

Approved 5.16.16

**NORTH CARVER WATER DISTRICT MINUTES  
APRIL 13, 2016**

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

The North Carver Water District Commissioners met on April 13, 2016, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, Massachusetts. The meeting was opened by Mr. Kevin Tracey at 5:30 p.m.

**PRESENT:** Kevin Tracey, Chairman; William Sinclair, Commissioner; Stephen Romano, Commissioner

**ALSO PRESENT:** Michael Milanowski, Town Administrator; Bruce Trumbull, SWSS; John Wood, DPW; Mike Ohl, Comprehensive Environmental; Marlene McCollem, Town Planner; Christine Champ, Recording Secretary

**1. Update and further discussion: main extension to 68 N. Main Street (3 Lillian Way).**

The engineer from ConServ Group passed out plans for the Board to look at. (Mr. Milanowski entered at 5:32). He said he had an engineer, Design Engineers, who did the plan. Members of the Board looked at the plan and discussed same. Mr. Milanowski explained to the engineer about the recommendations on the map and he described the layout of Route 58 and where the intersection is. They discussed the water supply. He explained, potable wells are there. Mr. Milanowski said it was not a water extension project but a fire protection project. The engineer from ConServ said he requires a sprinkler system. He also said the upgrade was between 8 and 12 and most is still up in the air. The engineer said if all goes well, it is closer to the bottom number.

Mr. Milanowski said the other estimate he was looking for is the cost estimate. Ms. McCollem suggested 160 to 175 for a 6-inch. To change to one hydrant assembly, Ms. McCollem said this is not relevant to tonight's meeting. The engineer said he was here to find out what the preliminaries are. He said he'd make notes and get back to Ms. McCollem. The engineer also stated they had not gone to full engineering yet and he just had preliminaries.

Mr. Milanowski asked Ms. McCollem if she had gone through the materials. Ms. McCollem stated she was laying out recommendations for steps he should take to proceed (fire protection project). She then handed out a memorandum to all members for review and went over the memo with the engineer and the members of the Board. Ms. McCollem said they may be amending regarding meter and line and may be revising fee schedule. She said there could be a fee for usage, not dependent on meters. Mr. Romano spoke about usage fees. Ms. McCollem said if they were looking at as fire protection project, the privilege fee would be zero. Ms. McCollem then went over, if they needed privilege fee and stated she laid this out in the memo and said he should think about these things for their choices. Ms. McCollem said generally she does not recommend undedicated lines, but because of stagnant water issues and at end, it might make sense. They would be tapping off of Main street, not Lillian Way. She also suggested to the engineer, regarding 8 inch versus 12 inch, he should further discuss it with the engineers.

Mr. Milanowski supported Ms. McCollem's recommendations and suggested the engineer could be the developer. Mr. Milanowski wanted to know, from the engineer, if the Board was supportive of this and

was the potential buyer who was planning to invest willing to move forward with this. The engineer said the building had been under-utilized. He had addressed some things with his client, the doctor. The engineer stated, in order for them to get approval, they needed four or five things (mechanical, et cetera). The engineer stated, the truth was they'd looked elsewhere and it didn't go. But he felt here, the Board has been so helpful so they anticipate being in the building by the end of this fiscal year.

The engineer also stated, the state was hard to deal with. His group believed there is lots of surplus room for them here. The engineer said the doctor is in this service to go. He stated absolutely full speed ahead.

Mr. Milanowski asked about when the Purchase and Sale expires. The engineer thought Mass. Department of Public Health would take longer, maybe a 60-day review. Plus 20 to 30 days. So, he thought they were looking at 90 days. Mr. Milanowski asked about money that had been released. The engineer said, tens of thousands, Medicare and Mass. Health. (Their requirements.)

The engineer wanted others to be able to share (water main) in the future. He said he was happy about no privilege fees and he said it would be great if the Board could help them recover some of the fees. He also said he would appreciate it if the fees generated could be a credit against the account. He had been waiting for the dentist to maybe call and join but has not heard back. He again stated he felt it would be nice if others could share this fee.

Mr. Milanowski said from his experience, these fees are based on the public and there's not a lot the Board can do about this. The engineer said he assumed there was not any availability of cost help. Mr. Milanowski said, with connecting (water commission, if upgrade status) make sure there is enough water going through.

Mr. Romano had a question regarding the map. He wondered, all this does not incur privilege fee, unless fire, correct? Ms. McCollem said no, because of the Title V flow. Mr. Milanowski said that without plant being built, there's no option for operation. Mr. Milanowski said the privilege fees are to build the kitty back up for maintenance, et cetera. The usage fee, per Ms. McCollem, is to build up resources in theory, and you eventually meet capacity and the fees allow you to bank money to build capacity.

Mr. Ohl qualified two wells at 70 gallons per minute and said there was quality issues due to that. He stated it equates to 100,000 gallons a day and he did not recommend it so high. Mr. Ohl also stated, from planning perspective, one of your wells should be off line. He said we're permitted for 100,000 now.

Ms. McCollem informed the engineer, if this is the road he wanted to go down, she would be available until June 30th. She noted, to accelerate the schedule, et cetera, she must inform him.

Mr. Milanowski said the developer needs a level of comfort to get this done and suggested maybe meeting twice a week. He said the schedule is doable but maybe the Board must meet more.

Mr. Sinclair said as far as Rules & Regulations, it should be addressed whether the project goes forward or not. He felt the project was an excellent use for the building and water plant. Mr. Sinclair was curious regarding the 8 to 12-inch. Mr. Sinclair also stated, if we have to meet every week, fine. He felt it was worth it and he said it was a well-viable effort. He suggested the Commission should move forward on this as quickly as they can. Ms. McCollem said at a minimum, they needed to make these changes (on

memo). Mr. Romano said we need to do whatever we need to do to make this a positive.

Mr. Trumbull had some questions about the fire line. Mr. Ohl said there were no details yet and Mr. Milanowski agreed. Mr. Trumbull wanted to know specifically about the fire line, especially the 1" fire line. The Board would discuss later. Mr. Romano felt it should be 12.

Mr. Sinclair inquired if they could vote on addressing the Rules and Regulations to better clarify. He is referring to the memo Ms. McCollem issued to the members. Mr. Romano agreed. Mr. Sinclair moved to address the Rules and Regulations, to better clarify, that were outlined in the memo from Ms. McCollem regarding Article II, Section 14/Article V, Section 14. Ms. McCollem said the hearing date will be as soon as possible. Mr. Tracey seconded the motion. It was voted unanimously.

Mr. Sinclair recommended moving forward to have the staff work on the map and positively move forward to accomplish. Mr. Romano said he agreed. Mr. Tracey said it was doing what it intended to do. The engineer thanked everyone and was happy with the Board's help.

Ms. McCollem informed the engineer he needed a zoning permit and the engineer said it was underway.

The engineer left at 6:23 p.m. and thanked everyone.

## **2. Water Operator's Report**

Mr. Trumbull stated there was not much going on and said Decas had been uneventful. He continued, no trouble, plant fine. He stated that they purchased a contractor for one of the Quincy air compressors to be installed next week. He said Mr. Woollam would be out the next week. Mr. Trumbull wanted to talk more about the Dog Mall and Ms. McCollem said they would talk more about it later.

## **3. Bulk Water Billing Protocols**

Ms. McCollem said it could be addressed next time.

## **4. Discussion of Rules & Regulations**

Ms. McCollem said they would plan to meet more regarding same this spring.

## **5. Minutes: March 21, 2016**

N.A.

## **6. Water Charge Commitment (use from January-March, 2016)**

Mr. Romano made a motion for water supplied. Mr. Sinclair seconded the motion for April, 2016. It was voted unanimously.

## 7. Bills Payable.

Waterstone property - Ms. McCollem showed Chairman Tracey the revised invoice regarding the two hours that were not on the bill. She needed Mr. Trumbull to get a new invoice for just the two hours and the 260. Ms. McCollem wanted to attach the invoices to Waterstone's bill. She had an invoice from other sales and said that was fine. She had been trying to add the 15% markup but according to the Rules and Regulations, there was a problem with marking up. Chairman Tracey thought it meant paying on time versus marking up. Ms. McCollem wanted to make sure she was doing it correctly. Chairman Tracey said it must be paid on time. He interpreted the Rules and Regulations that way. Mr. Romano wanted to see the estimate of the lost water from Mr. Trumbull.

Chairman Tracey inquired of Mr. Trumbull about the new meter across from the Dunkin' Donuts at New England Farm. Mr. Trumbull said he needed one for the Dog Mall on Braddock Way.

Ms. McCollem said the meter tags were showing up with no customer information (addresses, names, billing info.) and it needed to be fixed. Mr. Trumbull said they have paperwork with the information. Ms. McCollem suggested that no more meters get ordered and Mr. Trumbull said, no, that no meters should leave his shop. Ms. McCollem also did not want any tags that had wrong addresses without applicant's name, billing, et cetera. Mr. Sinclair wants this added to the Rules and Regulations. Mr. Trumbull said a new client checklist would be done and he would bring in a sample list to follow.

Mr. Sinclair motioned to pay the bill of \$16,456.77. Mr. Romano seconded the motion. It was voted unanimously.

Mr. Milanowski inquired about Ms. McCollem changing over. He said he was happy to have Ms. McCollem to work with the Rules and Regulations. He said the Town meeting did approve the amount and he wants it included in the capital outlay project. He needed a ten-year plan from the board.

Mr. Ohl had brought up that he would like to have fire suppression cost where it could be charged to them and they could add hydrants so there was adequate volume coming through the system. He said the system could not handle if there were multiple fires at the same time (lowering pressure). Mr. Milanowski asked if there was a requirement for 12 vs. 8. He said he agreed in principle on 12, but needed for exercise to confirm. Mr. Milanowski wondered if there would be a need for an upgrade in ten years if 8. There was further discussion regarding the same and Mr. Milanowski said this was a unique situation.

Mr. Milanowski said they were changing billing to new billing, trying to get better billing for Mr. Trumbull's office. Mr. Trumbull said he had been informed by Meg and he was going to work with it.

