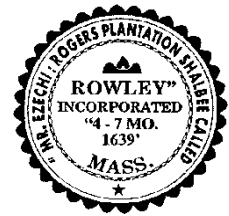




Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



November 6, 2018 Meeting Minutes

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

Call Meeting to Order:

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

Chairman Emery moved to New Business #1

New Business

1. Discuss Abatement Application for 29 Central St.:

Resident Ann Prest explained that the Rowley Grange had received a bill for 62,000 gallons of usage and the usual usage is approximately 250 gallons. There had been an issue with the dishwasher and a garden hose had been leaking slightly, but not nearly enough to justify the amount lost. Chairman Emery suggested she have the meter tested. He said if the abatement is approved, the problem is still not solved. Commissioner Manning suggested she disconnect the dishwasher and wait until the October bill comes in to see what that shows. Commissioner Cullen suggested she have another data logger test as well. Chairman Emery said the Board's goal is to help her. A data logger will be scheduled and the issue will be put on the next agenda.

2. Discuss a policy for times to schedule non-emergency main repair for minimum impact on business's:

Commissioner Cullen said he would like to see the repairs scheduled if possible. Chairman Emery said it is a judgement call the needs to be on a case-by-case basis. Rob Swiniarski said that they could be scheduled to be done at night but it would be very expensive. Commissioner Cullen said we need to budget for the Gate Valve Exercising project because the valves are hit or miss at this time. Rob said it is the next project on the schedule, in the Capital Improvement Plan for the next fiscal year.

3. Discuss meter horn issue:

Rob Swiniarski said that there has been a complaint of a leak in one of the meter horns. He explained that the department does not sell or install the meter horn assemblies and is not responsible for any faulty parts or improper installations. Commissioner Manning made a motion to change the wording of

the Application for Domestic Water Service to clarify. Commissioner Cullen seconded. **All in favor at 7:20pm.**

4. Discuss Prospect Hill Valve Modification Proposal:

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

5. Sign contract with Denis L. Maher for the cleaning and redeveloping of wells 3 & 5:

Commissioner Cullen motioned to sign the contract. Commissioner Manning seconded. **All in favor at 7:45.**

Old Business

1. 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.

General Business

1. Discuss current and future operations of department:

Regarding the possible selling of water to Georgetown, Chairman Emery asked for a document from Georgetown with a formal request and preliminary plan.

2. Review budget and discuss starting next year's budget

Commissioner Cullen said we should lower the rates if we can. He said he will work on the budget with Bob and Rob. He said we need to find out what our spend rate is now. Chairman Emery noted that the contract service line is way over budget. Commissioner Cullen said they can start getting preliminary numbers together.

Approval of the October 2, 2018

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:45pm.**

Adjourn

Commissioner Manning motioned to adjourn. Commissioner Emery seconded. **All in favor at 8:00pm**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the November 27, 2018 meeting

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

Meeting Agenda

Sign-in Sheet

Rowley Grange

Insurance certificate

Notice T & H Proposal

'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.