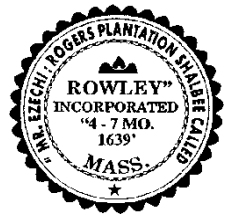


Town of Rowley

## Municipal Water Department

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### May 23, 2017 Meeting Minutes

Those present: Chairman John Manning, Commissioner Mark Emery, Commissioner Bernard Cullen, Superintendent Marybeth Wiser, and Administrative Assistant Kathy Bento (Public Audience: Jami Snow, Steve Barry, TJ Hsieh, and Patrick Snow)

#### Call to Order

At **6:00 pm** Chairman Manning called the meeting to order.

#### **Reorganization of the Water Board**

Chairman Manning tabled New Business items 9 through 14 to the next meeting agenda.

Chairman Manning moved the Reorganization of the Water Board to the end of this meeting.

#### **6:05 pm Citizens Query:**

Chairman Manning opened Citizens Query at 6:02. There were no queries.

**\*Chairman Manning moved to New Business #3 since the resident was present.**

#### **New Business 3: Abatement request for 24 Wilson Pond Lane**

After reading the request, Chairman Manning said he thought it was cut and dry. Commissioner Cullen said he sees no issue. Commissioner Cullen motioned to grant an abatement of \$709.75 to be credited to the account. Commissioner Emery seconded. **All in favor at 6:06.**

#### **Old Business:**

##### **1. Discuss Winn 911 alarm notification procedures:**

Commissioner Cullen asked how long our on call operator has to acknowledge the alarm before it goes to the next person. Superintendent Wiser said 45 Minutes. She explained that the duration between the calls had to be increased in order to give the operator enough time to respond. Superintendent Wiser said she is not in the on call rotation except as a backup. Commissioner Emery said once the operator gets the alarm and is in their vehicle, they should acknowledge the call. Superintendent Wiser explained that once the call is acknowledged, no one else will get notified and if someone falls asleep or gets into an accident, no one would know anything was wrong because the calling would stop. She said she welcomes suggestions to eliminate the human error factor. She said that Chairman Manning holds her responsible for any human errors. Chairman Manning said she is the head of the Water Department and he will hold her accountable. Commissioner Emery asked why Bob Gray has a 603 phone number. Superintendent Wiser said she issued him a new phone and he broke it. Chairman Manning and Commissioner Emery told her to get him a new one. Commissioner Emery asked if Chief Dumas is on board to have dispatch get the first and fourth call. Superintendent Wiser said yes. She suggested running a test on the notification procedures. Chairman Manning said he wants to vote to run a test on this procedure and the test needs to be proofed, sent to the DEP, and then it can be voted on. She explained that once the test is run, the duration will be proofed out and we will tweak the calls so we can do this in one hour. Chairman Manning said he wants the results of the test and then it will be discussed further. Commissioner Cullen motioned to move this forward to the test stage and to do a real time drill. Commissioner Emery seconded. **All in favor at 6:32.**

**\*Chairman Manning moved to Old Business #9.**

**Old Business 9: Paving and CEP water main replacement programs:**

Superintendent Wiser said she had looked into what our high priorities are. Highway Surveyor Patrick Snow said he has planned his paving and maintenance schedule for the next three years. Chairman Manning said he wants to match our most critical items to the Highway Departments schedule. Chairman Manning asked Superintendent Wiser to walk through this for us. Superintendent Wiser said we don't have a schedule. Ours is broken into Phase 1, 2 and 3. The water mains in the worst condition would be Phase 1. She said we need to decide how to categorize. The smaller dollar amounts would be Phase 2 and Phase 3. Commissioner Cullen said that all the needed repairs are around the Haverhill St. area. Mr. Snow explained that from the Turnpike to the Prospect Hill access road, is the highest traveled road in town and ideally the water mains are replaced then the Highway does the paving. He also said that Haverhill Street is a long road to have an in-line trench and it can cause some serious problems. Commissioner Cullen said that the plan going forward is that Mr. Snow put what he needs on the table and we have to come back and tell him what we need to get working on. Commissioner Emery said we need to get together and prioritize as to what will be in Phases 1, 2, and 3. He said that in FY18 we won't have any conflicting issues with what the Highway Department is doing. In advance of FY19 we need to start planning what we're both going to do and prioritizing for the funding. Chairman Manning asked if the most critical mains are in Phase 1. Superintendent Wiser said yes. Chairman Manning told her he wants to see a punch list for the project and asked the Administrative Assistant to put it on the agenda for the next meeting.

