



APPROVED  
12.12.16

# Town of Carver, North Carver Water District Commission

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Posted in accordance with the Provisions of M.G.L. Chapter 30A, Section 20B

Meeting minutes for November 7, 2016. The North Carver Water District Commissioners met, today, at the Carver Town Hall, meeting Room #3, 108 Main Street, Carver, Massachusetts.

Attendees: Kevin Tracey, Chairman; William Sinclair, Commissioner; Stephen Romano, Commissioner; Marlene McCollem, Director, Planning and Community Development

Also Present: Michael Ohl, Comprehensive Environmental Inc., Bruce Trumble, Mike Woollam, SWSS

Meeting called to order at 5:00 PM, by Kevin Tracey, Chairman

Bulk Water Discussion: Representatives from Decas Cranberry and Indian Head are in attendance.

## *Decas -*

Decas has been pulling water for over 3 years. Water use has gone down a little bit with dramatic increase in water quality. Currently Decas is pulling 4 days per week and is looking to go down to 3 days by end of year, then fading to no water. Reevaluate in January / February with a 30-day notice. They are switching to modified waste treatment. By-product is composted. It was asked as to whether the town would be open to occasional sales. This would be acceptable now but would need to be re-evaluated if the need would to arise in the future. Decas could provide a 24-hour notice.

We have a three-year contract which has now expired which was previously voted to extend. The Commission is now requesting an extended 6-month contract with a modified version. It was suggested that this contract be set to expire March 31, 2017. We would need to include an agreement for any future, emergency, needs.

Ms. McCollem indicated that the contract can be modified, with the new expiration of March 31, 2017, to include an amendment of a weekly minimum. A suggestion was made to provide a three tier rate, 3 days/wk., down to 2 days/wk., down to emergency only after March 1, without a minimum per day. This agreement would expire on March 31, 2017.

Ms. McCollem will draw up a draft of the amendment and send it over for review.

*Indian Head* – would like to run 45000 gals/daily (5 loads), during busy time (May June July September) 6 days / wk. during busy time. There would be less volume during slower months. Current price of \$87 / load (\$99 / 1000 gallons) is high. Usually pays \$60 / load. Had roughly 500,000 gals this year. Indian Head is requesting an adjustment with the latest bill which covered a lengthy usage period – April to current. Indian Head is requesting a reduction in that bill as it was based on the higher rate. After calculating and comparing to Decas rate, it was decided to provide an adjustment on the next bill with calculations as indicated below.

Regular Rate - \$9.90 per 1000

Decas came on at \$6.49 per 1000

Bring down to 8.195/1000 (50% of Decas discount)

Brings down to \$4078.62 which is a reduction of \$800. Willing to round down to \$4000.

It was agreed to adjust the next bill (January 2017) based on a new agreement. Adjustment will need to be done in December/January. We should also adjust the rate to a tier rate.

Proposed Tier Rate -

\$8.19/1000 gal (0-500,000 gal);

\$7.80/1000 (500,000-750,000);

\$7.40/1000 (750,000-1,000,000) for a quarterly billing cycle

Peak rate will be lower as volume will be higher and the no peak rate will be higher due to lower volume. This will be the last "Quarterly Rate" billing. Auditors have suggested monthly invoices for the large volume users. It was suggested that we begin monthly invoices for these users at the start of the next quarter, 1/1/2017. Once we begin with monthly billing, we will need to adjust rates accordingly as the above rates were based on quarterly usage.

Ms. McCollem will draft a contract, renewable each year, with a 90-day notice for cancellation/renewal.

Continuation of Public Hearing: *Rules, Regulations and Fees*

Ms. McCollem reported that all changes discussed at the last meeting have been incorporated. There are two outstanding items on feed page 1.

