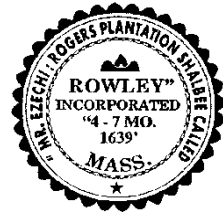


## Town of Rowley

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



### May 12, 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 **6:36**

#### Agenda Items

##### 1. Discuss drop box:

Superintendent Gray explained that customers are still leaving cash payments in the drop box, despite the "no cash" sign posted. He is concerned because once the payments are in the box, they are the responsibility of the Department. There have been discrepancies about how much money has been received. Superintendent Gray suggested that each payment be scanned and documented, and sent with the overnight mailing to Pennichuck, registered and insured. Chairman Emery said to send a notice to anyone who leaves cash, stating that cash will not be accepted unless paid in person. Commissioner suggested closing the drop box completely and the payments can be made at Town Hall. Chairman Emery suggested having two people counting the cash that comes in depositing checks as well as the cash. The item will be put on a future agenda.

##### 2. Discuss Lessard Terrace:

Chairman Emery explained the house on Lessard Terrace has been foreclosed on and the Department received a call that the house was filled with water from a broken line. Superintendent Gray did not want to shut it off because the shut off valve is shared by 3 other houses. He needs to update the service on that street to a six inch main in and a hydrant. It can be done for minimal cost. Commissioner Manning motioned to do the project when we have the funds, not to exceed \$12,000. The funds would come from the Emergency and Unforeseen line. Commissioner Cullen seconded. **A roll call vote was taken and all were in favor at 7:05.**

##### 3. Discuss Dodge Rd. water main extension:

Superintendent Gray explained that Tata & Howard are going to submit a design proposal and he will report back to the Board at that time.

##### 4. Update on new compressors:

Superintendent Gray said that Tata and Howard have been sent the signed contract. He will be getting an update on when the compressors will be in and a timeframe for completion of the installation.

##### 5. Discuss the transfer of funds for the Prospect Hill tank cleaning and inspection:

Superintendent Gray explained that the Selectmen approved the funds transfer, and the job will be scheduled shortly. Commissioner Cullen made a motion to transfer \$5000 from the Unforeseen line to the Maintenance line to help support the existing Article. Commissioner Manning seconded. **A roll call vote was taken. All in favor at 7:30.**

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

Superintendent Gray said the hydrants are being worked on along with various work orders. Also, they are putting together the new compressor.

Superintendent Gray explained there was a complaint about a water leak on Central Street that was just surface water. Carl Sopper was hired to do a leak detection and he was sure there is no leak. He said the customer is satisfied with the findings.

**Approve the minutes:**

**April 14, 2020:**

Commissioner Manning motioned to accept. Commissioner Cullen seconded. **A roll call vote was taken. All in favor at 7:40.**

**Adjourn:**

Commissioner Manning motioned to adjourn. Commissioner Cullen seconded. **A roll call vote was taken. All in favor at 7:41.**

Minutes respectfully prepared by Kathy Bento.

Minutes accepted at the May 26, 2020 meeting

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

Meeting Agenda  
Minutes  
Pall proposal  
Customer complaints  
Drop box issues

*'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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