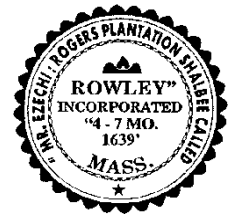


**Town of Rowley**  
**Municipal Water Department**  
**401 Central St., PO Box 29, Rowley, MA**  
**Office: 978.948.2640 Fax: 978.948.8200**



**January 30, 2018 Meeting Minutes**

Those present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Chief Operator, Rob Swiniarski, Administrative Assistant, Kathy Bento, Finance Committee Member, Jami Snow, (audience: Steve Peterson, Resident)

Chairman Emery was called out of the meeting for a Fire Dept. emergency at 6:00.

**Call Meeting to Order:**

**6:00 pm:** Commissioner Manning called the meeting to order at 6:01.

**Old Business:**

**3. \* Discuss 42 Summer St. Condominium:**

Commissioner Cullen motioned to move forward with authorizing the lien upon receipt of payment documentation and the determination from the Town's attorney regarding the 50/50 split and that one party has paid their share. Commissioner Manning seconded. **Commissioners in favor at 6:09.**

Chairman Emery returned to the meeting at 6:11.

**1. Update on the Budget:**

Commissioner Cullen said he had a meeting with some members of the Finance Committee, Bob Gray and Rob Swiniarski to discuss the budget. He explained that the Finance Committee would like to see the budgets for the Water Treatment Plant and Distribution be separate. Commissioner Manning said that can be done for next year's budget, however, without a Superintendent, and being short staffed, it will have to wait. Commissioner Cullen went through each line and explained the projections for FY18 and FY19. (Documents attached)

**2. Continuation of the Discussion of Mr. Watson's Letter:**

Chairman Manning motioned to reject both requests, pursuant to the counsel the Board has received. Commissioner Cullen seconded. **All in favor at 7:13.**

### **New Business:**

#### **1. Discuss Abatement Application-9/11 Vito Court:**

Commissioner Manning motioned to reject the request due to insufficient data. He said the resident may resubmit with more information and proof of repair. Commissioner Cullen seconded. **All in favor at 7:15.**

### **General Business:**

#### **1. Discuss Current and Future Operations of the Department:**

The Board said they would review the Operations Report. Rob Swiniarski said Well #2 is running well and the sampling for water quality will be done next week. Commissioner Manning said some residents have mentioned that the water smells like chlorine. He has been advising them to put the water in a pitcher and let it sit for half an hour, and the chlorine will out gas. Rob said yes, this is true. He said the water is highly disinfected.

#### **2. Discuss Re-occurring Purchase Orders:**

Chairman Emery said that any reoccurring bills do not need purchase orders. Commissioner Manning motioned to discontinue purchase orders for reoccurring bills. Commissioner Cullen seconded. **All in favor at 7:24.** Commissioner Cullen asked the Administrative Assistant to make a list of the bills. Commissioner Manning motioned to have Chairman Emery approve the list. Commissioner Cullen seconded. **All in favor at 7:27.**

#### **3. Discuss Monthly Operations Report:**

Commissioner Manning asked Rob Swiniarski if there has been any recent issues at Kittery Ave. Rob said no, he hasn't seen any complaint letters.

Rob said he has changed the format of the Operations Report somewhat to make it easier to read.

Commissioner Manning asked how the water main break job with T.W. had gone and Rob said very well. It was completed in two hours.

Commissioner Cullen asked if Tata & Howard have had any comments on the changes we requested in the Rate Study Rob said they have not. They are ok with the changes.

**Approval of the Minutes:**

**Accept and approve the minutes of January 16, 2018:**

Commissioner Manning motioned to approve the minutes. Commissioner Cullen seconded.

**All in favor at 7:28.**

**Adjourn**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:32.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the February 13, 2018 meeting.

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

Meeting Agenda

Sign-in Sheet

Meeting Minutes

Plans and Specs for Distribution Water Systems

9-11 Vito Court documents

Letter regarding 430 Central St.

Letter regarding 42 Summer St.

Budget Reports

*'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.*