Mr. Ohl said he was informed by Mike Woollam about a meter that was installed at the Middleboro line. He said there's a short-term fix that can offer some level of fire protection. He said if it was permanent and opened when needed, that would work. He said realistically, 100,000 should get you what you need (money-wise). Mr. Ohl also said he now thinks they can implement to houses that it goes by.

Mr. John Woods from the D.P.W. informed the Board the town is not going to run out of water in case of multiple fires.

8. **Correspondence: Letter sent to Wendy Lundell.**

N.A.

9. **Next Meeting:** Monday, May 14, 2016, at 5:30 p.m.

Mr. Romano moved to adjourn the meeting. It was seconded by Mr. Tracey. It was approved unanimously.

The North Carver Water Commission was adjourned at 6:51 p.m. on April 13, 2016.

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Exhibit A	Meeting Agenda - April 13, 2016
Exhibit B	Memo dated 4/13/16 from Marlene McCollem to Water Commissioners regarding Main Extension to 68 No. Main Street





# TOWN OF CARVER

## North Carver Water District Commission

108 Main Street  
Carver, MA 02330

Phone: (508) 866-3450  
Fax: (508) 866-3430  
E-mail: [marlene.mccollem@carverma.org](mailto:marlene.mccollem@carverma.org)

### PUBLIC MEETING NOTICE

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

### NORTH CARVER WATER DISTRICT COMMISSION

Wednesday, April 13, 2016

5:30 PM

Carver Town Hall Room #3

### AGENDA

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

1. Update & Further Discussion: main extension to 68 N. Main St (3 Lillian Way).
2. Water Operator's Report
3. Bulk water billing protocols.
4. Discussion of Rules & Regulations.
5. Minutes: March 21, 2016.
6. Water Charge Commitment (use from January-March, 2016).
7. Bills Payable.
8. Correspondence: Letter sent to Wendy Lundell.
9. Next Meeting: Monday, May 14, 2016 @ 5.30 PM

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# TOWN OF CARVER

## Office of Planning & Community Development

108 Main Street  
Carver, MA 02330


Phone: (508) 866-3450  
Fax: (508) 866-3430  
E-mail: [marlene.mccollem@carverma.org](mailto:marlene.mccollem@carverma.org)

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### MEMORANDUM

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TO: WATER COMMISSIONERS

FROM: MARLENE MCCOLLEM, DIRECTOR, PEP 

SUBJECT: MAIN EXTENSION TO 68 N. MAIN ST (GREEN ST & LILLIAN WAY)

DATE: 4/13/2016

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After additional conversations with the project proponent, and review of the District's Rules and Regulations dated November 29, 2012, I recommend the Commission approach this potential water main extension as a fire suppression project.

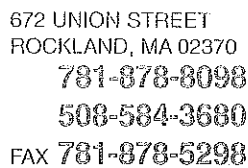
It is my understanding that the proposed end-use of the vacant building at 68 North Main Street is for a pain management center with patient treatment rooms and a surgical theater. The use is subject to a permit from the Dept. of Public Health (DPH), and certain areas of the building will be required to be sprinkled. The project proponents are interested in possibly extending the water main from the hydrant at the corner of Lakenham Drive and Green Street to serve the property.

If you agree with my assessment that this is a fire protection project, the extension will require several decisions and actions by the Commission, which are outlined below:

1. Currently Article II, Section 14 does not allow for the system to be used for direct fire protection. I recommend this section be amended to anticipate sprinkler systems using the system.
2. Currently Article IV, Section 14 requires that all water be metered. I recommend that a provision be added to allow fire lines to be unmetered.
  - a. An unmetered line would not be subject to the quarterly minimum charge. Instead I recommend that the Commission create an annual fire service charge to be assessed to properties with a fire line.
3. The calculation of the privilege fee is based on "Assessment Units" which is calculated from the design flow under Title V flow associated with the proposed use.
  - a. There is no Title V design flow associated with fire protection. In this limited instance, I recommend that the privilege fee be calculated at \$0.
  - b. In this particular instance the proposal is to reuse the existing building. The existing building has a private water source. Under other circumstances (new construction) where there is no existing source of potable water. The privilege fee should be assessed for the domestic service.
  - c. In this limited instance, the applicant is proposing to split a domestic line off of the fire line.

- i. I recommend this domestic service not be charged a privilege fee because it is unnecessary, but offered as a way to provide a number of benefits to the NCWD.
    - 1. The domestic service will add a modest rate payer to the system.
    - 2. The flow through the line will be limited, but will assist in preventing stagnant water.
  - ii. Generally, I would not recommend that the District allow a domestic line to be split off of the fire line. 2 dedicated lines are generally a better practice. However, in this case, the run length is significant and the flow through the fire line to the domestic line will benefit the district.
- 4. Currently Article V, Section 10 requires that mains must be extended "to the furthest limit of the applicant's property." This could be interpreted to require that the main turn the corner and run down Lillian Way.
  - a. I recommend that the Commission interpret this to require that the main be extended along the entire frontage of the property where the service is tapped from. In this case, service will be tapped from North Main Street, so I would recommend that the property owner install the main to the northwest corner of North Main Street and Lillian Way.
  - b. I recommend that the proponent install 1 hydrant at the corner of Lillian Way and North Main Street.
  - c. I recommend that valves and stubs be installed at the corner of North Main Street and Lillian way to facilitate additional runs to the south and west.
  - d. The Commission should discuss and decide if the main installed in the North Main Street ROW is 8" or 12" in diameter.

End of document.



**WATER WORKS SPECIALIST**  
**DISTRIBUTOR OF QUALITY WATER, SEWER & DRAINAGE SUPPLIES**

Decas meter 4-4-16

#1 - 023600

#2 - 2428800

You will have to subtract Indian heads usage from Decas's total.

TAPPING SLEEVES AND GATES INSTALLED • SMALL TAPS • PRESSURE TESTING  
AND DISINFECTION • ELECTRONIC LEAK DETECTION  
EMERGENCY REPAIRS • SPECIAL MECHANICAL ENGINEERING  
BACKFLOW PREVENTERS INSTALLED AND MAINTAINED  
INSERTION VALVES • LINE STOPPING

To be filled out by Whitten

[illegible]



Town of Carver  
108 Main Street  
Carver, MA 02330

# Invoice

Date	Invoice #
4/13/2016	967

Bill To
Indian Head 22 Indian Head Street Halifax, MA 02341

Service Property	Terms	Project

Description	Qty	Rate	Amount
Gallons of water drawn per 1/11/16 through 4/4/16 85 c/f	635.8	0.0099	6.29

	Total	\$6.29
	Payments/Credits	\$0.00
<i>This institution is an equal opportunity provider and employer.</i>	Balance Due	\$6.29

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



Town of Carver  
108 Main Street  
Carver, MA 02330

# Invoice

Date	Invoice #
4/13/2016	966

Bill To
Decas Cranberry 4 Old Forge Drive Carver, MA 02330

Service Property	Terms	Project
	Due on receipt	

Description	Qty	Rate	Amount
Gallons of water drawn per Meter Read Low 23,600 c/f High 2,428,800 c/f	1,987,548.2	0.0065	12,919.06

	<b>Total</b>	<b>\$12,919.06</b>
	<b>Payments/Credits</b>	<b>\$0.00</b>
<i>This institution is an equal opportunity provider and employer.</i>	<b>Balance Due</b>	<b>\$12,919.06</b>

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





# North Carver Water District

Town of Carver  
108 Main Street  
Carver, MA 02330

Phone # 508-866-3450 E-mail Carver.Planning@carverma.org

## Invoice

Date	Invoice #
1/19/2016	885

Bill To
Decas Cranberry 4 Old Forge Drive Carver, MA 02330

Service Property	Terms	Project
	Due on receipt	

Description	Qty	Rate	Amount
Gallons of water drawn per Water draw 10/6/15 to 1/11/16 Meter Read L 20,900 c/f H 2165690 C/f	2,239,400	0.0065	14,556.10

	Total	\$14,556.10
	Payments/Credits	\$0.00
	Balance Due	\$14,556.10

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## North Carver Water District Rules and Regulations

### *Authority*

The Town of Carver's North Carver Water District was established under Chapter 124 of the Acts of 2008 by the Massachusetts legislature. Under Section 4(a) and 5(f) of the District's enabling legislation, the District Commissioners are granted the Authority to establish rules and regulations governing the use of the District water system.

### *Office Hours*

Monday, Wednesday, and Thursday 8 AM-4 PM; Tuesday 8 AM-7 PM, and Friday 8 AM-12 noon (by appointment).

### *Emergencies*

The District operates on a 24-hour emergency call basis. In case of an emergency at times other than the above listed office hours, a call may be made to the Carver Police Department at 508-866-2000. Any emergency calls will be relayed to the Water District for prompt attention.

### *Meetings*

All meetings and any changes in scheduling of the Board of Water Commissioners shall be posted by the Town Clerk at Town Hall. Schedule, date, and location shall be included in the posting. Section 23A to 23C, inclusive of Chapter 39 of the General Laws shall apply to the meetings of the Commission and Section 10 of Chapter 66 shall apply to the Commission's documentary materials or data.

### *Identification*

All Water District employees will carry photo identification. Do not allow anyone unknown to enter your premises on Water District business unless properly identified.

### *Modifications*

The Commissioners may change and amend the rules and regulations at any duly noticed meeting of the Water Commissioners by majority vote.

### *Consent*

The following rules, regulations and procedures are part of the contract with every person who takes water from the North Carver Water District, and govern the relations between the Water District and its consumers and the contractors/developers who install water systems. Every such person using the District water shall be considered as having expressed consent to be bound by the rules and regulations of the District. Non-users are bound by provisions contained herein regulating the use of equipment owned by the District.

## **ARTICLE I—DEFINITIONS**

The definitions contained in Chapter 124 of the Acts of 2008 Section 1 and any other amendments to Chapter 124 of the Acts of 2008 are hereby adopted. (Moved from "Section 26" on pg. 5)

Air Gap: The method of preventing backflow through the use of an unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of the receptacle. The air gap separation shall be at least twice the internal diameter of the supply pipe discharge line by in no case less than one inch.

