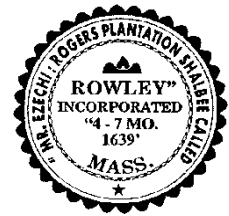




Town of Rowley
Municipal Water Department
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Office: 978.948.2640 Fax: 978.948.8200



October 2, 2018 Meeting Minutes

Those present: Chairman Emery, Commissioner Manning, Commissioner Bernard Cullen, Chief WTP Operator, Rob Swiniarski, Administrative Assistant, Kathy Bento.

Call Meeting to Order:

Chairman Emery called the meeting to order at 6:30.

Old Business

1. Discuss abatement application from 50 Mansion Dr.:

Chairman Emery said his concerns are that the owner took over 3 months to fix his leak and his abatement application was submitted beyond the time the policy allows. Commissioner Manning agreed that it doesn't meet the criteria. Commissioner Cullen said this has nothing to do with his other account. Commissioner Manning motioned to reject the request. Commissioner Cullen seconded. **All in favor at 6:40.**

2. Discuss job descriptions:

Commissioner Cullen explained that he has linked the grade levels to the licenses. He will be reviewing all with Bob and Rob. Chairman Emery said this will eliminate people having to interview for a different job each time they gain licenses. Commissioner Cullen said that in example, if you gain a license, you move up a grade, and to move up also takes a certain degree of experience. He explained that he's simplified the staffing plan. The Treatment and Distribution each have specific requirements.

Chairman Emery moved to Old Business #4

4. Discuss lien notices:

Commissioner Cullen said to be sure the time is increased between the lien letters and the next bill, and to make sure they are differentiated from the bill.

Chairman Emery moved to Old Business #3

3. Discuss billing format:

Pennichuck had provided several alternatives to the bill format. Commissioner Cullen said to table this until he can meet with Tara King to discuss further.

New Business

1. Discuss charging for data loggers:

Rob Swiniarski explained that the department has had multiple work orders for data loggers at the same properties lately. They are very time consuming. Commissioner Manning suggested we adopt a policy stating that there would be a charge for more than two data loggers done in a ninety day period. He asked the staff to research what surrounding towns charge. Commissioner Cullen asked for a FAQ to be posted on the website to help customer's better understand some of the most common water service issues.

Chairman Emery moved to New Business #3.

3. Discuss adopting a bill adjustment policy and a non-compliance policy:

Chairman Emery explained that when the Operators attempt to repair meters, many times they are denied access. When a meter stops working, it is never in the interest of the department. We need a policy for this issue. Chairman Emery suggested that after so many attempts, the customer should be put on the shut-off list. Commissioner Manning asked the Administrative Assistant to write a non-compliance policy relating to meter repairs and give it to the board for review. Chairman Emery motioned to have the Administrative Assistant work with Pennichuck on the policy. Commissioner Cullen seconded. **All in favor at 7:10.**

2. Discuss budgeting for large scale meters:

Rob Swiniarski explained that many of the large scale meters, used for businesses, need to be replaced. They have not been replaced for ten years and there is a significant amount of unaccounted for water. It will be an expensive project. He would like to use contract services. Commissioner Manning said that from a budget standpoint, the project should take place over a span of two years. Chairman Emery asked Rob to research this and it will be on a future agenda.

4. Discuss abatement application for 4 Wilson Pond Rd.:

Commissioner Manning motioned to approve the abatement. Commissioner Cullen seconded. **All in favor at 7:20.**

5. Discuss abatement application for 14 Jellison Rd.:

Commissioner Cullen motioned to accept the abatement. Commissioner Manning seconded. **All in favor at 7:25.**

6. Discuss purchase of CAT snow plow:

Rob said the plow is within the \$8,900 budgeted. Commissioner Manning motioned to approve. Chairman Cullen seconded. **All in favor at 7:26.**

7. Vote on awarding contract to Denis L. Maher Co. for the Cleaning and Redevelopment of Wells 3 & 5:

Rob said this project will be started in November. Commissioner motioned to award the contract. Commissioner Cullen seconded. **All in favor at 7:30.**

General Business

1. Discuss current and future operations of the department:

Rob announced that the water ban is officially over.

Rob said that Georgetown may want to tie into us as a permanent daily supplier of water. He said there will be a lot to discuss and the discussions should start soon. Chairman Emery said to set up a meeting with Georgetown to talk about this.

Chairman Emery asked the Administrative Assistant to ask Debbie Eagan if the billing services contract can be extended or if it needs to go out to bid.

Approve the Minutes from Sept. 4, 2018: Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 7:38.**

Approve the minutes from September 18: Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:39.**

Adjourn

Commissioner Manning motioned to adjourn. Commissioner Emery seconded. **All in favor at 7:40.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the November 6 , 2018 meeting

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

Meeting Agenda
Sign-in Sheet
Email from Tara King
Alternative billing formats
14 Jellison Rd abatement applic.
4 Wilson Pond Rd. abatement applic.
T&H Letter of recommendation
Email from Pennichuck re 50 Mansion Dr.
Position descriptions
Email from Tara King re lien notices
Water leak detection survey Aug. and Sept. 2018
Minutes Sept. 4 and 18, 2018
Proposed job descriptions

‘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.