1. Back flow device testing for fire systems \$75 for testing. Mr. Sinclair indicated that this needs to be revisited. Mr. Sinclair recommended charges of \$75 plus \$3 per sprinkler head. Plymouth charges for commercial test and fire sprinkler at a rate of \$50 plus \$3 per sprinkler head. Annual cost should also be revisited, \$1500 is excessive. Ms. McCollem feels that if we are going to charge for both, then we need to reduce the annual cost (privilege fee). Annual fee was tied into 6" connection. New fee – Device testing every 6 months. (\$400 - \$600 per unit). If we reduce that fee then we would need to increase the sprinkler fee. It was suggested to go up to \$5. It was noted that a Cistern would run \$250K to \$300K. Mr. Ohl suggested - \$1500 fire fee is based on a 6" connection and scale appropriately. All agreed.
2. Design review – Medical office building – we absorbed the cost. We will be sending out a bill regardless. In the town of Kingston they require a \$200 deposit with the language "Developer shall assume all costs. Ms. McCollem would like to use the same verbiage with a \$500 fee (can't be a deposit). This fee would go into miscellaneous revenue and is non refundable. This will become a retained earnings at the end of the year. Mr. Tracey asked for the approximate cost of a set of plans. Mr. Ohl referenced Kingston with nitrogen loaded system, geologist and his team is about \$800.

With these modifications,

*Motion to Close public hearing: Mr. Sinclair*

*Second: Mr. Tracey*

*Discussion: None*

*Accepted: Unanimous*

*Motion to approve as amended with addition of modifications from today, 11/8/2016: Mr. Sinclair*

*Second: Mr. Tracey*

*Accepted: Unanimous*

#### **Billing question at 222 Plymouth Street:**

Ms. McCollem discussed payment plan with resident. Mr. Wollam did go out and to do more readings. Her usage is high (typically she is low steady usage). Based on Mikes readings, average 163 gal per day which is high. Marlene will call back and let resident know the results of the latest reads. Suggested that it may be a leaky toilet and to check with a plumber. Meter was installed by Middleboro and if there was a fault with the

meter, it typically under reads. Customer will be responsible to pay 50% and then payment plan established. It was suggested balance to be paid over the next three months

As a commission, we need to revisit starting a meter replacement program. This will be added to the next agenda. Cost would be approximately \$98 per meter. Install time should be less than 4 hours.

#### Water Infrastructure Assessment and Planning Grant – Update:

Mr. Ohl – The path taken to this point was using EPA software for small water systems. Now to make it more usable, keeping up to date and providing usable reports. It is not very user friendly. We are going to shift gears and design an Excel based spreadsheet. We have an inventory of assets that needs to be added to database, including costs. Linked to that will be a maintenance log to keep track of history. This will help when creating a future budget. Our ultimate goal is to have a detailed list for each of the next five years that will always roll consecutively.

Ms. McCollem and Mr. Ohl will review and discuss report on a monthly basis. This report will help to predict more accurately future months needs, budgets, etc.

Mr. Sinclair expressed concern over labor intensity and how we are going to maintain all of this information. Currently, Ms. McCollem will be entering data.

#### Billing Update

- 96 N. Main Street – Master meter read of 62,900 CF, but only 38,525 CF billed through the tenant meters – Marlene had a conversation with Landlord. Latest bill of \$1850 has been presented. It will be required for the landlord to use master meter from now on and landlord is to work with tenants. Mr. Trumble asked if we could use all meters (smallest possible) and then use the Delta master as an add-on. Ms. McCollem agreed.
- UBS proposal and letter to Softright – Packet presented – Included in the packet was Mr. Tracey's letter to Softright declining services. Rob Longo at Utility Billing Services will continue on with all services that we have had. Annual cost is \$550. Ms. McCollem has a verbal and a written commitment that Softright will be returning deposit.

#### FY18 Draft Budget

Current Year expenses and revenues was presented. We have some time before we have to submit. This will need ongoing review. Line items discussed:

- Indirect costs – need to talk to account to see how she comes up with that number.
- Insurance decreased this year!
- Electrical – good where it is
- Equipment – Line item is missing
- Need to remember to ask for federal reserve reimbursement
- \$100,000 debt should be structured. We need to be sure there is revenue to pay the debt. Not sure what can be done at this time.

