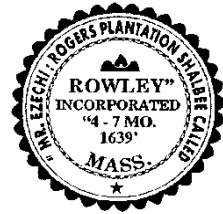




Town of Rowley
Municipal Water Department
401 Central St., Rowley, MA
Office: 978.948.2640



February 16, 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 job descriptions:

Commissioner Cullen explained that he would like permission to make changes to the steps of the administrative positions

2. Discuss letter from Town Administrator regarding indirect costs:

Chairman Emery read aloud the letter from Debbie Eagan proposing the water enterprise reimburse the general fund, the sum of \$2470.52, to cover costs for services provided by the Town Administrator and Assistant Town Administrators.

The Board agreed that the request is more than fair. Commissioner Cullen motioned to add it to the budget in the Indirect Cost line. Commissioner Manning seconded. **All in favor at 6:50.**

3. Vote on hydrant rental rate:

Commissioner Cullen motioned to keep the rental rate of hydrants to the Town at \$14,440. Commissioner Manning seconded. **All in favor at 6:52.**

4. Discuss Georgetown Interconnection:

Superintendent Gray said he had a meeting with the DPW Director in Georgetown. Tata and Howard is preparing a Conceptual Design Report, which Georgetown will be sharing with the Department when complete. Superintendent Gray will keep the Board updated. Commissioner Manning asked for the item to be tabled until a future meeting.

5. Superintendent report on current and future operations of the department:

Superintendent Gray explained the Article to have the water tank cleaned. He presented a proposal from Under Water Solutions, which includes completing the project without the Water Department's assistance. He said we need to put more money into the existing article and have it approved at Special Town Meeting. The price needs to be brought up to \$11,000. Chairman Emery motioned for the Department to ask the Selectmen to increase the Article to \$11,000. Commissioner Cullen seconded. **All in favor at 7:16.**

6. Budget Update:

Commissioner Cullen explained each of the budget lines and the estimations for FY21. He and Superintendent Gray will be finishing the budget this week.

Commissioner Manning suggested an Article for Cyber Security, and asked for a quote for improving the Department security system, including the SCADA System.

Rob Swiniarski said an Article is also needed to have the two residual basins at the WTP removed more frequently.

The other requests for Articles will be for the following:

- Replace the Superintendents' aging vehicle
- Replacing the two compressors at the WTP
- Removing the deteriorated water tank at the Prospect Hill site. Tata and Howard will be hired to engineer the project.
- \$30,000 needed to complete the new Risk and Resilience Assessment to be completed by Tata & Howard

Accept Minutes:

February 2, 2020: 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 13, 2020 meeting

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

Meeting Agenda

Budget reports

Minutes

Job descriptions

Tata and Howard report

Underwater Solutions proposal

'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.