**\*Chairman Manning moved to Old Business 2.**

**2. Update Sanitary Survey – 4 log removal Well 2 discuss if the Board wants to place this on the Fall STM as an Article tabled 5/16/17:**

Commissioner Cullen asked Superintendent Wiser if the DEP had recommended or suggested we do the survey. Superintendent Wiser said it was a suggestion. Commissioner Cullen said he feels the 4-log Process is essential if there is a risk of contamination of the water supply but there is no evidence of that right now. He said if there was a threat we would absolutely do the 4-log but there is no need to spend over \$300,000 now. Superintendent Wiser said it is a recommendation from the DEP. Chairman Manning and Commissioner Emery agreed that the process is not necessary at this time. Commissioner Cullen motioned to defer action on the recommendation to another date. Chairman Manning told Superintendent Wiser that he wants to review and be copied on anything sent to the DEP. Commissioner Cullen motioned to defer action on the recommendation. Commissioner Emery seconded. **All in favor at 7:10.**

**3. Sign the Letter of Award with Pride Environmental for installation of dehumidification at the Water Plant. Tabled 5/16/17:**

Commissioner Cullen said he was concerned about the maintenance cost. He asked for the cost of the consumables. He said he started looking at the dehumidification of the plant and the pumping stations and was wondering how tight the building is. He pointed out that during the winter when the air is dry, there is no problem with condensation. In the summer the air outside gets more humid and asked how the humidity getting into the building. He would like for the Board to go visit the plant. He suggested that if we can limit the infusion of humid air into the building, we will cut down our problem significantly. Superintendent Wiser said the windows and doors are closed. Chairman Manning said he would like to have a visit.

Chairman Manning said the people involved in this did a poor job. He does not want any shenanigans going on here. Commissioner Cullen motioned to have a meeting on June 13<sup>th</sup> to walk through the plant and finish the meeting at the office. Commissioner Emery seconded. **All in favor at 7:19.**

**4. Procedures and policies applicable to the preparation of Rowley Water Board Public Meeting Minutes tabled 5/16/17:**

Commissioner Cullen said this was referencing the May 1, 2017 meeting. He said his understanding is that the minutes begin with the call to order and they continue through the motion to adjourn and anything before or after should not be in the minutes. Chairman Manning agreed. He said there are five paragraphs prior to the meeting being open. There was a violation complaint filed pursuant to it, and it has been adjudicated by the Attorney General's office and the Town lawyers have reviewed it and agree that there was no violation. The work that was done before the meeting was purely administrative, there was no discussion, no vote. Chairman Manning also said that Kathy Bento is the recording secretary for the Board of Water Commissioners and asked Superintendent Wiser if she instructed her to add those paragraphs to the minutes. Superintendent Wiser said yes. Chairman Manning said that the minutes are the Board's document and the only ones who should be adding or deleting or updating the minutes are the three Commissioners or the recording secretary as she is updating them, and, going forward, he does not expect to see anything added. Chairman Manning asked for a motion to vote that the recording secretary is the only one to be recording the minutes from open to close and they are to be the Board of Water Commissioner's minutes for their exclusive updates, additions, and deletions. Commissioner Emery made a motion to vote, Commissioner Cullen seconded. **All in favor at 7:26.**

**5. Update on cross connection control residential surveys:**

Chairman Manning said an issue is that the cross connection bylaw is ours not the Board of Health. He said we need to have a procedure to notify residents. Superintendent Wiser said there are no provisions on the current bylaw. Chairman Manning told Superintendent Wiser to start the procedure of notifying everyone. He said it affects every resident, they are all at risk having unchecked cross connections. Commissioner Cullen said that a large number of people have not participated in the survey there are 15 people on the list who have failed. Chairman Manning said he wants a list of those who are still in violation.

**6. FY19, FY20 FY21 Capital Projects - needed for rate study:**

Superintendent Wiser said we should be looking more at Phase 1 right now. Chairman Manning said he wants each FY 21, 22 and 23 to be broken into Phase 1, 2, and 3. Commissioner Emery said we should be looking more at Phase 1 items for the Capital Plan. He said some of the Phase 1 roads could be done in sections, Haverhill St. to Rt. 1 is a long stretch. Superintendent Wiser said the cost would go up. Chairman Manning said to do this for now to get the rate study completed. Chairman Manning and Commissioner Emery both said they don't think the pressure reducing valve is necessary at this time and they'd rather see the money go into the main replacements.

