Town of Rowley

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

November 21, 2023
Meeting Minutes

Present: Chairman Bernard Cullen, Commissioner John Manning, Commissioner Mark Emery, Superintendent, Bob Gray

Chairman Cullen opened the meeting at 6:30.

Agenda Items:

1. **Discuss abatement for 24 Central St.:**
   Commissioner Cullen motioned to grant the abatement with a strict statement that this is allowed once in a five-year period. Commissioner Emery seconded. **All in favor at 6:05.**

2. **Discuss 8 Longmeadow Dr. issue:**
   Commissioner Manning motioned to deny, Commissioner Manning seconded**. All in favor at 6:40.**

3. **Discuss Staffing:**
   Chairperson Cullen said there are two candidates he would like to hire. Superintendent Gray and Rob Swiniarski both said they highly recommend both. Commissioner Manning motioned to approve Bob Gray to move forward in hiring the candidates. Commissioner Emery seconded. **All in favor at 6:55.**

4. **Discuss lockbox:**
   Commissioner Emery said we will not be having a public hearing because he has had a lot of negative feedback regarding eliminating the lockbox. Commissioner Manning agreed. Superintendent Gray said that he would like to put a sign on the box saying that the Department will not be responsible for any physical payments. Commissioner Manning said the only way to get a discount is to pay online, with auto deductions, or if you mail your payment in on time. Physical payments, whether by check or by cash, will not receive the discount. If mailing, the onus will be on the customer to make sure their payment reaches Pennichuck on time. Chairperson Cullen suggested we place a flyer in the bills for two months, notifying customers of the new policy and post the notice on the website. Commissioner Manning made a motion that we put a sign on the lockbox stating physical payments will forfeit the discount. Discounts will be given if payments are made online, automatically deducted, or mailed to Pennichuck on time. Chairperson

Cullen seconded. Commissioner Emery voted against it. **The motion was carried 2 to 1 at 7:15.**

5. **Update from PRS:**
   Chairperson Cullen said that Gus Serino was working with Town Counsel Mullen. Superintendent Gray said he hasn't had any word on where we are on the subject. Chairperson Cullen said there is some loose end that hasn't been tied up. Commissioner Manning said he will find out what may be holding things up. He knows that the sole source issue has been resolved. Chairperson Cullen said we need to move this forward as soon as possible before the next meeting. The Commissioners found more notes in their packets from Gus Serino regarding the options for the software. Commissioner Manning made a motion, pursuant to Mr,Serinos' email of November 13th, to pursue option one as recommended by him and the Superintendent. Chairperson Cullen seconded. **All in favor at 7:35.**

6. **Discuss budget:**
   Chairperson Cullen explained that the expense and revenue reports are not available yet, and the closeout for last year has not been completed. We cannot reconcile yet. Therefore, the budgeting process will be more difficult. He said we need to be very careful of our expenses.

7. **Superintendents report of current and future operations of the Department:**
   Nothing was discussed.

Next meeting: December 19, 2023

Adjourn:
Commissioner Manning motioned to adjourn. Chairperson Cullen seconded. **All in favor at 7:50.**

Minutes approved at the December 19, 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.