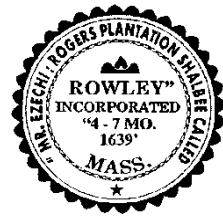




Town of Rowley
Municipal Water Department
401 Central St., Rowley, MA
Office: 978.948.2640



February 2, 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 **6:50**

Agenda Items

1. **Budget Update:**

Superintendent Gray explained that the budget is in process. He said that maintaining the mains and cleaning the basins at the Water Treatment Plant will be the biggest expense. Commissioner Manning suggested having joint meetings with the Selectmen and the Finance Committee.

2. **Review and vote on approving the Annual Report:**

The Board asked for some of the report to be omitted. Commissioner Manning motioned to approve as amended. Commissioner Cullen seconded. **All in favor at 7:10.**

3. **Review and sign the latest invoice from Cardillo and Son for the Prospect Hill Valve Modification project:**

Commissioner Cullen motioned to pay the invoice for \$97,231.13. Commissioner Manning seconded. **All in favor at 7:23.**

4. **Discuss site of Georgetown Transfer Station:**

Chairman Emery asked for our engineers, Tata & Howard to look into the issue and report on how the location may affect the water supply. Superintendent Gray said he will be meeting with the Georgetown DPW Director next week.

5. **Superintendents report of current and future operations of the Department:**

Superintendent Gray attended a career day at Triton High School. He said it was well attended but there was little interest in the Water presentation. He said we will attend the event next year.

Regarding the water main break on Wethersfield St. Superintendent Gray explained that due to the wet conditions of the area, he removed the hydrant. It will be put back in place in the spring when the water has drained. He also said another project will be to inspect valves in the area.

Superintendent Gray inquired about removing the payment drop-box located outside of the building. He explained that customers often leave cash in envelopes, and, at times, the cash left has not accurately reflected the amount noted by customer. This could create a serious liability to the department, as we are responsible for payments once they are left in the box. In addition, the overnight mailings to Pennichuck costs upward of \$1200.00 per year. The Board asked the staff to inquire with other towns as to what their practice is regarding collecting payments.

Accept Minutes:

January 7, 2020:

Commissioner Manning motioned to accept the minutes. Commissioner Cullen seconded. **All in favor at 7:58.**

Adjourn:

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **All in favor at 7:59.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the February 16, 202 meeting

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

Meeting Agenda
Budget reports
Preliminary budget draft
Annual Report draft
Minutes
Abatement application
Letter from Tata & Howard
Letter regarding Transfer Station

'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.

