Rob Swiniarski
Water Superintendent

Town of Rowley

Municipal Water Department

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Rowley, MA 01938
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Board of Water Commissioners
Bernie Cullen, Chairperson
John Manning, Commissioner
Mark Emery, Commissioner

June 17, 2025
Meeting Minutes

Present: Chairperson, Bernie Cullen, Commissioner, Mark Emery, Commissioner, John Manning, Superintendent, Rob Swiniarski

Chairman Cullen opened the meeting at 6:30.

1. **Discuss Budget:**
   Rob said we overspent in a few categories on the maintenance line. A great portion of that is due to needing to purchase repair clams, and the cost of the WTP generator repairs. Chair Cullen said the revenue line should come in on target. Rob said he believes the revenue line should be higher, because we are producing more water than we are selling.

2. **Discuss the position of the Primary Treatment Operator:**
   Rob said the position needs to be filled but he will remain on the State list as the primary license holder until the Town is ready to hire. Commissioner Emery motioned to hire as soon as possible. Commissioner Manning seconded. **All in favor at 7:05.**

3. ***Board to discuss the PFAS Engineering Assistance project amendment:**
   Rob explained that Tata and Howard sent an amendment to the contract for their assistance with the PFAS project. The DEP has now requested more information from us than was originally planned. The situation has become more complicated. The amendment is adding $16,000 to the original contract. Chair Cullen said we have $27,000 in the engineering line to draw from for this extra cost. Rob said the issue should be revisited after the new fiscal year begins so we know exactly where the funds will come from. He said the department has some money in an article that could perhaps be used for this.

4. **Discuss Administrative Assistant's leave:**
   Rob explained the administrative assistant will be out on FMLA for approximately four weeks, depending on her recovery. He has an operator on light duty, due to an injury, who has been training in that position and can fill the role for the time being. Commissioner Manning motioned to have the Board support the administrative assistant during this period. Commissioner Emery seconded. **All in favor at 7:30.** Rob asked to discuss Item #6 next, to continue this subject.

6. **Discuss TEAMS:**
   Commissioner Manning said he uses the AI feature in ZOOM to record his Board minutes and is pleased with its efficiency. He strongly recommended that we use AI for the Water Board meetings. Rob said he will investigate using the Microsoft version, as we already have an account. Commissioner Manning suggested we have an AI training session with other town departments. All agreed.

5. **Review and sign the Fenno Dr. Water Main Project Amendment Change order no. 1:**
   Commissioner Manning motioned to accept the change order. Commissioner Emery seconded. **All in favor at 8:00.**

7. **Superintendents' report on current and future operations of the department:**
   Rob explained that the cleaning of Well 3 will start sometime this week. To prepare for that, he put the WTP in stress mode to replicate what the flow rates will be when Well 3 is shut down. He said he wants the town to understand that once the well is down, it cannot be put on until the project is completed. Commissioner Emery said if there were a fire in town, we would have to open our interconnections. Rob said he has already notified Georgetown of our situation.

   Fenno Dr.:
   Rob said the water mains are still being drilled.

Water meter replacements:
Rob explained that the department has continued the meter replacement project. He started a program where specific areas at a time, will have the meters replaced. He has them scheduled regularly.

Approve Minutes: Minutes approved at the Aug. 19, 2025 meeting

March 18, 2025: Commissioner Emery said he attended the meeting but was is not listed as present.
April 22, 2025:
May 6, 2025:
May 20, 2025:

Chair Cullen motioned to accept the minutes in a block with the change to include Commissioner Emery on the list of those present. Commissioner Manning seconded**. All in favor at 8:00.**

Next meeting: July 15, 2025

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

Minutes approved at the July 15, 2025 meeting

Documents provided/discussed at the meeting are available at the Water Department office:
Meeting Agenda
Budget reports
Change order
Project contract amendment

Minutes respectfully prepared by Kathy Bento

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 context only, and no Certification, express or implied, be made by the Board as to the completeness or accuracy of such statements.