Applicant: shall mean any property owner or duly authorized owner's agent applying for water service or for a water main extension, alteration, replacement or relocation.

Apportionment Agreement: A written agreement signed and acknowledged by the owner of Benefitted Property that has been assessed a Privilege Fee, agreeing to pay the Privilege Fee over a term of years not longer than the term of years remaining for apportioned Betterment Assessments, with annual interest of five percent (5%) on the remaining balance.

Approved: Accepted by the Reviewing Authority as meeting an applicable specification stated or cited in this regulation, or as suitable for the proposed use.

Approved Backflow Prevention Device: A testable or non-testable cross connection control device that is approved by the MassDEP for use in Massachusetts.

Assessment Unit: A number that is equal to the design flow in gallons per day (gpd) based upon design flow attributed to different land uses and different types of establishments under 310 CMR 15.203 (2) through (6) of the Title 5.

Atmospheric Vacuum Breaker: A device which prevents backsiphonage by creating an atmospheric vent when there is either a negative pressure or subatmospheric pressure in a water system.

Automated Meter Reading Device: shall mean a device(s) used for reading a water meter without having to enter a premise.

Auxiliary Water Supply: Any water supply, on or available, to the premises other than the purveyor's approved public potable water supply.

Backflow: The flow of water or other liquids, mixtures or substances, under positive or reduced pressure in the distribution pipes of a potable water supply from any source other than its intended source.

Backflow Preventer: A device or means designed to prevent backflow or backsiphonage. Most commonly categorized as air gap, reduced pressure principle device, double check valve assembly, pressure vacuum breaker, atmospheric vacuum breaker, hose bib vacuum breaker, residential dual check, double check with intermediate atmospheric vent, and barometric loop.

Backpressure: A condition in which the owner's system pressure is greater than the supplier's system pressure.

Backsiphonage: The flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable water supply system.

Barometric Loop: A fabricated piping arrangement rising at least thirty-five (35) feet at its topmost point above the highest fixture it supplies. It is utilized in water supply systems to protect against backsiphonage.

Benefitted Property: A parcel of real property or contiguous parcels of real property under the same ownership within the District Service Area.

Betterment Assessment: The betterments assessed by order of the Commission on December 14, 2009, as reduced by abatement.

Boundaries: The boundaries of the North Carver Water District are on file with the Carver Town Clerk.

Building: shall mean any structure used for human occupancy, employment, recreation or other purposes.

Commission: The North Carver Water District Commission or, if the Commission shall terminate, the succeeding person, board, body or commission to whom the Commission's powers shall have been transferred by law.

Consumer or Customer: shall mean the individual, firm or corporation, or a duly authorized representative, whose name the Water District has on its books as the owner of record of the property who has applied for a water service or any individual, firm or corporation who, in fact, uses the water service of the North Carver Water District.

Containment: A method of backflow prevention which requires a reduced pressure backflow preventer or an air gap separation at the meter or property line.

Contaminant: A substance that will impair the quality of the water to a degree that it creates a serious health hazard to the public leading to poisoning or the spread of disease.

Cost per Assessment Unit: \$35.003 as of [ ], 2012—insert date of adoption of regulation revisions for privilege fees] increasing by five percent (5%) per year thereafter on the anniversary date of adoption of these Regulations.

Cross-Connection: Any actual or potential connection between the public water supply and a source of contamination or pollution. (This term is defined twice, see below)

Cross Connection Violation Form: A violation form designated by MassDEP, which is sent to the owner by the water supplier with copies sent to the plumbing inspectors and Board of Health delineating cross connection violations found on the owner's premises and a procedure for corrective action.

Cross Connection: shall mean any actual or potential connection between a distribution pipe of potable water supplied by the public water system and any waste pipe, soil pipe, sewer, drain or any other unapproved source. Without limiting the generality of the foregoing, the term "cross connection" shall also include any bypass arrangement, jumper connection, removal section, swivel or changeover connection and any other temporary or permanent connection through which backflow can or may occur.

Double Check Valve Assembly: An assembly of two (2) independently operating spring loaded check valves with tightly closing shut off valves on each side of the check valves, plus properly located test cocks for the testing of each check valve.

Double Check Valve with Intermediate Atmospheric Vent: A device having two (2) spring loaded check valves separated by an atmospheric vent chamber.

Department: The Massachusetts Department of Environmental Protection (MassDEP).

Design Data Sheet: A report form submitted to the supplier of water along with plans for each installation of a reduced pressure backflow preventer or double check valve assembly, or for each change to any such device already installed, describing and showing the details of the specific installation.

District: The North Carver Water District. (This term is defined twice, see below)

District: Shall mean the person appointed by the North Carver Water Commission to serve as District or to the person designated by the Commission to act in the capacity of the District. (Moved in alphabetical order from Sec. 55)

District Service Area: The parcels of land which receive or are proposed to receive water service from the Water Project. Said land being more fully described as the "District Service Area" in Section 1 of Chapter 124 of the Acts of 2008 and on the map for the District Service Area on file with the Carver Town Clerk's office. This map and listing are also available for public review at the Commission offices. Additional parcels may be added at the sole discretion of the Commission.

Fire Protection/Suppression System Supply Line: Shall mean the private water piping, control valve and appurtenances installed solely to furnish water for extinguishing fires. (Also referred to as a Fire Pipe in these Regulations).

Health Hazard: An actual or potential threat of contamination to the potable water in a public water system, which, in the opinion of the supplier of water would endanger health.

Hose Bibb Vacuum Breaker: A device which is permanently attached to a hose bibb and which acts as an atmospheric vacuum breaker.

Increased Flow Approval: Approval by the Commission upon review of a building permit or occupancy permit application to the Town of Carver Building Inspector, which approval allows continued use of an existing connection to the Water Distribution System for a particular number of gallons of Title 5 design flow to a Benefited Property upon which buildings or structures are to be constructed, expanded or reconstructed or changed in use for a different use of an expanded use or a more intense use than the use or intensity of use upon which the Betterment Assessment was based, or increased flow to a Benefited Property which was not liable to assessment of a Betterment Assessment or not in fact assessed a Betterment Assessment.

In-Plant Protection: The location of approved backflow prevention devices in a manner, which provides protection of the consumers of water and the potable water system within the premises.

Inspection: An on-site inspection and survey by a qualified individual to determine the existence and location of cross connections and/or the physical examination and testing of an installed backflow prevention device to verify that the backflow prevention device is functioning properly.

Inspection and Maintenance Report Form: A report form which is to be used by certified testers to record all pertinent testing information.

Main: Shall mean the piping and associated valves, hydrants and appurtenances owned by the Commission, or another town installed in a public way, publicly-owned easements whether recorded or by prescription, or private ways open to public travel, for the purpose of supplying water to one or more customers or for public fire protection including all supply or distribution pipes owned by the District.

Meter: Shall mean an instrument or device, including any appurtenances thereto, for measuring the flow of water.

Owner: Shall mean a person who alone or jointly or severally with others, has the legal title to any premises or has care, charge, custody or control of any premises as agent, executor, administrator, trustee, lessee or guardian of the estate of the holder of legal title. Also for the purposes of cross connections any person maintaining a cross connection installation or owning or occupying premises on which cross connections can or do exist.

Owner's Agent: Any person or body designated by the owner to act as his or her representative.

Person: Any individual, corporation, company, association, trust, partnership, the Commonwealth, a municipality, district, or other subdivision or instrumentality of the United States, except that nothing herein shall be constructed to refer to or to include any American Indian tribe or the United States Secretary of the Interior in his capacity as trustee of Indian Lands.

Pollutant: A foreign substance, that if permitted to get into the public water system, will degrade its quality so as to constitute a moderate hazard, or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably effect such water for domestic use.

Potable Water: Water from any source that has been approved by Mass DEP for human consumption.

Pressure Vacuum Breaker: A device containing one or two independently operated spring loaded check valves and an independently operated spring loaded air inlet valve located on the discharge side of the check or checks. Device includes tightly closing shut-off valves on each side of the check valves and properly located test cocks for the testing of the check valve(s).

Private Fire Protection: Shall mean private water mains, fire pipes and other appurtenances installed for the purposes of fire protection/suppression at a particular premise.

Privilege Fee: The amount to be assess by the Commission upon a Benefited Property, including properties previously assess a Betterment Assessment or not liable to assessment of a Betterment Assessment or not in fact assessed a Betterment Assessment, prior to connection of a building on the Benefited Property to the Water Distribution System or prior to obtaining an Increased Flow Approval.

Reduced Pressure Principle Backflow Preventer: An assembly consisting of two (2) independently operating approved check valves with an automatically operating differential relief valve located between the two (2) check valves, tightly closing shut-off valves on each side of the check valves plus properly located test cocks for the testing of the check valves and the relief valve.

Residential Dual Check: An assembly of two (2) spring loaded, independently operating check valves without tightly closing shut-off valves and test cocks. Generally employed immediately downstream of the water meter to act as a containment device.

Reviewing Authority: The North Carver Water District, or the Carver plumbing inspector, authorized by M.G.L. c. 142 and licensed by the Board of State Examiners of Plumbers and Gas Fitters, whichever is responsible for the review and approval of the installation of an approved backflow prevention device.



Service Pipe: Shall mean the connection, piping and associated valves and appurtenances that extend from a public water main to a building or property for the purpose of supplying water, other than for fire protection/suppression systems.

Supplier of Public Water: The North Carver Water District.

Total Amount to be Assessed as Privilege Fees: The total project cost less amounts assessed as Betterment Assessments or Privilege Fees and not abated. When the Total Amount to be Assessed as Privilege Fees has been finally assessed and not abated, the Privilege Fee shall expire. (What does this mean? How is it different from the definition of "Privilege Fee" found above?

