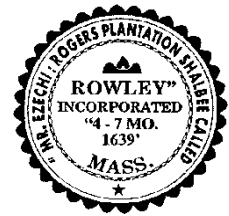




Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



November 27, 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 6:37.

Old Business

1. Discuss progress of job descriptions:

Commissioner Cullen said he has a meeting with the Personnel Board on Monday and he hopes they agree to the job descriptions. Chairman Emery said the need for a Superintendent has to be stressed because it is not right that the Board, the Operators, Brigida and the Admin are all doing above and beyond.

New Business

1. Discuss meter issue at 133 Cross St.:

Rob Swiniarski explained that a 1" meter was installed on top of a 5/8" meter and about a month later the customer complained of a high bill. Ti Sales said the meter head could be the cause and the meter was changed. Chairman Emery said we should reimburse the customer the difference between their high bill and the bill from the same period last year. Pennichuck will be making that calculation. Commissioner Manning motioned to support Pennichuck's solution. Commissioner Cullen seconded. **All in favor at 6:45.** Commissioner Manning added that being as short-handed as we are, the Operators have done a phenomenal job with very few mistakes.

2. Discuss Abatement Application for 30 Perley Ave.:

Commissioner Cullen read the application and said there was a surge of usage in August. The Board agreed that there seems to have been something left running at that time. Commissioner Manning motioned to reject the request pending an appeal and more information. Commissioner Cullen seconded. **All in favor at 6:55.**

3. Discuss abatement application for 179 Boxford Rd.:

Commissioner Manning motioned to approve the abatement. Commissioner Cullen seconded. **All in favor at 7:00.**

4. Discuss cleaning and inspection contract for Prospect Hill:

Rob explained that every 5 years the water tank needs to be cleaned and inspected. He has one proposal from Underwater Solutions and said we need to get on their schedule. Commissioner Manning said to do this after June 30th, and motioned to sign the proposal. Commissioner Cullen seconded. **All in favor at 7:05.** Commissioner Manning motioned to have Chairman Emery sign the contract. Commissioner Cullen seconded. **All in favor at 7:06.**

5. Discuss on-call:

Chairman Emery said it is time for Ryan McDonald to be on-call. Rob said he will start off shadowing Bob Gray. Commissioner Manning motioned to start Ryan as the on-call trainee. Commissioner Cullen seconded. **All in favor at 7:11.**

6. Discuss and sign agreement with Tata & Howard for Prospect Hill Piping and Valve Replacement:

Commissioner Manning motioned to sign the contract. Commissioner Cullen seconded. **All in favor at 7:14.**

7. Discuss and sign Hach's Service Agreement:

Commissioner Manning motioned to accept the purchase order from Hach. Commissioner Cullen seconded. **All in favor at 7:17.**

8. Discuss department finances:

Commissioner Cullen said the remainder of the budget is at about sixty percent. He said that there were unexpected expenses that were not factored into the budget, such as, sixteen gate valve breaks, several service line breaks, and other maintenance issues. Rob said that there should have been an Article for the gate valve replacement project. Commissioner Manning motioned to notify Joseph Cardillo and Sons that their contract will not be removed. Commissioner Cullen seconded. **All in favor at 7:25.** Commissioner Cullen also said that next year the Distribution line items need to be re-done.

9. Discuss social media policy:

Chairman Emery said he wanted to make sure no one from the water department responds to complaints on social media. He announced that if anyone has questions or complaints, they should call the water department office.

Approve the Minutes

November 6, 2018:

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:40.**

Adjourn

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 4:42.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the January 8, 2019 meeting

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

Meeting Agenda
Sign-in Sheet
Budget reports
Application for abatement
Tata and Howard agreement
Underwater Solutions agreement

'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.

