Town of Rowley

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

May 31, 2023 ,
Special Meeting Minutes

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

Chairman Cullen opened the meeting at 9:00.

Agenda Items:

1. **Discuss Water Department Accounting position applicant finalist and recommendation for appointment:**
   Commissioner Cullen said Carrie Kennedy had been interviewed by Bob Gray and John Manning. He said Carrie was by far the most qualified. John Manning and Bob Gray expressed their strong

   Commissioner Manning motioned to send a letter to the BOS to recommend hiring Carrie Kennedy for the position of Water Department Accountant. Chairman Cullen seconded. **All in favor at 9:10.**

2. **Discuss Water Department Accountant starting pay:**
   Chairman Cullen said the recommended rate of pay is $28.01/hr. He added that we need to facilitate this transition to make it as smooth as possible.
   Commissioner Manning motioned that we offer the position at Grade 7 Step 7 at the rate specified as $28.01. Chairman Cullen seconded. **All in favor at 9:15.**
   Commissioner Manning said the second motion is to extend the offer to Carrie with the expectation that she will give her two week notice to the town not to exceed four weeks. More time would require a formal request by the Town. Chairman Cullen seconded. **All in favor at 9:25.**

   Adjourn:
   Commissioner Manning motioned to adjourn. Chairman Cullen seconded. **All in favor at 9:30.**

Minutes Approved at the June 27, 2023 meeting

Minutes respectfully prepared by Kathy Bento.

Documents provided/discussed at meeting are available at the Water Department office:
Meeting Agenda

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.