Unapproved Source: The source or distribution system for any water or other liquid or substance which has not been approved by the Mass DEP as being of safe and sanitary quality for human consumption, including by not limited to any waste pipe, soil pipe, sewer, drain, or non-acceptable potable water system material.

Water Connection Permit: A permit issued by the Commission permitting a building or structure to be newly connected to the Water Supply and Distribution System.

Water Supply and Distribution System: The wells, pumps, treatment plant, water mains and appurtenant infrastructure supplying water to the District Service Area.

Water Project: The installation of the Water Supply and Distribution System.

## **ARTICLE II—GENERAL PROVISIONS**

### *Section 1*

Application for Water Service—New and Renewal: All applications for a new connection or replacement of an existing connection to the District's water system shall be made at the office of the Water District by the owner of the property, or by an authorized agent. All applications must contain the full information requested and be accompanied by the applicable fees. All new services must have frontage where there is an existing main or be approved for service by the Water District Commissioners. REF Appendices Water Service Application.

### *Section 2*

Responsibility of Charges: Consumers of water will be charged with and held responsible for all water passing through their service pipe until such time as they shall notify the Water District at its office in writing that they no longer desire the use of water and the District has terminated all service to the property. In the case of the sale of the property, such notice shall give the name and legal mailing address of the new owner. Failure to receive invoices and/or submit notification of transfer of ownership will not constitute a reason for any adjustment. The sale or other transfer of title of property does not eliminate the responsibility for payment of any charges or fees and the new owner of record will be held responsible for ensuring that all charges and fees are paid in full at the time of transfer or when the bills are due.

### *Section 3*

Unusual Construction: Owners of property desiring any unusual construction, alterations or attachments connected with the water supply must submit plans and specifications for the same to the District for inspection and approval or disapproval, and for a determination as to whether the same are permissible. The District will determine the terms, charges and conditions under which their use will be allowed.

#### *Section 4*

Access to Premises: Authorized employees of the Water District upon presentation of their credentials shall be permitted access to all premises supplied with water at reasonable hours, to permit inspection of plumbing and fixtures, to set, remove, or read meters, install remote registers, survey for cross connections, to ascertain the amount of water used, the manner of use, and to enforce these procedures. When such access has been refused, the water will be shut off. No person shall tamper with a water meter or they shall be subject to a fine, per Article II, Section 13.

#### *Section 5*

Service Turn On/Off: Only Water District employees will turn on/off a water service at the street, unless directed and/or designated by the Water District.

#### *Section 6*

Conditions Under Which Service is Furnished: The District does not guarantee constant pressure nor uninterrupted service, nor does it assure the consumer either a full volume of water or the required pressure per square inch necessary to effectively operate hydraulic elevators, sprinkler systems or other appliances, the same being subject to all the variable conditions that occur in the water system.

#### *Section 7*

No Liability for Interruptions of Service: No consumer shall be entitled to damages, or have payment refunded, for any interruption of supply occasioned either by accident to any portion of the works, or by the stoppage or shortage of supply due to causes beyond the control of the District, such as excessive drought, excessive use of and waste of water by other consumers, or by leaks or defects in the pipes or appliances owned by him or other consumers.

#### *Section 8*

No Liability for Dirty Water: The District will not be responsible for damages caused by dirty water resulting from the opening or closing of any gate for repairs, the use of any hydrant, or the breaking of any pipe. Whenever possible or feasible, the District will notify the affected consumers by media that there may be an occurrence of dirty water. The District will also not be responsible for changes in water quality due to chlorination or if water is temporarily provided by the Town of Middleboro.

#### *Section 9*

No Liability for Consumer's Pipes: The District assumes no liability for conditions which exist in consumer's pipes and cause trouble coincident to or following the repairs of any main pipe, service pipe, meter or other appliance belonging to the Water District.

#### *Section 10*

No Liability for Collapsed Boilers, Etc.: The District reserves the right at any time, without notice to shut off the water in the mains for purposes of making repairs, extensions or for other necessary purposes. Persons having boilers or other appliances on their premises depending on the pressure in the pipes to keep them supplied with water are hereby CAUTIONED against danger from these sources, and are required to provide, at their own expense, suitable safety appliances to protect themselves against such danger. In any event, it is expressly stipulated that the Water District will not be liable for any damage resulting from water having been cut off, either through accident or necessity.

#### *Section 11*

No Liability for Shutting Off Water Without Notice: When it becomes necessary to shut off the water from any section of the District because of an accident or for the purpose of making changes or repairs, the District will endeavor to give timely notice to as many of the consumers affected thereby, as time and the character of the repairs or the accident will permit, and will, so far as practicable, use its best efforts to prevent inconvenience and damage arising from any such cause but failure to give such notice will not render the District responsible or liable for any damage that may result from shutting of the water or any coincident conditions. Notice will be given at the address indicated on water application/bills via US Mail.

#### *Section 12*

Conference with Water District: Prior to commencing installation of water works materials, the consumer will meet with the Water District to review and insure understanding of and compliance with these Rules and Regulations.

#### *Section 13*

Violations of Regulations: Any person found in violation of regulations, rules or policies shall be fined \$50 (first offense) \$100 (second offense), \$150 (third offense). Each day shall be considered a separate violation. The District may also order the shut off to the violator's premises upon violation of these regulations. If the water has been turned off as a result of a violation of these rules, it will not be turned on again until the District is satisfied that there will not be any further cause for complaint, and charges have been paid to cover the cost of shutting off and turning on the water.

#### *Section 14*

Fire Protection: The District does not provide water for active hydrants or direct fire protection. Indirect storage for fire protection systems, if supplied, by the District must be metered. Water supplied by other sources must be completely separate from North Carver Water District public water.

#### *Section 15*

Severability: the provisions of these Regulations are severable. If any provision of these Regulations or any specific application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications which can be given effect in the absence of the invalid provision or application.

#### *Section 16*

Availability of Service: Subject to availability, all property situated within the North Carver Water District shall be eligible to receive water service from the Commission upon compliance with these Regulations. The timing and methods for extending or providing service shall be at the Commission's sole discretion. Eligibility for water service outside of the District shall be conditioned upon the Commission's approval and compliance with these Regulations. The Commission is not required to provide service to a property if there is an insufficient water supply in the opinion of the Commission.

#### *Section 17*

Ownership: The Commission owns all public water mains, hydrants, valves, and associated appurtenances located within public ways, Commission-owned easements, whether recorded or by prescription and private ways open to public travel within the Town unless otherwise specified in writing by the Commission (with a copy provided to the owner). The Commission also owns all water service pipes from public water mains located within public ways, Commission-owned easements, whether recorded or by prescription and private ways open to public travel within the Town to an owner's property line, except where a building, foundation wall, retaining wall, stairs, areaways or other subterranean structures are located on the property line, the Commission owns the water service pipe to a distance of 18-inches outside the property line.

### *Section 18*

Public Water Mains: The Commission shall control the use of all public water mains in the District. No person shall, without prior written authorization from the Commission, uncover, make any connections with or opening into, alter, or disturb a public water main. No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the Commission's water distribution system.

## **ARTICLE III—CHARGES**

### *Section 1*

Rates and Fees: Water rates and fees shall be established and or modified by the District Commissioners.

### *Section 2*

Date of Consumer's Liability to Pay: A minimum charge will be assessed for a water service from the date the water is turned on whether the water is used or not.

### *Section 3*

Discounts to Prevailing Rate for Bulk Purchases: A discount from the prevailing rates, at a rate determined by the Commission, to users to fill by means of a hydrant and tanker truck issued for a minimum usage of at least 28,000 gallons per day.

### *Section 4*

Payment Due Dates: Water bills are due and payable within thirty (30) days from the date of issuance.

### *Section 5*

Overdue Bills: All water bills that are outstanding after 30-days will be mailed a demand notice which shall be due within fourteen (14) days. The demand notice shall include a demand charge and interest on the outstanding balance. Interest shall accrue at the statutory rate applicable to property taxes as stated in Massachusetts General Law, c. 59, Sec. 57. If the charges are still unpaid after the due date of the demand notice, a hand delivered shut off notice will be posted on the premises being served one week before water service is turned off or plugged. Such shut off of water charges shall be approved by the Water Commission as water rates and charges of the Water District.

### *Section 6*

Payment Plan: Any customer, prior to the termination of service, may agree to a written payment plan with the District. Any customer requesting a payment plan to avoid shut-off shall be afforded the opportunity to participate in a payment plan provided the account is not in default of a current payment plan.

### *Section 7*

Standard Payment Plan Offers: Any customer prior to the termination of service may agree to a written payment plan with the District. The "standard offer" provided all customers to avoid shut-off is payment of one-half the amount due, and the remaining past due balance paid on an agreed to monthly payment schedule. The first payment shall be due on the first business day of a full month following the signing of the payment plan agreement. All charges subsequent to a payment plan are independent of the payment plan and subject to collection in accordance with these Rules. Customers who fail to meet the terms of the "standard offer" and monthly payment schedule shall have their service terminated without the benefit of additional notice. Any customer on a payment plan who notifies the District in advance of a termination that the monthly payment

cannot be made shall not be considered in default for that payment provided payment be made prior to the next monthly payment date. Restoration of water service to properties whose service is terminated for non-payment or default of a payment plan requires payment in full of all charges due to the District on the date of termination.

#### *Section 8*

Return Check Policy: Checks or other forms of commercial paper payable to the District for the purchase of water, materials, labor, fees, and or services to any account to which the District is entitled payment shall be subject to the provisions of MGL c. 266, s. 37. In addition, the return of any instrument of payment from the institution on which it is drawn, shall at the discretion of the District, subject the account to which it is applied to termination of service. Upon receipt of a returned instrument of payment, the District shall return said instrument to the drawer by certified mail. Included with the returned instrument of payment shall be a service termination notice. Service may be terminated on the first day after receipt of the certified mail return card or after fourteen (14) days, whichever occurs first. A service fee as described in the rate schedule, and the cost associated with the certified mail, shall be applied to the account for each occurrence an instrument of payment is returned.

