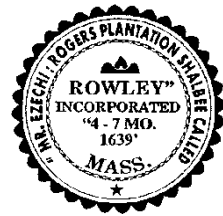




Town of Rowley
Municipal Water Department
401 Central St., Rowley, MA
Office: 978.948.2640



April 14, 2020 Meeting Minutes

Chairman Mark Emery, Commissioner, John Manning, Commissioner, Bernard Cullen, Superintendent, Bob Gray, Finance Committee member, Larry White, Administrative Assistant, Kathy Bento

Call Meeting to Order:

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

Agenda Items

1. Discuss cyber security and system upgrade review:

Commissioner Manning explained that due to the current nature of cyber issues, he requested PRS Group to do an assessment of our system and requirements for upgrades to meet all of our privacy and back-up needs. He said we also need an upgrade to our firewall and for the SCADA software. PRS has presented the department with a comprehensive proposal. Commissioner Manning motioned to accept the proposal if passed at Town Meeting. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 6:45.**

2. Discuss bill passed by Governor Baker regarding municipal finance law changes:

Chairman Emery pointed out page 5, section 11 of the bill; the Town can wave interest rates from March 10th, through June 30, but it needs to be voted by the Board of Selectmen.

3. Discuss abatement application for 128 Daniels Rd.:

Due to the time lapse for reporting the issue, the Board agreed to vote against the abatement. Commissioner Manning motioned to reject the request. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 7:00.**

4. Discuss proposal for the storage tank demolition:

The proposal is for \$27,500 for engineering services to complete the project. The total project cost will be \$106,500. Commissioner Manning motioned to proceed. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 7:10.**

5. Discuss changes to budget request by Finance Committee:

Commissioner Cullen explained that most of the requested changes are housekeeping issues. There was an issue with the size of the Engineering Services line. There was also an issue as to the calculation that FY20 will still show an excess of revenue over expenses. He explained he will update the spreadsheet after the meeting, because it is pending a discussion about the Engineering Services line. After reviewing the line, Chairman Emery said the money is necessary and reasonable. Commissioner Manning motioned to retain the \$25,000 in the expense line. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 7:30.**

The Board discussed for not being able to reduce the water rates, including the fact that the department could experience a huge shortfall in revenue, due to the current Covid19 restrictions. Commissioner Manning motioned to stand as is with the budget. Larry White said that the Capital Improvement plans that are upcoming, would satisfy the Finance Committee's questions regarding the surplus. **A roll call vote was taken and all were in favor at 7:50.**

6. Superintendent's report on current and future operations of the department:

Superintendent Gray explained that there are two invoices from Tata & Howard for change orders that need to be approved. The first one is regarding the Prospect Hill Valve Modification project. There was additional work needed. Commissioner Manning motioned to approve the change order No.1, for \$20,911.83. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 8:00.** Commissioner Manning motioned to have Chairman Emery sign on behalf of the Board. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 8:10.**

The second is to sign the application for payment No. 2 for the above referenced project for \$20,697.40. Commissioner Manning motioned to approve the payment. Commissioner Cullen seconded. **A roll call was taken and all were in favor at 8:20.** Commissioner Manning made a motion to have Chairman Emery sign on behalf of the Board. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 8:12.**

Chairman Emery read aloud a letter from the Town of Georgetown Water Department thanking the Rowley Water Department for their support last year with the invaluable interconnection given to them during a critical time for the Town of Georgetown.

Chairman Emery announced that the Board will only be signing bills once every two weeks and payroll, once every two weeks.

Superintendent Gray announced that he has an article pending for 2021 to replace the compressors at the Water Treatment Plant. They need to be replaced immediately and will need to get the funds from the Emergency and Unforeseen line. He explained that if we lose the compressors, we will lose the Water Treatment facility. Chairman Emery asked the Superintendent to write a letter to the Board of Selectmen requesting the transfer of the needed funds from the Unforeseen line.

Accept Minutes:

February 18, 2020:

Commissioner Manning motioned to approve the minutes. Commissioner Cullen seconded. A roll call vote was taken. **All in favor at 8:30.**

Adjourn:

Commissioner Manning made a motion to adjourn. Commissioner Cullen seconded. A roll call vote was taken. **All in favor at 8:31.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the May 12, 2020 meeting

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

Meeting Agenda

Budget reports

Minutes

Tata and Howard invoices and change orders

Letter from Georgetown

'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.

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