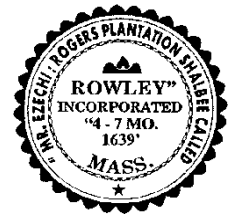


Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
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January 2, 2018 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Chief Water Treatment Operator, Rob Swiniarski, Administrative Assistant, Kathy Bento, Finance Committee member Jami Snow

Call Meeting to Order:

6:00 pm: Chairman Emery called the meeting to order at 6:04

Old Business:

1. Update/Progress Report Well #2 and the Water Treatment Plant:

Rob Swiniarski said the PLC panel is in at well #2 but they don't have control of the SCADA and the chemical feed system shuts down periodically. He said the contractor will be fixing this and do the testing tomorrow. Chairman Emery said if they don't show up tomorrow, the department will be sending them a letter.

2. Update on Budget:

Commissioner Cullen said he, Bob and Rob have had meetings with Ryan from Tata & Howard regarding the Rate Study. He explained there were some major changes do be made to the draft. So he put together a summary of comments from Bob and Rob. He explained that in the Rate Study, it was assumed that we would be spending 5 million dollars on the CIP for the water main improvements. This was based on the information they had previously received from the department and this would cause the rates to go up. Also, the operating cost predictions came from numbers given to them previously. He said those numbers were all reviewed and he will be giving Tata & Howard different numbers to revise the Rate Study. They were able to make responsible cuts. He explained that the rates could come down by 18.7%. Commissioner Manning commended the outstanding work done to cut the numbers back. However, his concern is that by cutting the rates drastically, we could leave a future Superintendent's hands tied. From a management standpoint, to go too far with cuts, we may have a rough year and then have to go back to the Town for more money. Chairman Emery asked if the cost of installing new hydrants and the cost for repairing access roads was figured into the cuts. Rob said they have been. Commissioner Cullen said his view is that buffers have been built into the numbers and the budget that we had was too loose. Chairman Emery and Commissioner Manning would like to see the cuts be more in the middle range with some room for the unforeseen.

3. Update on Refund Policy:

Commissioner Manning explained that we would impose a \$100 non-refundable fee for service, as a good faith payment, with the remainder due at the time of implementation. Commissioner Manning made a motion to accept the changes. Commissioner Cullen seconded. **All in favor at 6:50.**

New Business:

1. Discuss the Final Payment for Prospect Hill Storage Tank Improvements:

Commissioner Manning motioned to sign the final payment to DN Tanks. Commissioner Cullen seconded. **All in favor at 6:55.**

2. Abatement Request – 467 Wethersfield St.:

Commissioner Cullen said the resident lost 16,000 gallons of water. Commissioner Cullen motioned to grant an abatement for \$184.61. Commissioner Manning seconded. **All in favor at 7:02.**

3. Vote to Approve the Water Superintendent's Job Description:

Commissioner Manning made a motion to approve the job description. Commissioner Cullen seconded. **All in favor at 7:04.**

Commissioner Manning motioned to post the description. Commissioner Cullen seconded. **All in favor at 7:05.**

Updates on Projects/Requests from Board:

1. HVAC: Vote to Reject the Bid from Johnson Controls:

Chairman Emery explained that the Board needs to vote to reject the bid because it came in over budget. Commissioner Manning motioned to reject the bid. Commissioner Cullen seconded. **All in favor at 7:07.**

Commissioner Manning said there was a situation earlier at Prospect Hill where a radio transmission failed. He asked Rob if this has been addressed. Rob explained that the software has been updated but the radio needs further investigation. He will be seeking another contractor soon. Commissioner Manning asked for this issue to be put on a future agenda. Chairman Emery asked Rob to start writing a proposal to present to the Board so it can be put out to bid.

General Business:

1. **Discuss Future Meeting Dates:**

The Board agreed on the following dates:

January 16

January 23 (tentative)

January 30 (dedicated to budget review)

Approval of the Minutes:

Accept and approve the minutes of December 5, 2017:

Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 7:15.**

Accept and approve the minutes of December 14, 2017:

Commissioner Cullen motioned to accept the minutes, Commissioner Manning seconded. **All in favor at 7:15.**

***Added to agenda after initial posting.

Adjourn:

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:16.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the January 16, 2018 meeting.

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

Meeting Agenda

Sign-in Sheet

467 Wethersfield St. Abatement application

Johnson Control's Bid Documents

Tata and Howard Application for payment

RWD Revised Application for Water Service

Proposed adjustments to T&H Rate Study

Dec. 5, 2017 Meeting Minutes

Dec. 14, 2017 Meeting Minutes

'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.