#### *Section 9*

Collection of Miscellaneous Water Charges: All bills for materials on consumer's property and charges for shutting off or turning on water or other miscellaneous services will be subject to the same conditions as bills for water.

#### *Section 10*

Charge for Turning Water On or Off: A charge will be made for "turning on" or "shutting off" a water service when requested by the consumer or his agent. The Water District requires a two (2) week notice for a "turn on" or "turn off." No account will be "turned on" if there is an outstanding balance showing.

#### *Section 11*

Delinquent Accounts: No customer that owes an overdue bill for water charges shall be entitled to the further use of water at the same or any other premises until such water charges are paid in full, together with costs. Such cost shall include incurred interest as determined by the District except as provided in Section 4 and 5.

#### *Section 12*

Claims for Adjustments on Bills: All claims for adjustment of water bills shall be made in writing to the District within thirty (30) days of receipt of the bill. Such claims shall include sufficient explanation as to the basis for the claim for adjustment. If the adjustment is denied, the consumer may appeal the decision under Article VIII of these Regulations.

#### *Section 13*

All Metered Water to be Paid For: All water passing through a meter must be paid for by the consumer. The District shall not be held liable nor shall any claims be made against it in consequence for the breaking of any pipe or fixture. It is the consumer's responsibility to keep their water pipes and fixtures in good repair and protected from freezing. Consumers will be held responsible for any damage caused to the meter and water use resulting from their failure to do so. Consumers should prevent water waste at all times.

#### *Section 14*

When Meter is Out of Order: If a meter is out of order or fails to register, the consumer will be charged at the average daily consumption as shown by the meter when in order, for the corresponding period of two (2) years

proceeding or as determined by the District. A notice will be delivered to the consumer in order to arrange a time for access to change the meter during normal business hours. If there is no response or the meter has not been repaired by the next billing date, a bill for twice the prior average or as determined by the District will be sent. Service shall be terminated if arrangements for replacing the meter have not been made by the consumer within sixty (60) days of the second bill. At its sole discretion, the District may change a meter outside normal working hours at a cost determined by and adopted by the District.

#### *Section 15*

No Right to Furnish Water to Other Premises: A consumer will not be permitted to supply the premises of another person, except in special emergencies and then only with the specific written approval of the District.

#### *Section 16*

Master Metering: If the District approves a situation where a master meter provides supply to multiple premises the owner of record shall provide the following minimum information on a written report to the Water District in July of each year. The report shall identify the number of premises or units supplied, estimated population figures and a cost breakdown of the direct rate or indirect rate established or associated with the internal water supply. (Have any master meters been approved? Should 6 Green Street be considered?)

#### *Section 17*

##### Assessment of Privilege Fees

17.1 Prior to issuing a Water Connection Permit with respect to any Benefited Property, the Commission shall calculate the Privilege Fee due to the District based upon the Assessment Units attributed to the water flow allowed by the Water Connection Permit less the Assessment Units upon which a prior Betterment Assessment or prior Privilege Fee was based, or for Benefited Properties not previously liable to assessment of a Betterment Assessment or a Privilege Fee or not in fact assessed, for the total flow allowed by the Water Connection Permit, and shall assess such Privilege Fee. (Should this be applied to the change of use at 133 N. Main St? Betterment assessed on a single-family home? Now permitted as a gas station, retail store, and coffee shop?)

17.2 Prior to granting Increased Flow Approval with respect to any Benefited Property, the Commission shall calculate the Privilege Fee due to the District based upon the Assessment Units attributed to the increased flow allowed by the Increased Flow Approval, less the Assessment Units upon which a prior Assessment or prior Privilege Fee was based, or for Benefited Properties not previously liable to assessment of a Betterment Assessment or a Privilege Fee or not in fact assessed, for the total flow allowed by the Increased Flow Approval, and shall assess such Privilege Fee.

17.3 After assessing any Privilege Fee, the Commission shall cause the Privilege Fee to be billed to the owner of the Benefited Property for payment within 30-days of billing. No Water Connection Permit or Increased Flow Permit shall be issued until the Privilege Fee is paid in full or an Apportionment Agreement has been signed, acknowledged, and delivered by the Benefited Property owner and recorded by the Commission.

17.4 In any Privilege Fee or apportioned amount thereof remains unpaid when the Town of Carver Board of Assessors is preparing a real estate tax list and warrant, the Commission shall certify such fee or apportioned amount to the Assessors of the Town of Carver for commitment to the Tax Collector and the Assessor shall add the fee or apportioned amount to the annual property tax assessed on the subject property. The Tax Collector, shall collect all such fees or apportioned amounts for the District as provided in G.L. c. 40, Sec. 42C and 42D and Sec. 5(a) of Ch. 124.

17.5 In the event that the Privilege Fee assessed is apportioned pursuant to this Regulation, the Commission shall record the Apportionment Agreement with the Plymouth County Registry of Deeds which is intended to provide notice of the statutory lien under G.L. c. 40, Sec. 42A and 42B to secure the payment of the apportioned Privilege Fee until paid in full.

17.6 An owner of property assessed a Privilege Fee who is aggrieved by such charge, may apply for an abatement to the Commission pursuant to G.L. C. 40, Sec. 42E.







# TOWN OF CARVER

## North Carver Water District

108 Main Street  
Carver, MA 02330

Phone: (508) 866-3450  
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E-mail: jack.hunter@carverma.org  
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TO: Meg LaMay, Town Accountant  
FROM: North Carver Water District Commissioners  
RE: Water Charge Commitment April, 2016  
DATE: April 13, 2016

The North Carver Water District Commissioners are hereby requested to commit a total of \$28,412.90 as of April, 2016, as payment for water used from January – April, 2016 in the North Carver Water District (#65-450-4200-4210). This includes \$15,487.55 for the residential customers and \$12,919.06 for the bulk water drawn by Decas Cranberries and \$6.29 for bulk water drawn by Indian Head.

\_\_\_\_\_  
Kevin Tracey, Chair

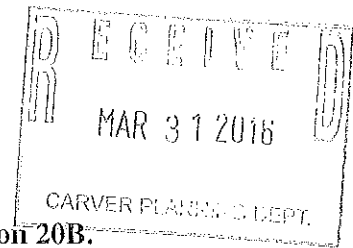
\_\_\_\_\_  
Stephen P. Romano

\_\_\_\_\_  
William Sinclair

\_\_\_\_\_  
Date



**NORTH CARVER WATER DISTRICT MINUTES  
MARCH 21, 2016**



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

The North Carver Water District Commissioners met on March 21, 2016, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, Massachusetts. The meeting was opened by Mr. Kevin Tracey at 5:01 p.m.

**PRESENT:** Kevin Tracey, Chairman; William Sinclair, Commissioner; Stephen Romano, Commissioner

**ALSO PRESENT:** Mr. Bruce Trumbull, SWSS; Mike Ohl, Comprehensive Environmental; Marlene McCollem, Town Planner; Christine Champ, Recording Secretary

**1. Review of bill(s) for 6 Green Street (Wendy Lundell).**

Ms. McCollem had the bill for 6 Green Street. Mr. Sinclair suggested that the Commission review the bill. The meter was read and the usage was 1310 gallons for 89 days. The Commission reviewed the bill and found that 1310 gallons times the usage was correct. Per Chairman Tracey, the bill looked correct. If Ms. Lundell has any questions, she can contact the board.

**2. Potential main extension to 68 N. Main St. (3 Lillian Way) - Review Rules and Regulations.**

It was noted, there had been no contact from the interested parties since the last meeting except for the engineer looking for pressure amounts. Mr. Ohl said there was no insight on the flows, other than limited at high end by pumps. The interested parties were trying to get an idea of the cost. The parties had not contacted Ms. McCollem but in preparation she had reviewed the rules and regulations.

There were a couple of things she noted. On Page 5, Section 23, the cost per assessment unit, in regard to the privilege fees was questioned. She suggested it increased 5 percent after the date. There was some discussion about discounted costs that were not laid out in the rules. Ms. McCollem thought it should be reflected in the rules and regulations.

Mr. Tracey thought what we did instead was a privilege fee. Section 17-1 stated that privilege fee should be assessed. If someone was aggravated by a privilege fee, they could file for an abatement. If they could prove they were overcharged, they could ask for an abatement.

Mr. Tracey wanted to have a meeting to clean up the rules and regulations towards the end of the year (June 30). He had other things to clean up and revise and wanted to have a hearing. Ms.

McCollem suggested maybe half at the April meeting and half at the May meeting. The April meeting will be on Wednesday, April 13, at 5:30 p.m. and Ms. McCollem said she will go through half at that meeting.

Mr. Ohl said there was something else with the developer. He said he suspected water use was minimal and there was no accounting for the fire department. He stated, the engineer tells us what the design flow will be for that building, depending on use and square footage, then it is multiplied by 35%.

Mr. Tracey said there is nothing in there for elderly-eligible customers and there needs to be a definition. Regarding the Lillian Way project and the Plymouth Street project, they would tie into the water. Ms. McCollem said the rules need to be clear as there could be expansion of the service area into two locations. There was further discussion regarding Lillian Way as well as the 40-B project needing regulations. Mr. Romano suggested, the day the water is turned on, the charging should start.

Regarding the Rules and Regulations, Ms. McCollem asked if June 30, 2010, was the starting date and Mr. Tracey said yes. Ms. McCollem said someone wrote revisions on a page. The board continued to go through the Rules regarding Section 17 and the privilege fees. Ms. McCollem said she would continue looking, too. Mr. Romano asked if they were from the town clerk and Ms. McCollem stated she got them from the web page. Mr. Romano felt they may not have been updated. In June they would be filed with the town clerk, according to Ms. McCollem.

### **3. Water Operator's Report**

Mr. Trumbull related that he brought meters over to New England Farms on North Main Street. He also said he dropped off a number at the town hall to Jill. He got a quote from Laviolette Controls and feels it is a cost savings. He suggested to go with VPN. It does not include Sonic Wall which costs more. Mr. Trumbull said it was a good price. (\$500 for VPN instead of standard, difference in price of \$100.) It was suggested to go forward with the quote and purchase. Mr. Sinclair wanted to know about the 16 hours of programming time. Mr. Trumbull said, yes, you could get it cheaper but Laviolette knows the background and is familiar with. Mr. Trumbull suggested to use him as he is up to speed for us.

