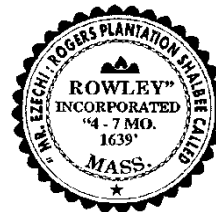


Town of Rowley  
Municipal Water Department  
401 Central St., PO Box 29, Rowley, MA  
Office: 978.948.2640 Fax: 978.948.8200



### July 10, 2018 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Chief WTP Operator, Rob Swiniarski, Pennichuck Rep., Tara King, Resident, Joe Perry, Resident Vinny Pentaturo, Administrative Assistant, Kathy Bento

#### **Call Meeting to Order:**

Chairman Emery opened the meeting at 6:05.

#### **6:00 Appointment: Resident Joe Perry to discuss the billing system:**

Joe Perry said that he prefers the format of the electric bills to the water bills. He explained his last bill was incorrect and he would like the format to be changed so they are easier to read. Tara said there were two human errors made with the bills, one in February and the other in May. Both issues were rectified. Commissioner Manning said the bills are confusing and he asked Tara to come up with some alternatives and to make a recommendation. Commissioner Manning made a motion to authorize Commissioner Cullen to deal with billing complaints. Commissioner Cullen seconded. **All in favor at 6:25.**

#### **Old Business**

##### **1. Suggest a change in cell phone service:**

Rob said that Sprint was supposed to send a phone for Bob Gray to try. Chairman Emery volunteered to be the contact to Sprint. Commissioner Manning made a motion to have Chairman Emery take over the communication with Sprint. Commissioner Cullen seconded. **All in favor at 6:30.**

##### **2. Discuss the Superintendent position:**

Chairman Emery suggested Old Business 2 and 3 be discussed together. Commissioner Manning said he been researching hiring a part time. He said the job description needs to be revised. Rob Swiniarski explained that because of the way the Secondary Operator's job descriptions read, it makes it difficult to fill the positions. He said they need to be revised as soon as possible and approved by the Personnel Board. Commissioner Manning motioned for Commissioner Cullen to re-write the descriptions with Rob and Bob Gray, have the Board review them and meet with the Personnel Board. Chairman Emery seconded it. **All in favor at 6:50.**

## **New Business**

### **1. Discuss end of year budget planning:**

Commissioner Cullen said his on-going concern is on the revenue side. Behavior has been changed by the drought. He explained that according to the reports from Pennichuck, the department revenue is approximately \$200,000 below 2017.

### **2. Discuss Abatement for 9 & 11 Vito Court:**

Commissioner Manning motioned to deny the request due to lack of addressing the issue in a timely manner, and the fix made does not appear to be relevant to the November event. Commissioner Cullen seconded. **All in favor at 7:00.**

### **3. Vote on awarding Emergency and On-call Services contract to Joseph Cardillo and Son, Inc.:**

Commissioner Cullen motioned to sign the contract for the remaining portion of the first year. Chairman Emery seconded. Commissioner Manning opposed. **Two in favor and one opposed at 7:05.**

## **Discuss current and future operations of the department:**

Rob Swiniarski explained that the wells will be getting cleaned within the next month. He said the well water is fine but the screens need to be cleaned and it should be done every three years. Commissioner Cullen asked Rob if well two would be able to supply enough water if something happened to the other wells. Rob said it would, but he would do the calculations.

## **Adjourn:**

Chairman Emery motioned to adjourn. Commissioner Manning seconded. **All in favor at 7:17.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the August 21, 2018 meeting.

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

Meeting Agenda

Sign-in Sheet

Abatement application

Sales report

Financial reports

Emails from Tara King

Letter from resident of 66 Trowbridge Circle

*'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.*

