Town of Rowley

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

February 21, 2023
Meeting Minutes

Those present: Chairman Mark Emery, Commissioner Bernie Cullen, Commissioner John Manning, Superintendent, Bob Gray, Administrative Assistant, Katherine Bento

Call Meeting to Order:
Chairman Emery called the meeting to order at 6:30

Agenda Items

1. **Update from PRS Group:**
   Jay Samuelson provided an update on the status of the ongoing projects and an estimate for the server and software. Commissioner Manning said he wanted the computer in the conference room replaced. Commissioner Manning motioned to instruct Jay to complete the server and updated backups as delineated in his memo.

2. **Discuss budget and articles:**
   Commissioner Cullen explained the budget process has slowed because the Town Accountant is behind and we don't know how much surplus was left over from FY22.

   Superintendent Gray presented five proposed Articles:

   - Control panel at the Prospect Hill tank to be relocated. Approximate cost, $28,000. Commissioner Manning motioned to approve. Commissioner Cullen seconded. **All in favor at 6:50.**

   - Maintenance of Well's 3 and 5. Approximate cost, $100,000. Commissioner Manning motioned to approve. Commissioner Cullen seconded. **All in favor at 7:50.**

   - Standby generator for 401 Central St. Approximate cost, $60,000. Commissioner Manning motioned to approve. Commissioner Cullen seconded. **All in favor at 6:55.**

   - SCADA system upgrade. Approximate cost, $80,000. Commissioner Manning motioned to approve. Commissioner Cullen seconded with the assumption that we will have confirmation of the funding. **All in favor at 6:55.**

   - Testing for new water source exploration. Commissioner Cullen said to determine what funds are left in the account. Commissioner Manning motioned to approve. Commissioner Cullen seconded. **All in favor at 6:52.**

Commissioner Manning motioned to create an Article for digitizing our physical records. Approximate cost, $50,000. Commissioner Cullen seconded. **All in favor at 7:02.**

8. **Superintendent's report of current and future operations of the department:** Nothing was discussed.

Approve minutes:
Jan. 31, 2023: Commissioner Cullen motioned to approve. Commissioner Manning seconded. **All in favor at 7:04.**

Adjourn: Chairman Emery motioned to adjourn. Commissioner Manning seconded**. All in favor at 7:05.**

Minutes accepted at the March 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
Tree proposals
Articles

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.