Regarding the "Building & Grounds Dept." on the quote, Mr. Sinclair wanted them to revise that. Mr. Trumbull said he would have them revise it. Mr. Sinclair also suggested, maybe they can do all the work at once instead of paying for more travel time.

Mr. Tracey wanted to know where the money would come from and Mr. Sinclair stated, repairs and maintenance. Mr. Tracey said building maintenance, repair and maintenance, but not equipment, as it was over budget. Ms. McCollem would like it in the correct spot so the budget matches at the end of the year. It was noted, it was not new equipment but repairing existing

equipment, which is repair and maintenance.

Referring to Laviolette Controls, the Sonic Wall would be an additional \$500, bringing the quote up to \$1972.00, per Mr. Sinclair. Mr. Sinclair motioned to authorize the quote, not to exceed \$1972 and to make sure the billing was correct. Mr. Romano seconded the motion. It was voted unanimously. Chairman Tracey said it would come out of repairs and maintenance, building and grounds.

Mr. Trumbull said they had replaced a 2-inch meter that froze at Tractor Supply. It originated at the fitness center, back room. Mr. Trumbull also stated, the Kemp (phonetic) parts came in today. They repaired one and got parts for more. It is redundant. They fix as needed but have parts to repair. He also stated, there is a new tenant in the fitness center and they didn't know about the meter (maintaining temperature) but now they are up to speed. Mr. Romano wanted to make sure other tenants know it wasn't us, but the tenant.

Ms. McCollem wanted to know if she should be generating an invoice. Mr. Trumbull said they would tell her. She wanted to look in the Rules & Regulations regarding what to do. In reviewing the March bill, Ms. McCollem wanted to know what would get billed back to Waterstone. Mr. Trumbull said the meter and estimate for water use. They then went over what goes to their bill - 2 hours (\$260 + 15% markup) and 2" Meter and gasket.

Mr. Sinclair noted that the date was 2/16/16 for Waterstone Plaza. 2/14/16 was the plaza shut-off date and Mike came out the next day. Mike also went out the day after. Mr. Trumbull said they were probably not charged for this.

Mr. Trumbull said regarding the water loss, Mike was getting an estimate of water loss during that time. Ms. McCollem said she would bring a draft invoice back to the commission. The estimated water loss and Mike's hours for installation is what they would need. Ms. McCollem's invoice to Waterstone will have 3 pieces to be charged.

Regarding administrative things, Mr. Trumbull wants some help with this. He wanted to know if someone could be asked to enforce checking heat, date and time. He said, we really need that. Mr. Sinclair stated the fire department has that. Mr. Trumbull stated he needs access and wants it logged in there; that someone is checking that heat.

Mr. Trumbull noted that regarding Kemp (phonetic) repair, the parts came in. They have put in repairs. They are back up to full strength.

He also stated, the big thing to save us money is, Section 5, budget for wells. He said looking for a better and newer way to do would work and IPS would come out and look for more efficient ways. He said, 3000 to 5000 per year to clean is a good part of the maintenance budget and they are investigating ways to make it more cost effective.

Mr. Trumbull stated on the replacement probe they bought, they also had to pay air freight at \$200. Because of the weather, there would be no ground service.

He stated the generator is running well and it is doing it's thing now. F & M said they need more tanks because of the amount of fuel it uses. It's gotten better. Chairman Tracey said he recognized the issue early on. Mr. Sinclair wants to follow up on an appropriate size generator. He knows there is a market for our large existing one.

Also, according to Mr. Trumbull, the automatic refill for the propane is a problem. It is not calculating properly. Mike has checked it. It is an issue for Cranberry Village. Mike is checking often so he'll catch it.

He stated they replaced the GFI for the water heater. They went to the plant and one of the retention ponds was empty. Mike went in and there was lots of sludge. The stand pipe blew out and they replaced it. He said it was back to working correctly. He estimated it would be another ten years before more maintenance is needed on same.

He noted train #2 is going into maintenance and it needs inorganic cleaning. He said they need to replace the o-rings. They will order new o-rings and will do when they come in as it is just normal maintenance.

They checked the valve on one of the well pumps. They could tell one was gone. They will look at it and give updates as it progresses.

Also, the phone lines were down. Verizon got them back up and running.

Regarding the meter pit at the town line, Decas was taking regular. Everything went out good. They were doing a good job over there. Everything was locked.

He said that he wants a budget item for cleaning wells.

#### **4. Infrastructure Assessment Grant Application**

Ms. McCollem and Mr. Ohl put together information for the grant. She needs the maintenance records from Chairman Tracey going forward. The selection was supposed to be announced on March 10 but they are late. Ms. McCollem said she heard from them today and she will keep after them. Mr. Tracey signed the letter and it has been submitted. Mr. Ohl said the scope is loose enough so there is flexibility in the form to put the correct plan in place. Per Mr. Ohl, \$7400 in kind, labor, no cash. If awarded, Ms. McCollem will let all know.

According to Mr. Ohl, regarding Lillian way, the meter pit at the Middleboro town line was over \$2 million. It had been mentioned to him. There was some discussion regarding fire protection. Mr. Ohl said if it was tied in, it would provide water protection. They could regulate the pressure

and could set to save. He said something could be set up, a metered pressure, and it would be less expensive than a tank. Mr. Trumbull suggested people pay for the line even going by their house; that the insurance company protects.

#### **5. FY17 Budget.**

Ms. McCollem stated, Meg put it together but she could not be here tonight. The indirect cost increased by \$10,000. The general fund subsidy didn't go up by the corresponding amount. The refund on US loans, IRS subsidy -- the reason, only subsidized for \$2.9 million loan. It happened after cut off date.

She noted, Southern Sky stayed the same, the real estate taxes were different. There was no new growth indicated and she did not think that was true. She needed to go back and get the number and add it. Regarding the 31,000, she would leave it alone for now. However, regarding the clerical salary, if the billing was handled by the treasurer's office, some of that 4800 should come out and go into indirect cost. The propane, she suggested, leave alone. Repairs and maintenance, some things were combined. Ms. McCollem further stated, the equipment vehicles were still in there and she was not sure why. She suggested to leave legal services alone for this year.

As a sidenote, Mr. Trumbull wanted to add water, meaning Nashoba Valley Consortium. He said he got the okay to add North Carver to that. He said it will save money. They can go to purchasers of chemicals and usables and get much better, competitive rates.

Returning to the budget, municipal insurance, what does that cover, Mr. Sinclair wanted to know. Chairman Tracy said \$8,141.97 was spent on it. Chairman Tracy said he would touch base with Meg and that 260 should be 270 (needs to look at DIF number). He did not believe that.

Ms. McCollem said she did not include information regarding a spreadsheet on Solare. She thought it was under 31,000 but was not ready to give a lower number. Chairman Tracy said to leave it for now. She said she would keep tracking and update on how it was trending.

#### **6. Minutes: January 11 & February 8, 2016**

Regarding the (revised) minutes of January 11, 2016, Mr. Sinclair motioned to approve the revised minutes. Mr. Romano seconded the motion. The minutes were approved unanimously.

Regarding the minutes of February 8, 2016, Mr. Sinclair motioned to approve the minutes as written. Mr. Romano seconded the motion. The minutes were approved unanimously.

#### **7. Bills Payable.**

Mr. Romano asked about the small operating systems. He wanted to know what the Cranberry Village thing was. On 2/16, the pump failed. They replaced fuses at a cost of \$195. That gets

billed to the Town of Carver. Mr. Trumbull said he would take it out. It was suggested that something needs to get divided up three ways, perhaps to water commissioners. Ms. McCollem was worried about extra things getting wrapped up together. Mr. Trumbull said he would do it any way they wanted. He said he would bill separately but on one bill.

The Cranberry village on bills payable will be separate. (\$195) . The amount for the small water systems was \$8,062.06. Mr. Romano motioned to pay the amount of \$8,062.06. Mr. Sinclair seconded the motion. It was voted unanimously to pay the amount of \$8,062.06.

**8. Correspondence: Text of 2/26/16 received from Indian Head.**

Mr. Trumbull stated Indian Head wants to start taking water from us. He said they took their own samples and didn't like ours. They said ours were too close. He stated they will fill 3 vessels between 30,000 to 40,000 gallons. Mr. Sinclair made a motion to authorize at the full rate, a total of 120,000 gallons at full rate total over three months. Mr. Romano seconded the motion. It was voted unanimously.

**9. Next Meeting: Wednesday, April 13, 2016**

Mr. Sinclair moved to hold the next meeting on April 13, 2016 at 5:30 p.m. Mr. Romano seconded the motion. It was voted unanimously.

Mr. Sinclair moved to adjourn the meeting. It was seconded by Mr. Romano. It was approved unanimously.

The North Carver Water Commission was adjourned at 6:51 p.m. on March 21, 2016.

