**Town of Rowley**

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

**July 18, 2023** ,
**Meeting Minutes**

Present: Chairman Mark Emery, Commissioner Bernard Cullen, Commissioner John Manning, Superintendent, Bob Gray, Administrative Assistant, Katherine Bento

Chairman Cullen opened the meeting at 6:30

**Agenda Items:**

1. **Update from PRS:**
   Chairman Cullen said to let PRS Group know that we need a new update of the SCADA progress by August 15th.

2. **Cybersecurity update:**
   Commissioner Manning said he will follow up with the assessment from Gus Serino and follow up with a spread sheet for the August 15th meeting. He also said we need to test and exercise a Disaster Recovery Plan.

3. **Updates on projects:**
   **Superintendent Gray explained position of each project:**
   1. Chairman Cullen asked if we could get a status update from DEP on the Water Management permit application. Bob Gray said Tata & Howard already did the permit work for this.
   2. Dodge Rd. project, we just signed the last purchase order.
   3. Cleaning of Wells 3 & 5 project, the bid opening is tomorrow.
   4. Fenno Dr. main extension project, Tata and Howard are starting that now.
   5. The New Source Exploration project is also being worked on now. Chairman Cullen asked if we need the DEP's ok before we proceed. Commissioner Manning said thinks we should move forward. Bob Gray said we are not withdrawing water, but just testing the water.
   6. The LSL project is being worked on and we have a lot of information already for our inventory of lead lines.

4. **Discuss Revenue and Expenses:**
   Chairman Cullen said we are on the plus side of our revenues and that the rain we've had is not helping. He asked for a revenue report to be available for the next meeting.

5. **Superintendents report of current and future operations of the department:**
   Bob explained that he would like to hire another laborer. Commissioner Manning said to ask the Personnel Board what they believe we have for open positions.

   Commissioner Emery asked Bob to get started on extending the main at the end of Railroad Ave and installing hydrant.

**Approve the Minutes:**
**April 18, 2023:**
Commissioner Manning motioned to accept the minutes. Commissioner Emery seconded**. All in favor at 7:30.**
**May 20, 2023:**
Commissioner Manning motioned to accept the minutes. Commissioner Emery seconded**. All in favor at 7:30.**
**May 31, 2023:**
Commissioner Manning motioned to accept the minutes. Commissioner Emery seconded**. All in favor at 7:30.**

**Next meeting:**
**August 15, 2023**

**Adjourn:**
Commissioner Emery motioned to adjourn. Chairman Cullen seconded. **All in favor at 7:32.**

Minutes approved at the August 15, 2023 meeting.

Minutes respectfully prepared by Kathy Bento.

**Documents provided/discussed at meeting are available at the Water Department office:**
Meeting Agenda
Minutes
Budget reports

*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 any 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.*