Regarding the computer expense: Commissioner Cullen asked about the plans to replace the server in 2020 and 2 computers. Superintendent Wiser said she is being advised by the PRS Group. Chairman Manning and Commissioner Emery thought that was reasonable.

Regarding the Pall filters: Commissioner Cullen asked how long our maintenance contract is for and when is the renewal. Commissioner Emery asked if there was still a need for the maintenance since we've had the system for a while. Superintendent said it's a computerized system and she said she doesn't know enough about the system to not have them come. Chairman Manning said for Superintendent Wiser to make the changes for next week's meeting.

**7. Budget update:**

Superintendent Wiser said the cost of the storm water maintenance costs approximately \$5000 annually. She also included in the packet a breakdown of the sub account for the fire hydrants. Commissioner Cullen said we budgeted for about \$15,000 and we've spent around \$50,000 and this was just one example of overspending. Regarding the IT expenses Superintendent Wiser said we pay \$95/hr. and we've had some serious issues like with the power outage as well as some other issues with email, lack of space on the server, etc. Regarding the maintenance of the hydrants, Superintendent Wiser said there has been no money spent in that line since August 9, 2017. Commissioner Cullen asked how many hydrants are in storage. Superintendent Wiser said about ten but due to being short staffed, they have not been installed. Chairman Manning said to look into the discrepancy. Commissioner Emery said both accounts are over what they were budgeted. Commissioner Cullen asked to see the purchase orders. He also asked if we could sell the hydrants back. Superintendent Wiser said we cannot. Chairman Manning said he is not comfortable with this report. He told Superintendent Wiser to get more information and put this on the next agenda. Commissioner Cullen told the Superintendent Wiser to provide a report. Commissioner Emery asked to have the purchase orders pulled.

**8. Tata and Howard Project status report:**

Chairman Manning tabled this saying we've already addressed this.

**9. Paving and CEP water main replacement programs:**

Discussed above

**New Business:**

**1. Sign the contract with Tata and Howard for Engineering Design of the HVAC for 401 Central Street:**

Chairman Manning tabled this until next meeting.

**2. Sign the PO with Tata and Howard for Engineering water rate study:**

Chairman Manning tabled this until next meeting. Commissioner Cullen asked Superintendent Wiser for the Terms of the reference for the study.

**3. Abatement request for 24 Wilson Pond Lane:**

Discussed above

**\*Chairman Manning moved to New Business 7.**

**7. Discuss Small Water System contract and our contract management:**

Commissioner Cullen asked to review the invoices for Small Water Systems. Superintendent Wiser said she will make them available to him.

**8. Office hours:**

Superintendent Wiser explained that her hours were adjusted so she and the administrative assistant are both working 12 – 8pm on Water Board Meeting days and on non-meeting days, they will work 7-3:30 pm, but the office will be open from 12 – 3:30. Commissioner Cullen motioned to accept the office hours and to distribute them to all town departments so they are aware of the office hours. Commissioner Emery seconded. **All in favor at 8:00.**

**\*Chairman Manning moved to New Business 4, 5, and 6.**

**4. Open Meeting Law Complaint 2017-03 filed against the Board of Water Commissioners by Water Superintendent Marybeth Wiser:**

**5. Open Meeting Law Complaint 2017-04 filed against the Board of Water Commissioners by Water Superintendent Marybeth Wiser:**

**6. Open Meeting Law Complaint 2017-05 filed against the Board of Water Commissioners by Water Superintendent Marybeth Wiser:**

Chairman Manning explained that he talked to the Town Administrator Deb Eagan and she engaged the Town's attorneys and they drafted the response to the complaints. He asked for the Commissioners to review each one and then motion to accept any changes and authorize the Chairman to sign them.