**Table of Contents**

Exhibit A	Meeting Agenda - March 21, 2016
Exhibit B	Laviolette Controls Quote
Exhibit C	FY17 Budget



# North Carver Water District

## Invoice Recap



Account Number	Name	Invoice	Description	Consumption	Outstanding Balance	Current Bill	Total Amount
01030	ADVANCED GROUP C	893	Jan-Mar2016	144,738	\$1,632.74	\$1,432.91	\$3,065.65
00300	ALBERGHINI, JON	894	Jan-Mar2016	16,456	\$347.88	\$162.92	\$510.80
00180	ALDROVANDI, KRIS	895	Jan-Mar2016	13,464	\$0.00	\$133.30	\$133.30
00350	ALLEN, JOHN	896	Jan-Mar2016	0	\$26.93	\$43.71	\$70.64
00460	BOWYER, BEVERLY J	897	Jan-Mar2016	6,732	\$0.00	\$66.65	\$66.65
00070	BRACCIA, MARK S	898	Jan-Mar2016	11,220	\$0.00	\$111.08	\$111.08
00130	BRIGHTON, LORI	899	Jan-Mar2016	0	\$132.21	\$43.71	\$175.92
00010	CAPEWAY ROVERS	900	Jan-Mar2016	117,810	\$0.00	\$1,166.31	\$1,166.31
00285	CARR, KEVIN AND M	901	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
00290	CARVER FIRE DEPAR	902	Jan-Mar2016	4,488	\$0.00	\$44.43	\$44.43
01044	CARVER JEWELERS	903	Jan-Mar2016	1,870	\$0.00	\$43.71	\$43.71
00550	CARVER MANAGEME	904	Jan-Mar2016	935	\$0.00	\$219.34	\$219.34
00560	CARVER MANAGEME	905	Jan-Mar2016	157,080	\$0.00	\$1,555.10	\$1,555.10
00570	CARVER MANAGEME	906	Jan-Mar2016	2,244	\$0.00	\$81.33	\$81.33
00580	CARVER MANAGEME	907	Jan-Mar2016	17,952	\$0.00	\$177.72	\$177.72
00590	CARVER MANAGEME	908	Jan-Mar2016	13,464	\$0.00	\$133.30	\$133.30
01052	CENTURY 21 CLASSI	909	Jan-Mar2016	2,281	\$0.00	\$43.71	\$43.71
00020	CLAPP, LLC	910	Jan-Mar2016	5,984	\$0.00	\$59.24	\$59.24
00340	CLARKE, DENISE	911	Jan-Mar2016	5,984	\$0.00	\$59.24	\$59.24
01010	COMMERCE WAY RE	912	Jan-Mar2016	205,326	\$0.00	\$2,032.73	\$2,032.73
01049	CORNERSTONE'S RE	913	Jan-Mar2016	77,605	\$0.00	\$768.29	\$768.29
00210	COULSTRING, DIANE	914	Jan-Mar2016	20,944	(\$2.31)	\$207.35	\$205.04
00720	CPI PLYMPTON	915	Jan-Mar2016	5,984	\$0.00	\$144.07	\$144.07
00260	CUMBERLAND FARM	916	Jan-Mar2016	47,124	\$31.18	\$466.53	\$497.71
00270	CUMBERLAND FARM	917	Jan-Mar2016	1,496	\$0.00	\$43.71	\$43.71
00280	CUMBERLAND FARM	918	Jan-Mar2016	9,724	\$0.00	\$96.27	\$96.27
00080	D'ERAMO, THOMAS	919	Jan-Mar2016	15,708	(\$0.02)	\$155.51	\$155.49
00060	DEVINE, PAMELA	920	Jan-Mar2016	3,740	\$53.22	\$43.71	\$96.93
01054	Eclectic Realty Trust	921	Jan-Mar2016	3,964	\$0.00	\$43.71	\$43.71
01047	ELEGANT NAILS	922	Jan-Mar2016	2,768	\$0.00	\$43.71	\$43.71
00470	GIROUX, LINDA AND	923	Jan-Mar2016	7,929	\$0.00	\$78.50	\$78.50
00370	GORDON, PETER & S	924	Jan-Mar2016	11,145	(\$0.87)	\$110.34	\$109.47

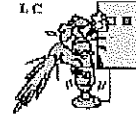
<i>Account Number</i>	<i>Name</i>	<i>Invoice</i>	<i>Description</i>	<i>Consumption</i>	<i>Outstanding Balance</i>	<i>Current Bill</i>	<i>Total Amount</i>
00400	GOVONI, JEAN J	925	Jan-Mar2016	2,730	\$0.00	\$27.59	\$27.59
01042	HARLOW'S HAIR DE	926	Jan-Mar2016	8,864	\$0.00	\$87.75	\$87.75
00090	HART, PAUL	927	Jan-Mar2016	5,236	\$0.00	\$51.84	\$51.84
01055	Hume Green St, LLC	928	Jan-Mar2016	26,778	\$0.00	\$265.11	\$265.11
00050	HUNNEFIELD, JAMES	929	Jan-Mar2016	5,236	\$0.00	\$51.84	\$51.84
00360	JONES, MICHAEL	930	Jan-Mar2016	12,716	(\$0.01)	\$125.89	\$125.88
00220	KIDSTOP EARLY CHI	931	Jan-Mar2016	13,464	\$0.00	\$133.30	\$133.30
00170	LAKE, ROBERT	932	Jan-Mar2016	11,220	\$44.61	\$111.08	\$155.69
00030	LAPWORTH, DORIAN	933	Jan-Mar2016	8,976	\$0.00	\$88.86	\$88.86
01040	LHB #1040	934	Jan-Mar2016	135,762	\$0.00	\$0.00	\$0.00
01041	LHB #1041	935	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
01043	LHB #1043	936	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
01048	LHB #1048	937	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
01050	LHB #1050	938	Jan-Mar2016	898	\$0.00	\$43.71	\$43.71
01051	LHB #1051	939	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
01054	LHB #1054	940	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
01000	LMC REALTY	941	Jan-Mar2016	15,596	\$0.00	\$154.40	\$154.40
00490.01	MACDONALD, SUZAN	942	Jan-Mar2016	9,724	\$0.00	\$96.27	\$96.27
01053	MAHONEY DONUTS	943	Jan-Mar2016	30,107	\$0.00	\$298.06	\$298.06
01021	MBO PRECAST	944	Jan-Mar2016	1,440	\$0.00	\$43.71	\$43.71
01020	MBO PRECAST 5/8	945	Jan-Mar2016	8,864	\$0.00	\$87.75	\$87.75
00550	MCBEE ENTERPRISE	946	Jan-Mar2016	67,320	\$0.00	\$666.46	\$666.46
00390	MCDONALD, DANIEL	947	Jan-Mar2016	14,960	\$0.00	\$148.11	\$148.11
00120	MCISAAC, JANET	948	Jan-Mar2016	20,196	\$0.00	\$199.94	\$199.94
00480	METRICK, RICHARD	949	Jan-Mar2016	8,228	\$0.00	\$81.46	\$81.46
00200	MOUWAD, NADER	950	Jan-Mar2016	5,236	\$0.00	\$51.84	\$51.84
00140	MURPHY, JODY	951	Jan-Mar2016	8,228	\$0.00	\$81.46	\$81.46
00110	OLSON, DAVID & AN	952	Jan-Mar2016	17,952	(\$28.42)	\$177.73	\$149.31
00190	PIEPENBRINK, KIRK	953	Jan-Mar2016	8,228	\$0.00	\$81.46	\$81.46
00320	PLOURDE, JEAN	954	Jan-Mar2016	2,244	(\$0.02)	\$43.71	\$43.69
00310	RAGAN, JAMES	955	Jan-Mar2016	8,041	\$0.00	\$79.61	\$79.61
00100	REDLER, CHARLES	956	Jan-Mar2016	0	\$0.00	\$43.71	\$43.71
00040	RIVERA, BIANCA	957	Jan-Mar2016	16,456	\$0.00	\$162.92	\$162.92
01031	SAMOSSET STREET D	958	Jan-Mar2016	64,702	\$0.00	\$640.55	\$640.55
00330	STONE, JULIE AND C	959	Jan-Mar2016	7,480	\$0.00	\$74.05	\$74.05
00380	STONE, TARA	960	Jan-Mar2016	14,212	\$0.00	\$140.70	\$140.70

<i>Account Number</i>	<i>Name</i>	<i>Invoice</i>	<i>Description</i>	<i>Consumption</i>	<i>Outstanding Balance</i>	<i>Current Bill</i>	<i>Total Amount</i>
01045	SUBWAY - A	961	Jan-Mar2016	5,573	\$0.00	\$55.17	\$55.17
01046	SUBWAY - B	962	Jan-Mar2016	6,246	\$0.00	\$61.83	\$61.83
00700	WATERSTONE PLAZ	963	Jan-Mar2016	72,556	\$0.00	\$718.31	\$718.31
00150	YOUNG, ROBERT	964	Jan-Mar2016	16,456	\$0.00	\$162.92	\$162.92
00160	ZWEIHORN, JERROL	965	Jan-Mar2016	7,480	\$0.00	\$74.05	\$74.05
<i>Total</i>				1,605,563	\$2,237.12	\$15,487.55	\$17,724.67



# Laviolette Controls

87 Rocky Hill Road  
Somersworth, NH 03878  
(603) 692 7224



March 27, 2016

North Carver Water District  
108 Main Street  
Carver, MA 02330

Dear Mike:

Quote to replace the bad power Supply in the computer, add additional ram, and program a Sonic Wall for a VPN.

Parts:

Power Supply	\$ 180.00
Additional Ram 4	\$ 92.00

Labor @ \$75.00 an hour. 8 hours including travel For Computer work	\$ 600.00
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Labor @ \$75.00 an hour. 8 hours including travel For programming VPN	\$ 600.00
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Total	\$1,472.00
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Does not include purchasing the Sonic Wall. Labor is for 2 different people. Work will be done at the same time but travel can not be combined because it is 2 people.

Sincerely,

*Richard Laviolette*  
Richard Laviolette





# TOWN OF CARVER

## North Carver Water District

108 Main Street  
Carver, MA 02330

Phone: (508) 866-3450

March 24, 2016

Hume Green St, LLC  
Ms. Wendy Lundell  
93 High Street  
Hanson, MA 02341

Re: Bill inquiry for 6 Green Street

Dear Ms. Lundell:

The Water Commissioners reviewed the bill statement for the above property at their meeting of March 21, 2016. They found the charges to be calculated correctly for the amount of water used during the last quarter of 2015. No changes to the amount charged were authorized.

Sincerely,

A handwritten signature in dark ink, appearing to read "Marlene V. McCollem", is written over a horizontal line.

