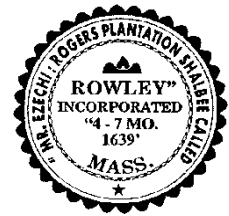




Town of Rowley
Municipal Water Department
401 Central St., PO Box 29, Rowley, MA
Office: 978.948.2640 Fax: 978.948.8200



August 21, 2018 Meeting Minutes

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

Call Meeting to Order:

Chairman Emery opened the meeting at 6:35.

Old Business

1. Discuss WTP compressor issue:

Rob Swiniarski said he spoke with Tata & Howard about going with a compressor that does not require oil. He said it would be far more expensive and they don't know if it would work. Chairman Emery said to get information from current users and pricing. Rob said he will continue to research and get written recommendations from Tata & Howard.

2. Discuss cell phones:

Chairman Manning said the letter to the Board from Bob Gray confirms that the Sprint phones are not working. We will be staying with Verizon.

3. Vote to reject all HVAC bids due to quotes exceeding budget and discuss options:

Chairman Emery suggested two A/C units be installed in the meeting room. Rob said to install some additional baseboards for heat. This would be just as effective as an HVAC system.

4. Discuss job descriptions:

Chairman Emery said to request a joint meeting with the Personnel Advisory Committee. Chairman Manning added that there needs to be a discussion about the Town holding the department to certain policies even though we are a non-profit organization.

5. Discuss 2018 Leak Detection Survey:

Rob explained that the survey will be beginning soon. He said he has received two quotes. The department has used Carl Sopper for years and it has worked out well. He said there have been many leaks this year and that there are probably more than we are aware of. He said the other option does not have the experience or references. Commissioner Manning said we have to have the most reliable company do the leak detection. Commissioner Manning motioned to award the contract to Water Pipe Testing. Commissioner Cullen seconded. **All in favor at 7:00.**

New Business

1. Discuss liens on large unpaid bills:

The Administrative Assistant said she spoke to Pennichuck and the department has no policy outside of the annual lien process. Commissioner Manning motioned to put a lien on properties whose bills exceed \$3000 for more than two months. Commissioner Cullen seconded. **All in favor at 6:58.**

2. Discuss abatement request for 14 Jellison Rd.:

Commissioner Manning motioned to wait until the August bills come out and have copies of the last three months. Commissioner Cullen seconded. **All in favor at 7:03.**

General Business

1. Discuss current and future operations of the department:

Rob Swiniarski said the department is starting the leak detections and that there have been more than the average amount of breaks this year. He explained that 6-7 million gallons are lost each month due to leaks, hydrant flushing, and meters needing calibration. Rob is now working on a free program that would show what the payoff would be to interchange new meter heads with the existing large scale meters.

Approval of the Minutes

Commissioner Cullen made a motion to accept the minutes from July 10, July 19 and August 7. Commissioner Manning seconded. **All in favor at 7:23.**

Adjourn

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:29.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the September 4, 2018 meeting.

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

Meeting Agenda
Sign-in Sheet
Email from Debbie Eagan re HVAC
HVAC Bid results
Map
14 Jellison Request
Minutes
Landscaping invoice
Leak Detection Survey quote

'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.

