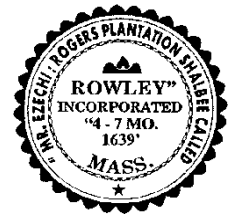


Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



February 13, 2018 Meeting Minutes

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

Call Meeting to Order:

Chairman Emery opened the meeting at 6:06.

Chairman Emery brought the meeting directly to New Business.

New Business:

- 1. Discuss the On-Call and Emergency Services Bid and vote on cancelling the contract with T.W. Excavating and discuss putting it out to bid again:**

Commissioner Manning motioned to reject the bid and cancel the contract with T.W. Excavating. Commissioner Cullen seconded. **All in favor at 6:08.**

Commissioner Manning motioned to issue a new invitation to bid and authorize Chairman Emery and the Administrative Assistant to work with the Procurement Officer to finalize the bid documents. Commissioner Cullen seconded. **All in favor at 6:09.**

Chairman Emery moved to General Business.

General Business:

- 1. Discuss payments made on liens:**

Chairman Emery said we are down to a small amount still due on the liens. We started with \$37,000 and \$29,000 has been paid thus far.

Old Business:

1. Update on Budget:

Commissioner Cullen presented the FY19 Budget Request and explained each line, **(see documents attached)**. Commissioner Manning said he has more faith in this budget than in the last four.

2. Review New Proposed Articles:

Rob Swiniarski presented eight FY19 proposed articles. He requested the funds to support them be taken from Article 24, the Dehumidification Project. Commissioner Manning motioned to create the eight Articles, with one through seven being funded with the Article 24 funds. The correct #8 Article dollar amount will be done post-meeting pursuant to the Capital Plan. Commissioner Cullen seconded. **All in favor at 7:02. (See documents attached).**

Mr. Swiniarski said he is concerned about time management for all these projects, as the department may still be short staffed and without a Superintendent for the remainder of the fiscal year.

Commissioner Manning made a statement regarding the 401 Central St. paving project saying it was done right, it was done well and it was done under budget.

3. Update on Staffing:

Rob asked if the Board would consider hiring a part time Superintendent for the time being. Commissioners Manning and Cullen said they would. Chairman Emery said we should be looking for full time candidates and finding a way to bring the wages up for that position. Commissioner Manning suggested we look into making it a contract position. He will talk with the Town Administrator. He said we could hire a person as a temp and re-evaluate in six months. Commissioner Cullen said it would be smart to explore the idea.

Approval of the Minutes:

Accept and approve the minutes of January 30, 2018:

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:24.**

Adjourn

Commissioner Manning motioned to adjourn, Commissioner Cullen seconded. **All in favor at 7:25.**

Minutes respectfully prepared by Kathy Bento

Minutes accepted at the February 27, 2018 meeting

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

Meeting Agenda

Sign-in Sheet

Budget Reports

Proposed Articles for 4-30-18 ATM

January 30th Minutes

Capital Improvement Plan

Memo from Tata & Howard

Email from Town Administrator re Emergency On call Serv. bid

Annual Town Report RWD Section

‘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.

