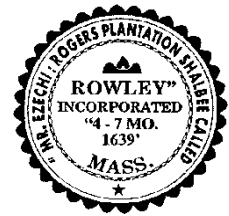




**Town of Rowley**  
**Municipal Water Department**  
**401 Central St., PO Box 29, Rowley, MA**  
**Office: 978.948.2640 Fax: 978.948.8200**



### **March 19, 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 6:35.

#### **Items**

**1. Discuss the Superintendent's position:**

Commissioner Cullen said he has a meeting with the Personnel Board on Thursday and will update the Board at the next meeting.

Chairman Emery moved items 2 and 3 to the end.

**4. Discuss Georgetown Water connection:**

Commissioner Manning said he had a productive meeting with the Georgetown acting Water Superintendent, Bruce Trumbull. Commissioner Manning said he took a manufacture's approach to the issue and proposed setting up a lease payment for 20% of our capacity on a monthly basis. This would create a revenue stream to offset our expenses. He explained that we would then work with Tata & Howard to set up a bulk rate.

Rob Swiniarski said Georgetown needs an emergency connection starting in April for four or five months. This would be separate from the proposed plan. Commissioner Manning said he will work with Georgetown to attain the DEP permits needed.

The bulk rate was further discussed and Commissioner Cullen and Rob agreed to meet later to review all the costs. The Board agreed to put the decision of the rate off until the next meeting.

Commissioner Manning motioned to agree to allow the emergency connection on Haverhill St. Commissioner Cullen seconded. **All in favor at 6:45.**

**5. Vote to award billing contract:**

Commissioner Cullen motioned to accept the proposal for three (3) years, as per the contract. Commissioner Manning seconded. **All in favor at 6:50.**

**6. Updates on the proposed Falcon Ridge development off of Wethersfield St.:**

Commissioner Cullen said the Planning Board had amended the design of the development. Rob said the developer hasn't submitted the revised plans yet, but he is aware that the Water Department needs to approve the plans.

**7. Discuss 164 Boxford Rd.:**

Commissioner Cullen said he, Rob Swiniarski and Bob Gray had met with Frank Marchegiani from the Health department. Frank said they are moving approximately forty cars per day off the property. He did not see any surface signs of spillage. He also said it did not seem like a junk yard, however, the owners are in violation of zoning laws. Rob said that when the cars are gone, he will have the soil tested. Commissioner Manning motioned to send a letter to the Board of Selectmen, asking to allow the department to test the soil in 2 to 3 areas of the property within thirty days of the evacuation of the vehicles. Commissioner Cullen seconded. **All in favor at 7:10.**

**8. Discuss current and future operations of the department:**

- Commissioner Cullen motioned to accept the new agenda format. Commissioner Manning seconded. **All in favor at 7:15.**
- Rob reported that the air conditioner at the WTP had been damaged by ice sliding off the roof. He is looking into repair/replacement options and will update the Board.
- Chairman Emery asked the staff to remind Bob Gray to get pricing on an air conditioner for the conference room.

## **2. Review the budget:**

Commissioner Cullen said he still does not have the latest salaries for the union employee's. He presented an overview of the FY2020 budget submissions consisting of the following: (see all attached)

- Chart of Estimated FY20 Revenues
- Draft of FY20 Budget Worksheet
- Overtime Estimates for FY2020
- FY2020 Budget Maintenance Request
- FY2020 Capital Expense

Commissioner Cullen went through each page and explained each line and any changes. After discussing the reports, the Board and agreed the budget is ready to be submitted.

Commissioner Cullen listed the Articles and remaining funds. Rob asked if he could go through the list to confirm the status and send the Board his suggestions. Commissioner Manning motioned to appoint Commissioner Cullen and Rob to assign the Article's funding. Chairman Emery seconded. **All in favor at 8:10.**

Commissioner Cullen said he believes we can reduce the rates by 10%. Commissioner Manning and Chairman Emery agreed. Commissioner Manning said there should be a public hearing for the announcement. Chairman Emery said it should be done at the Town Hall, tentatively on April 16<sup>th</sup>.

## **Minutes Approved**

**February 19, 2019:** Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 8:25.**

**March 5, 2019:** Commissioner Cullen motioned to accept the minutes. Commissioner Manning seconded. **All in favor at 8:25.**

## **Adjourn**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 8:26.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the April 2, 2019 meeting

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

Meeting Agenda  
Sign-in Sheet  
Minutes  
Budget reports  
Articles reports  
Contract Award  
Town of Georgetown Rates and Fees

*'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.*

