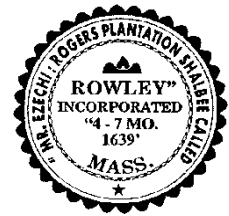




Town of Rowley  
Municipal Water Department  
401 Central St., PO Box 29, Rowley, MA  
Office: 978.948.2640 Fax: 978.948.8200



## February 5, 2019 Meeting Minutes

Those present: Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Administrative Assistant, Kathy Bento.

### Call Meeting to Order:

Chairman Emery called the meeting to order at 6:34.

### Old Business

**1. Discuss and vote on a policy for Non-Compliance: (see attached)**

Commissioner Manning motioned to approve the policy. Commissioner Cullen seconded. **All in favor at 6:35.**

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

Due to the absence of Rob Swiniarski, Chairman Emery moved this item to the next agenda.

**3. Discuss HVAC at 401 Central Street:**

Chairman Emery said a decision needs to be made, whether to install an entire HVAC system. Commissioner Manning said it is the summer temperatures that are an issue in the meeting room at 401 Central. Chairman Emery suggested putting in an external unit big enough to cool the meeting room and one that is also quiet. Commissioner Manning motioned to put an external unit in the front office. Commissioner Cullen seconded. **All in favor at 6:45.** Commissioner Cullen added that the Board is doing what the employees feel is sufficient.

### New Business

**1. Discuss new OSHA regulations:**

Chairman Emery said he is concerned with the diesel and gas fumes from the garage. He said Bob Gray will be looking into the price of a filter system that is used at the Fire Station and it works very well at cutting down the fumes. He also said we need new exit signs for the office. He said there is a lot of material to cover in the new regulations and another job that a Superintendent would be doing. Chairman Emery explained that the State of Massachusetts is now a state under OSHA jurisdiction. Commissioner Manning suggested the department go to the MIIA website because they have all of the OSHA requirements listed. He said it has just become effective on February 1, 2019. He asked the administrative assistant to initiate the department checklist and let the board know the estimated time it may take to be in compliance.

## **General Business**

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

The administrative assistant said that some of the meter horns have been leaking, and with the possible development on Wethersfield St., we need to take care of this. Options with Ti Sales are being considered.

She also said the excavation will begin on Wethersfield St. tomorrow to see where the water on the street is coming from.

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

Commissioner Cullen said Rob and Bob have been going through additional line items. The computer budget needs to be increased by \$500. He said to be sure that everything covered under the \$7000 contract is still needed. He also said that Rob has re-estimated the training budget and has reduced it by \$14,000. He said they have carved out about \$80,000 from the budget. Commissioner Cullen also explained that Well 5 and the building associated with the well, will be coming off the capital line which will trigger \$50,000 of additional cash.

Commissioner Manning said we should use that money to look for a new well site. Chairman Emery said the department owns land, with the same elevation as Prospect Hill, that could be an option for a site.

## **Approve the Minutes**

**January 8, 2019:** Commissioner Cullen motioned to accept the minutes. Commissioner Manning abstained because he was not present. Chairman Emery seconded. **All in favor at 7:20.**

**January 22, 2019:** Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 7:30.**

## **Adjourn**

Commissioner Manning made a motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:40.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the March 5, 2019 meeting

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

Meeting Agenda

Sign-in Sheet

Policy for non-compliance

January 22 Minutes

January minutes

Budget reports

*'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.*

