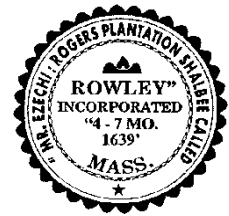




**Town of Rowley**  
**Municipal Water Department**  
**401 Central St., PO Box 29, Rowley, MA**  
**Office: 978.948.2640 Fax: 978.948.8200**



## **January 22, 2019 Meeting Minutes**

Those present: Chairman Mark Emery, Commissioner John 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 and vote on a policy for non-compliance regarding water meters:**

Commissioner Cullen said that currently, when we cannot gain access to a meter that is faulty, Pennichuck sends three postcards requesting access and then sends a letter of non-compliance. He suggested that a letter requesting access be sent first, and if no reply within fourteen days, a letter of non-compliance be sent. If after fourteen days there is still no response, a shut off notice will be sent explaining that the department will initiate a water shut-off. Chairman Emery said the notices should be first class letters rather than postcards and to attach a notice to the door the day before the shut-off. This item will be revisited at the next meeting.

#### **2. Discuss Prospect Hill Valve Modification:**

Rob said that Tata & Howard have suggested we add some more funding to the contract just in case we run into an emergency of some kind. Chairman Emery said to add this as a Capital Expenditure for FY20. Commissioner Cullen recommended to put a hold on this until the gate valve project is completed. Commissioner Manning said to also wait until we get the funding for this. Chairman Emery said there should be enough money left over from the HVAC project to fund this. Commissioner Manning motioned to put the Prospect Hill Project on the Town Warrant. Commissioner Cullen seconded. **All in favor at 6:45.**

#### **3. Discuss Taylor Lane and other similarly scaled developments:**

Rob said the developer has not submitted any plans for an infrastructure system. Commissioner Cullen said the developer needs to find a way to avoid creating any dead-ends. He said a letter needs to be sent explaining that they need to submit a full set of engineering plans and that dead-ends will not be accepted in a subdivision.

**4. Discuss Water Superintendent's job description status:**

Commissioner Cullen explained that the Town hasn't decided on the salary for the position. They will not agree to a grade increase. Commissioner Manning described the situation of not having a Superintendent as an unacceptable risk. He also said the department is one crisis away from a major personnel crisis. Rob Swiniarski said it will be noted on the Sanitary Survey this year. Chairman Emery said we have the resources to fund this position but the town is not allowing us to use them. Commissioner Manning said that because of the bureaucracy in the town, we are not able to mitigate the risk of not having a Superintendent. Commissioner Cullen said he will compose a letter to the Selectmen asking them to move this forward as quickly as possible. Commissioner Manning motioned to have Commissioner Cullen draft a letter to the Selectmen. Commissioner Cullen seconded. **All in favor at 7:15.**

**5. Discuss Video Surveillance Cameras:**

Chairman Emery said we have a proposal for the cost to activate the outside cameras and in the entryway of both the Office and the Treatment Plant. He said there are no Union issues. Commissioner Cullen motioned to activate the cameras on the exterior of each facility and in the main lobby of each building. Commissioner Manning seconded. **All in favor at 7:25.**

**6. Discuss 385 Wethersfield St.:**

Rob said the leak was surveyed and he detected orthophosphate. He said the area should be dug up to see what is going on. He asked for a letter to be sent to the resident that there is a possibility of a leak and we will investigate further. Commissioner Manning motioned pursuant to Rob's judgement, to do what digging needs to be done. Commissioner Cullen seconded. **All in favor at 7:35.**

**New Business**

**1. Discuss Well 3 intake screen issue:**

Rob said when the redevelopment was done, it was found that the well casing is rotting. He said the best solution is to insert a well casing and well screen. This will take a few more weeks. He said it will cost at least \$13,000 and there is not that much in the Article. Chairman Emery said we may need to transfer it from the Engineering fund. Rob suggested the line item for the Video Surveillance be used to fund Well 3. Commissioner Manning motioned to use the video surveillance fund to complete Well 3, \$13, 557. Commissioner Cullen seconded. **All in favor at 7:50.**

## **General Business**

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

Rob said that because of the ice, Prospect Hill is not accessible and he could not get a water sample today. He explained that the department needs to purchase a UTV in order to get to the water tank. Chairman Emery said to ask if one could be purchased on a state bid. Commissioner Cullen said it should be used by multiple departments. Chairman Emery said he will speak to Chief Broderick.

### **2. Discuss FY20 Budget:**

Commissioner Cullen said the new budget is in process and he just has to scrub through a few more line items.

### **3. Discuss Capital Expenditures:**

Chairman Emery said the department needs \$30,000 for a compressor.

Rob said the gate valves are going to be an expense and he is in the process of getting pricing. It will be an Article.

## **Approve the Minutes**

**December 4, 2018:** Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. Chairman Emery abstained as he was not present at that meeting. **All in favor at 8:05.**

## **Adjourn**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 8:07**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the February 5 , 2019 meeting

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

Meeting Agenda

Sign-in Sheet

Alternative billing formats

Minutes

Budgets

Policy

Maher Pricing

T&H Proposal

ECI 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.*

