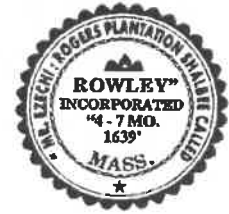




Town of Rowley

Municipal Water Department
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March 5, 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 6:34

New Business

1. Preview summary of recent water test results:

Rob said he provided the DEP with the Secondary Contaminant Reports. All compounds are within normal limits. He said there are variations because of the distance between test sites. He explained that the department monitors this out of due diligence, but it is not required.

2. Discuss and vote on FY20 hydrant budget:

Commissioner Manning motioned to keep the hydrant budget level funded. Commissioner Cullen seconded. **All in favor at 6:43.**

3. Discuss options for Engineering Service contract:

Commissioner Manning motioned to stay level funded. Commissioner Cullen seconded. **All in favor at 6:45.**

General Business

1. Discuss current and future operations of the department:

Commissioner Cullen presented a draft of the Annual Report. He explained that there are some changes, the goal being to provide more information to the ratepayers. He created a chart to show the activity level in the department. Also, he provided a chart with the main and service breaks. He asked the Board to read the draft and make any changes. After some discussion, Commissioner Manning made a motion to use the Annual Report, subject to minor edits, as discussed. Commissioner Cullen seconded. **All in favor at 6:58.**

2. **Discuss FY20 budget adjustment to cover shortfall on Maintenance line and the Well 3 & 5 Article:** Commissioner Cullen explained that he has the preliminary numbers for the aggregate expenses, maintenance expenses and also where we may end up in terms of a rate reduction. Commissioner Cullen suggested, with permission from the Board of Selectmen, to move \$75,000 from the Extraordinary and Unforeseen Expenditure line to the cover the shortfall in the Maintenance line. Commissioner Manning suggested \$50,000 be taken instead of \$75,000. Commissioner Cullen also added to the budget, the salary for a Superintendent. The number is the mid-range of the revised grade 14 salary schedule. Chairman Emery said we should budget from the top in case someone applies with the experience and education we need, we will have the option to offer the higher salary. Commissioner Cullen made the change. He will also factor into the Wages and Salaries line, the possible increase to the Accountant's hours. He then went through each item and explained his suggested adjustments. Chairman Emery said the laptops need to be budgeted for in the future. Commissioner Manning will speak to the PRS Group about back-ups for our servers. The Board then briefly discussed the Articles. Chairman Emery said we need a list of any Articles that have already been closed out and the amount of funding in each.

Commissioner Manning said we should add a new Article to do an engineering study to look at Well 4 and a secondary tank for water storage.

Minutes Approved

February 5, 2019: Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 7:50.**

Adjourn

Chairman Emery motioned to adjourn. Commissioner Manning seconded. **All in favor at 7:54.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the March , 2019 meeting

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

Meeting Agenda

Sign-in Sheet

Minutes

Budget revisions

Budget reports

RWD annual report

DEP report

'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.