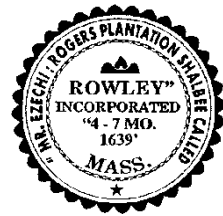




Town of Rowley
Municipal Water Department
401 Central St., Rowley, MA
Office: 978.948.2640



January 7, 2020 Meeting Minutes

Chairman Mark Emery, Commissioner, John Manning, Commissioner, Bernard Cullen, Superintendent, Bob Gray, Administrative Assistant, Kathy Bento

Call Meeting to Order:

Chairman Emery called the meeting to order at **6:30**

Agenda Items

1. Discuss Annual Report:

Chairman Emery discussed some of the highlights of the past year that the Department should include in the Annual Town Report. This is to be completed by January 31st. Commissioner Manning suggested a slide show of some of the work that has been done be put on the Departments' website.

2. Discuss maps for reverse 911 purposes:

The department is seeking street maps displaying house numbers. This would allow the reverse 911 calls to be delivered to only the customers' homes to be affected by an emergency. Commissioner Manning asked the staff to contact the Middlesex Map System and ask if this is available.

3. Budget Update:

Commissioner Cullen has been working on the budget with the staff. He discussed many of the account lines, explaining where the department is on each. He said the FY20 budget is manageable and under control. The Department will continue to work on this and will discuss again at the next Board meeting.

Superintendent Gray discussed the need for more staff. Commissioner Cullen said there is money to fund these positions. Superintendent Gray said we had a candidate, but when he inquired about it, he was told there were no open positions on the books. Chairman Emery said that when a position is funded, the job should be posted. He assigned Commissioner Cullen to discuss this with the Personnel Board. Commissioner Manning motioned to have Commissioner Cullen speak to the Personnel Board regarding opening these positions. Chairman Emery seconded. **All in favor at 7:10.**

4. Superintendents' report on current and future operations of the department:

Superintendent Gray updated the Board on the following items:

- The old water tank needs to be removed. This will be a large expense and will require an Article. Tata and Howard will be asked to investigate and put it out to bid.
- The Superintendent's vehicle needs to be replaced. He will get pricing.
- Superintendent Gray will be working with Georgetown to move forward with the permanent interconnection.
- Many of the fire hydrants need replacing. The Department will start replacing them this year. They are approximately \$6000 each and there are approximately 400 hydrants in town. Chairman Emery asked for the Superintendent to create a priority list.
- Superintendent Gray explained that the new laborer has obtained one of the required Distribution licenses and has been training and going to classes for the Treatment license. He is ready to test for his CDL. His six month probationary period is up and the Superintendent wants his time to acquire the other licenses to be extended by six months. The Board agreed that the time should be extended. The Board will discuss this issue again at the next meeting. Commissioner Cullen asked that a letter be sent to Amy Lydon, explaining that the Boards' expectations are that the Laborer obtain one license within his probationary period.

Minutes

November 12:

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

November 26:

Commissioner Manning motion to accept. Commissioner Cullen seconded. **All in favor at 7:52.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the Feb. 4, 2020 meeting

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

Meeting Agenda

Budget reports

Minutes

Email from Rob Swiniarski

'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.