Chairman Manning asked for a motion to accept as written and a second motion to vote to authorize him to sign the response to the Complaint dated May 23, 2017 at 8:09 a.m. Commissioner Cullen moved to accept the response to the Office of the Attorney General in response to the May 11, 2017 Open Meeting Law Complaint filed by Superintendent Wiser. Commissioner Emery seconded. **All in favor at 8:10.** Commissioner Cullen motioned to have Chairman Manning sign the letter on behalf of the Board. Commissioner Emery seconded. **All in favor at 8:11.**

Chairman Manning said the next letter is for the Complaint dated May 23, 2017 at 12:46 p.m. Commissioner Cullen pointed out the date is wrong and makes a motion to amend the other documents to read May 11, 2017 Commissioner Emery seconded. **All in favor at 8:12.** Commissioner Cullen made a motion to accept the response. Commissioner Emery seconded. **All in favor at 8:14.** Commissioner Cullen motioned for Chairman Manning to sign the response on behalf of the Water Board, Commissioner Emery seconded. **All in favor at 8:15.**

Commissioner Cullen motioned to accept the response to the Office of the Attorney General on behalf of the Water Board to the Complaint of May 11, 2017 from Superintendent Wiser. Commissioner Emery seconded. **All in favor at 8:16.** Commissioner Cullen motioned to have Chairman Manning sign on behalf of the Water Board. Commissioner Emery seconded, **all in favor at 8:17**

**General Business:**

**1. Suggestions from Board for future topics for discussion at future meetings:**

No discussion.

**2. Discuss meeting dates for July:**

No discussion.

**Approval of the Minutes:**

**1. Accept and approve the minutes of April 25, 2017 tabled 5/16/17:**

Commissioner Emery made a motion to accept the minutes, Commissioner Cullen seconded. **All in favor at 8:20.**

**2. Accept and Approve the minutes from May 1, 2017 tabled 5/16/17:**

Chairman Manning said that all verbiage before the meeting was called to order should be removed.

Commissioner Emery said when the draft minutes are sent they are to have draft printed on them.

Commissioner Cullen motioned to accept the minutes with the agreed upon deletion of the prologue.

Commissioner Emery seconded. **All in favor at 8:24.**

**Reorganization of the Water Board:**

Chairman Manning nominated Commissioner Emery to be Chairman, Commissioner Cullen seconded. **All in favor at 8:26.**

Chairman Emery nominated Chairman Manning to be Vice-Chairman, Commissioner Cullen seconded. **All in favor at 8:27.**

Commissioner Manning nominated Commissioner Cullen to be Secretary, Chairman Emery seconded. **All in favor at 8:28.**

**Next meeting June 13, 2017 (tentative)**

**Adjourn:**

Chairman Emery made a motion to adjourn, Commissioner Cullen seconded. **All in favor at 8:26.**

Minutes accepted at the July 11, 2017 meeting.

Minutes prepared by Kathy Bento

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

Meeting Agenda  
Sign-in Sheet  
June 13, 2017 Meeting Agenda  
SOP for SCADA Alarm Response  
Follow up on Sanitary Survey  
Notice of Award to Pride Environmental  
Open Meeting Law section 22 Minutes and Records  
Email regarding cross connections  
Proposed Three Year Capital Plan  
Email from Fin. Comm. to MBW re Budget  
RWD Income Statement ending June 30, 2017  
RWD General Ledger July 1, 2016 – June 30, 2017  
TOR 2017 Sales Report  
Summary of Open Rowley Engineering Contracts with Tata and Howard  
Email from Superintendent regarding Rowley Highway paving schedule  
CEP from Tata and Howard  
Rowley CEP and Pavement Reclamation Schedule Coordination  
TOR Pavement Management Program – Proposed FY2018 to FY2020 Capital Improvement Plan  
Inspection schedule and maintenance checklist for Storm Water Management  
Agreement for Engineering Services for HVAC  
Application for Abatement 24 Wilson Pond Rd.  
Open Meeting Law Complaint Forms  
Proposal from Small Water Systems  
RWD Office hours  
Meeting Minutes 4/20/2017  
Meeting Minutes 5/1/2017  
WTP and Pumping Station Dehumidifier Sizing Info.  
Open Meeting Law complaints and responses dated May 2017  
Emails from John Manning to MaryBeth Wiser, dated May 8, 2017, regarding Water Board Meeting dates  
Email from John Manning to MaryBeth Wiser, dated May 3, 2017, regarding paving bids  
Email from John Manning to MaryBeth Wiser, dated May 10, 2017, regarding vendor contracts

*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.*