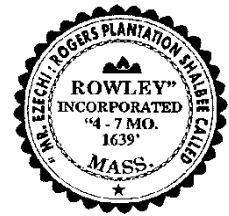




Town of Rowley

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



June 11, 2019 Meeting Minutes

Those present: Residents Richard and Abby Bertelson, Resident Nick Peruglia, Applicant Keith McDonald, Highway Dept. Head, Patrick Snow, Chairman Mark Emery, Commissioner John Manning, Commissioner Bernard Cullen, Distribution Foreman, Robert Gray, Chief WTP Operator, Rob Swiniarski, Administrative Assistant, Kathy Bento.

Call Meeting to Order:

Chairman Emery called the meeting to order at 6:30

6:05 Appointment: Payment issue - 100 Wethersfield St.

Chairman Emery explained to Mr. and Mrs. Bertelson that the Board is willing to work with them, but they must pay their water bill. Commissioner Manning motioned to accept a thirty day time frame to have a payment plan, acceptable to the Board, in place. Commissioner Cullen seconded. **All in favor at 6:45.**

Chairman Emery moved to Item #1.

Agenda Items

1. Discuss issues at 385 Wethersfield St.:

Chairman Emery explained that the department has done a lot of testing and are of the opinion that there is not a leak in the area. Patrick Snow said he believes there is a leak. Rob said they need to be sure it is not a drainage issue. A discussion ensued. Commissioner Cullen said if there is no chlorine detected, then digging another trench would not be justified. The Board said we will continue to investigate the issue and revisit at the next meeting.

6:45 Appointment:

Interview for Laborer position:

The Board conducted an interview with applicant, Keith McDonald, for the Laborer position.

2. Discuss revised policy for non-payment:

Commissioner Manning motioned to form a committee of Commissioner Cullen, Bob, Rob and Kathy, to meet with the COA and define a policy. Chairman Emery seconded.

All in favor at 7:30.

*Items 3 & 4 were discussed together.

3. Discuss Board's approval of payment plans:

Commissioner Cullen motioned to have all sign-offs done by Bob, Rob or Kathy.

Commissioner Manning seconded. **All in favor at 7:35.**

Regarding approval of payment plans, Chairman Emery said that any plan for a balance of \$5000 or over will need the approval of the Board. Commissioner Cullen suggested the Board review every payment plan. Commissioner Manning asked that we receive quarterly payment plan reports. Commissioner Cullen motioned that going forward, we have a quarterly review of all outstanding payment plans and to do a review of all unpaid balances of more than 60 days. Commissioner Manning seconded. **All in favor at 7:45.**

4. Discuss appointing staff for authorization of permits:

5. Vote on the Laborer position:

Commissioner Manning motioned to extend the offer to Keith McDonald.

Commissioner Cullen seconded. **All in favor at 7:50.**

6. Discuss Sanitary Survey:

The administrative assistant said that a representative from Water Safety Services will be at the inspection on July 26 to support our backflow prevention program.

Bob Gray said he is confident the department is prepared.

7. Update on the Georgetown Connection:

Commissioner Manning said that he spoke with Town Attorney, Tom Mullen and Georgetown is ready for the water to be turned on. Commissioner Manning said he wants to turn the water on now and the Memorandum of Agreement will follow.

They will be billed monthly starting in July and then weekly after August.

8. Discuss current and future operations of the department:

Commissioner Cullen asked for permission to act on the budget since it is the end of the fiscal year. He said on the revenue side, we are above projections.

Regarding the request from the Selectmen to contribute to the Pictometry software.

Commissioner Manning motioned to participate. Commissioner Cullen seconded. **All in favor at 8:00.**

Approve Minutes:

April 30, 2019: Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 8:05.**

Adjourn

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 8:10.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the July 9, 2019 meeting

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

Meeting Agenda

Sign-in Sheet

Minutes

Email from Town Administrator

Policy for Non-pay

100 Wethersfield St. info.

Sample of payment arrangement form

Memo from light plant

'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.

DRAFT