Town of Rowley

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

October 25, 2023
Meeting Minutes

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

Chairman Cullen opened the meeting at 6:38.

Agenda Items:

1. **Discuss abatement for 129 Newbury Rd.:**
   Commissioner Manning motioned to approve the abatement for $777.94. Commissioner Emery seconded. **All in favor at 6:40.**

2. **Discuss contributing to the Memorial Day Parade:**
   Chairman Cullen said he would like the Water Department to help fund the Memorial Day parade. Commissioner Emery disagreed. Commissioner Manning said he supports their endeavors, but the rate payers cannot be named to support.

3. **Discuss proposal for I&C Secure:**
   Commissioner Manning said Gus Serino, of I&C Secure, would be the project manager and act as our representative, assuring that the project is done correctly and completely. Commissioner Manning said this would be the way for the department to work around giving critical data to the public. Chairman Cullen asked if Gus could supply the Board with a memo to inform Debbie and the Town Attorney of exactly how this would work. Commissioner Manning motioned to approve the contract with the understanding that Gus will write the memo. Commissioner Emery seconded. **All in favor at 6:55.** Commissioner Emery motioned for Chairman Cullen to sign the proposal. Commissioner Manning seconded. **All in favor at 7:00.**

4. **Discuss lockbox:**
   John Manning said that most people have the ability to pay online, for those who don't, they can mail their payment directly to Pennichuck. The Board agreed that we should not take payments of any kind at the office. Commissioner Manning made a motion to have a public hearing to eliminate cash payments at the Water Dept. office and move to all electronic billing. Checks may still be mailed to Pennichuck, Commissioner Emery seconded. **All in favor at 7:40.**

5. **Update from PRS:**
   Commissioner Manning asked that Gus, Rob and Bob meet to work on the matrix he created. He requested an update from PRS as soon as possible.

6. **Discuss Budget:**
   Chairman Cullen said accounting is struggling to have funds relocated to the Articles. He explained that FY23 cannot be closed out until that is done. He said the new department Accountant, Carrie Kennedy, is being trained and has been extremely responsive and doing her best to assist him. He said revenues are the lowest they've been in four years. Commissioner Emery said if there is a shortfall, we can put in for an Article to transfer from our reserve fund.

7. **Superintendent's report of current and future operations of the department:**
   a. **Discuss latest staffing:** Superintendent Gray said there is one person interested in the laborer's position. He would like to open a second laborer's position.
   b. **Discuss new water source**:
      Bob Gray said he spoke to Tata and Howard, and they will come to an upcoming meeting to explain their plans. Chairman Cullen said that would be fine, but he would like a subsequent meeting if the project will be moving forward, to have Commissioner Emery represent the Board at that meeting. Commissioner Manning made that motion, Chairman Cullen seconded. **All in favor at 7:55.**

   c. **Update on Fenno Dr. project:**
      Bob Gray explained that the contractors are moving forward with the borings. He is having them use machinery that will not manage the main.

   d. **Discuss billing error:**
      Chairman Cullen said that he notified Tara from Pennichuck of a printing error and that she had it rectified immediately.

   e. **Discuss leak detection:**
      Bob Gray said has has a company that will do a leak detection on the entire water system. He said there are different ways of doing this. He will be looking further into this and will report back when he has mor information.

Approve Minutes:

September 19, 2023: Commissioner Manning motioned to approve the minutes with correction. Commissioner Emery abstained**;** Chairman Cullen seconded**. All in favor at 8:00,**

Next meeting: November 21, 2023

Adjourn: Commissioner Manning motioned to adjourn; Commissioner Emery abstained; Chairman Cullen seconded. **All in favor at 8:05.**

Minutes approved at the November 21, 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
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 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.