests speaking with Karen in the Treasurer's office for helping with Water Department sign-offs whereas they helped out last year when they were needed. Chairman Manning says if the Treasurer's Department is willing to do it then yes and to post on the Water Department building (door) stating that any additional requests will be by appointment only. Superintendent Wisner says she will speak to Karen tomorrow and will come up with posted hours. Says she will be working with the Personnel Board and Town Administrator to get position filled asap.

Sheri Davis of Wethersfield St asks the Board why the ball field is being watered with a water ban in effect and the Board members say the Water Department has no authority and suggests she speak to the BOS.

Adjourn

Commissioner Emery motions to adjourn. Commissioner Cullen seconds. All in favor.

Meeting adjourns at 8:20pm.

Minutes accepted at the September 27th, 2016 meeting as amended.

Minutes prepared by Lisa Lozzi

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

- Special Meeting Agenda
- Emergency Meeting Agenda
- Sign-In sheet
- Summary of ConCom Restrictions and Easements
- General Design Considerations

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