### Generator Replacement

The group discussed timing issue. There is concern that we can't afford absorbing old generator cost, in addition to new generator costs. We can get the info from FM Generator structured as an option of cash and/or replacement of an appropriately sized generator. Current unit only has 384 hours, it's just too big. We should consider a used generator instead of new. Mr. Sinclair feels it won't be an issue. It was noted that the new generator will need a new gen set.

We need to reach out to Middleboro before scheduling maintenance for the week of replacing the generator. If we are connected to Middleboro, the DEP should not have issue. It was suggested that instead of just signing on for a week of hookup, we should propose "During this time period, if we lose power, we can use Middleboro services." Purchasing a week of services would be costly. If power goes off, we are alerted.

Mr. Sinclair reached out to FM Generator. We would like to set up a spec. FM will come out and do an evaluation of what we need. This info will go into the RFP. We need to ask FM what the availability is on an 80K unit and then re-evaluate.

### Water Operator's Report

#### **Pulled wells on Saturday -**

- Well 1 - The line between the building is most likely clogged. Has been in there for 10 months. Pump discharge is all hard iron.
- Well 2 – Pump was replaced on Saturday 11/5 – was last done two years ago. There is a significant leak.

- Water table is very low.

Only way to resolve ongoing expense is to find better quality water. We have seven test wells that may need to be evaluated for quality. Mike will follow up on this with his team. We can enlarge any test well that is deemed suitable.

#### **New Service @ Braddock Way**

Resident will need meter fits for both runs. Each unit has three bedrooms. Property assessment for this property was for 500 gallons per day. Two units would be 660 gallons. Assess privilege fee for extra bedroom. The principle amount of the betterment was deferred until property was built on. Resident will need to begin paying on this. Ms. McCollem and Mr. Tracey will work on this together.

Medical Building hook up status – No update at this time. Owner working with DPH.

#### **Minutes: September 12, 2016**

Minutes were reviewed.

*Motion to accept as written: by William Sinclair*

*Second: by Stephen Romano*

*Accepted: Unanimous.*

#### **Bills Payable**

Bills were reviewed.

*Motion to pay these bills in the amount of \$11974.62: Stephen Romano*

*Second: William Sinclair*

*Discussion: None*

*Accepted: Unanimous*

*Next meeting scheduled for December 12, 5:00 P.M.*

*Motion to accept: William Sinclair*

*Second: Stephen Romano*

*Accepted - Unanimous*

No further business.

Meeting adjourned

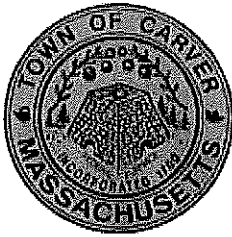
*Motion to accept: William Sinclair*

*Second: Stephen Romano*

*Accepted - Unanimous*

Meeting adjourned at 7:30 PM





# TOWN OF CARVER

## North Carver Water District Commission

### PUBLIC MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, SECTION 20B

### NORTH CARVER WATER DISTRICT COMMISSION

Monday, November 7, 2016

5:00 PM

Carver Town Hall Room #3

### AGENDA

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1. Bulk Water Discussion: representatives from both Decas Cranberry and Indian Head are expected to attend.
2. **Public Hearing:** Rules, Regulations, and Fees
3. Billing question at 222 Plymouth Street
4. Update: Water Infrastructure Assessment & Planning Grant
5. Billing update
  - a. 96 N. Main St. master meter read of 62,900 CF, but only 38,525 CF billed through the tenant meters.
  - b. UBS proposal and letter to Softright
6. FY18 draft budget
7. Generator replacement
8. Water Operator's Report
  - a. New service @ Braddock Way
9. Minutes: October 17, 2016.
10. Bills Payable.

*This institution is an equal opportunity provider and employer.*

