Town of Rowley

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

March 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:
Commissioner Manning called the meeting to order at 6:32.

Agenda Items

Commissioner Manning said we will be going into executive session at Item #5 to discuss cybersecurity.

1. **Update from PRS Group:**
   Superintendent Gray said the new server has been set up at 401 Central St. Commissioner Manning asked to have PRS provide a Certificate of Destruction for any equipment with a memory.

2. **Discuss tree cutting on Pingree Farm Rd.:**
   The Superintendent said he was notified by the chemical vendor for the Treatment Plant that they will suspend all deliveries until the trees and brush are removed from the access road. He presented three quotes for the project. Chairman Emery motioned to accept proposal from Mayer Tree of Essex. Commissioner Cullen seconded. **All in favor at 6:50.**

3. **Discuss Budget and Articles:**
   Commissioner Cullen presented the Budget Overview. Some of the points:
   - Estimated revenue is $2,455,500.00. The increase is due to the new residences.
   - Expenses for FY24 saw a modest increase. The $30,000 increase in wages and salaries is due to the new union contract and the 8% increase in health insurance.
   - The Maintenance line increased by 3%.

   Chairman Emery motioned to approve the FY24 budget. Commissioner Cullen seconded. **All in favor at 7:15.**
   Commissioner Cullen read aloud and explained the proposed articles, (see attached). Chairman Emery motioned to approve the Articles. Commissioner Cullen seconded. **All in favor at 7:40.**

4. **Superintendent's report of current and future operations of the department:**
    a. **Update on timecard app:**
    Bob Gray said the demonstration from Harpers went well and the app seems like it would be easy for the staff to use.
    Commissioner Manning asked to have this approved by the Union.

    b. **Update on digitizing records:**
    Bob Gray explained presented the quote for the service. He said the staff can purge many of the records to save on cost.
    Commissioner Cullen motioned to accept the quote from Recordsforce. Commissioner Manning seconded**. All in favor at 7:55.**

Chairman Emery motioned to have Commissioner Cullen and Superintendent Gray represent the department at the next Town Meeting. Commissioner Manning seconded. **All in favor at 7:45.**

Next Meeting: April 11, 2023

Approve minutes: February 21, 2023 – Commissioner Cullen motioned to approve. Chairman Emery seconded**. All in favor at 8:00.**

Chairman Emery moved that the Board goes into executive session under Mass General laws G.L. c. 30A, s. 21(a)(4) to discuss the deployment of security personnel and devices, and not to go back into open session. Commissioner Manning seconded. **All in favor at 7:50.**

Adjourn: Commissioner motioned to adjourn.

Minutes accepted at the 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
Budget overview
Articles
Proposal from Tata & Howard
Tree cutting quotes.
Recordsforce information

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.