Marlene V. McCollem  
Planning Director







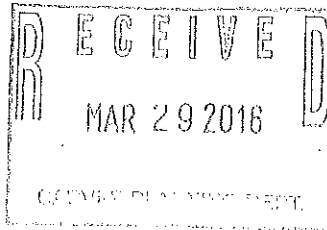
Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

One Winter Street, Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor



Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

March 15, 2016

### Important Notice of Required Actions Revised Total Coliform Rule – Start date April 1, 2016

Dear Public Water Supplier,

The Massachusetts Department of Environmental Protection, Drinking Water Program (MassDEP DWP) is in the process of incorporating the Revised Total Coliform Rule (RTCR) into the Massachusetts Drinking Water Regulations 310 CMR 22.00, in accordance with the federal Safe Drinking Water Act. The federal RTCR can be found at <https://www.gpo.gov/fdsys/pkg/FR-2013-02-13/pdf/2012-31205.pdf>. The RTCR takes effect on April 1, 2016, and applies to all public water systems (PWS). MassDEP will be promulgating final regulations to incorporate the RTCR by April 1, 2016. All Public Water Suppliers must comply with the RTCR starting on April 1, 2016.

The purpose of the RTCR is to increase public health protection by reducing potential pathways of entry for fecal contamination into distribution systems. The RTCR retains the maximum contaminant level (MCL) for *E. coli* and uses *E. coli* and total coliforms to initiate a "find and fix" approach to protect the distribution system from potential pathways for fecal contamination.

#### To comply with the RTCR, Public Water Suppliers must take the following actions:

- 1) Continue to collect all bacteria samples according to your current MassDEP DWP approved coliform sampling plan.
    - a) Your current coliform sampling plan is approved by MassDEP DWP and will remain approved until you are informed otherwise by MassDEP DWP.
    - b) PWSs on quarterly sampling may be triggered into increased monitoring.
- For more information on coliform sampling locations and plans, please contact your MassDEP DWP regional office.
- For more information on increased monitoring triggers for PWS sampling quarterly, see the RTCR information webpage listed at the end of this notice for the Fact Sheet titled "Requirements for Small Systems on Quarterly Monitoring."

This information is available in alternate format. Call Michelle Waters-Ekanem, Diversity Director, at 617-292-5751. TTY# MassRelay Service 1-800-439-2370  
MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

Printed on Recycled Paper

- 2) Perform a Level 1 Assessment, starting with the April monitoring period, if your system meets any of the following conditions:
- a) Your system collects fewer than 40 samples per month and has 2 or more total coliform positive and routine/repeat samples in the same month.
  - b) Your system collects at least 40 samples per month and has greater than 5% of the routine/repeat samples in the same month that are total coliform positive.
  - c) Your system fails to take every required repeat sample after any single total coliform positive sample.

**You must notify MassDEP DWP within 5 calendar days from the collection date of the sample that triggered the assessment.**

See the RTCR information webpage listed at the end of this notice for the following:

- Level 1 Assessment Instructions
- Level 1 Assessment Form

- 3) Perform a Level 2 Assessment if your system meets any of the following conditions:

- a) Your system has one or more of the following *E. coli* MCL violations, starting with the April monitoring period:
  - An *E. coli* positive repeat sample following an associated total coliform positive routine sample.
  - A total coliform positive repeat sample following an *E. coli* positive routine sample.
  - Your system failed to take all required repeat samples following an *E. coli* positive routine sample.
  - Your system failed to analyze for *E. coli* when any repeat sample tests positive for total coliform.
- b) Your system triggers a second Level 1 Assessment within a rolling 12-month period starting April 1, 2016, and MassDEP DWP has not determined that the corrective actions taken by your system after the first Level 1 Assessment resolved the cause of the first total coliform positive samples.

**You must notify MassDEP DWP within 5 calendar days from the collection date of the sample that triggered the assessment.**

You are required to ensure that all Level 2 Assessments are conducted by a MassDEP-approved party unless, within ten days of the Treatment Technique trigger, you are notified in writing by the MassDEP that the Level 2 assessment will be conducted by MassDEP. MassDEP considers the following individuals qualified to perform Level 2 assessments:

- Certified Drinking Water Supply Facility Operators who maintain a full license of grade level at least equal to or higher than that of the classification of the distribution system and/or treatment system, if applicable, e.g. your primary certified operator for distribution and/or treatment, or
- A technical assistance provider under contract with MassDEP.

MassDEP may approve other individuals to perform Level 2 Assessments. For more information see the document titled "*Criteria for Approval of Individuals Allowed to Conduct RTCR Level 2 Assessments.*"

See the RTCR information webpage listed at the end of this notice for the following:

- Level 2 Assessment Instructions
- Level 2 Assessment Form
- Criteria for Approval of Individuals Allowed to Conduct RTCR Level 2 Assessments

- 4) If you are a seasonal system (a non-community PWS that is not operated on a year-round basis and starts up and shuts down at the beginning and end of each operating season) you must do the following:

- a) Certify in writing to MassDEP DWP, no less than 7 days prior to serving water to the public each season, that your system has performed and followed the MassDEP DWP approved seasonal system start up procedure.
- b) Collect coliform samples in accordance with your approved coliform sampling plan prior to opening and submit results to MassDEP DWP.

- c) Monitor for total coliforms each calendar month (or quarter) of operation in accordance with your approved total coliform sampling plan.

It is strongly recommended that seasonal systems follow the MassDEP DWP shut down procedures at the end of the season. Please also note that MassDEP DWP has informed all boards of health with shared oversight of seasonal PWSs of the RTCR and the specific seasonal systems in their communities.

See the RTCR information webpage listed at the end of this notice for the following:

- Fact Sheet: Requirements for Seasonal Systems
- Seasonal Start-Up Procedure and Certification
- Seasonal System Shutdown Procedure Guide
- Seasonal System Exemption Form
- Board of Health Notification

**5) Issue public notification for all RTCR violations.**

- a) PWSs are required to issue public notification (PN) for all specified violations within required timeframes.

- Some changes under RTCR include an expanded *E. coli* violation; elimination of the monthly MCL violation; and addition of new treatment technique violations for assessments, corrective actions and seasonal system start-up certifications.

See the RTCR information webpage listed at the end of this notice for a list of specified violations and PN templates.

**6) Issue a Consumer Confidence Report (CCR) for RTCR violations.**

- a) Community PWSs will be required to report RTCR violations in their CCR beginning July 2017. Please note: Total Coliform Rule (TCR) violations from January 1, to March 31, 2016 must also be included in the July 2017 CCR.
- b) Community PWSs must use specific language in their CCRs when they conduct a triggered assessment or if they incur an *E. coli* MCL violation. CCR information is reported for each calendar year, therefore any RTCR triggered assessments or violations incurred in 2016 are to be included in the 2017 CCR.
- b) Non-transient non-community (NTNC) and transient non-community (TNC) PWSs must post any CCR notices provided by MassDEP DWP.

See the RTCR information webpage listed at the end of this notice for CCR information.

## Training

To help you comply with the RTCR, MassDEP DWP and its partners are providing training. These training sessions will provide an overview of the RTCR and the specific steps PWSs should take to comply with the RTCR.

REGION	DATE	TRAINING LOCATION
SERO	April 5, 2016	SERO Office 20 Riverside Dr. Lakeville 02347
WERO	April 8, 2016	WERO Office 436 Dwight St. Springfield 01103
CERO	April 12, 2016	CERO Office 8 New Bond St. Worcester 01606
NERO	April 14, 2016	Wilmington Town Hall, 121 Glen Rd. Wilmington 01887

Each session will take place from 9:00 AM to 12:00 PM (8:30 AM registration), will offer three (3) Training Contact Hours (TCH), and will be limited to the first 50 registrants. We ask that a limit of two persons per organization attend; a waiting list for additional staff will be maintained. To register for the training, please RSVP to

[Program.Director-DWP@state.ma.us](mailto:Program.Director-DWP@state.ma.us) and include "RTCR Training" in the subject line. Please include your name, PWS or company, telephone number, and email address (if applicable) as well as the regional location where you will attend the training. You will receive confirmation via an email. A video of the presentation will be available for online viewing from MassDEP's website after the sessions. For agenda, directions and other training information see <http://www.mass.gov/eea/agencies/massdep/water/drinking/water-systems-ops.html#38>.

You may also check for future trainings at MassDEP DWP Training Website Page:

<http://www.mass.gov/eea/agencies/massdep/water/drinking/drinking-water-training-class-schedules.html>.

## Technical Assistance

If you have any questions regarding the RTCR please use the following contact information:

LOCATION	NAME	PHONE#	EMAIL ADDRESS
WERO	Susan Steenstrup	413-755-2264	<a href="mailto:susan.steenstrup@state.ma.us">susan.steenstrup@state.ma.us</a>
CERO	Paula Caron	508-767-2719	<a href="mailto:paula.caron@state.ma.us">paula.caron@state.ma.us</a>
NERO	James Persky	978-694-3227	<a href="mailto:james.persky@state.ma.us">james.persky@state.ma.us</a>
SERO	Karen Dube	508-946-2720	<a href="mailto:karen.dube@state.ma.us">karen.dube@state.ma.us</a>

If you wish to be contacted by a technical assistance provider please contact Michael Maynard at 508-767-2735 or [michael.maynard@state.ma.us](mailto:michael.maynard@state.ma.us).

You may also contact the Drinking Water Program by email at [Program.director-dwp@state.ma.us](mailto:Program.director-dwp@state.ma.us).

## More Information

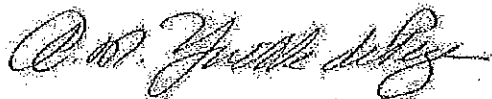
For more information on the new requirements, please see the RTCR information on MassDEP's website at: <http://www.mass.gov/eea/agencies/massdep/water/drinking/water-systems-ops.html#39> and also EPA's information at:

[http://water.epa.gov/lawsregs/rulesregs/sdwa/tcr/regulation\\_revisions.cfm](http://water.epa.gov/lawsregs/rulesregs/sdwa/tcr/regulation_revisions.cfm).

If you are unable to download any of the documents, please contact your regional Technical Assistance provider listed above for assistance.

MassDEP DWP looks forward to continuing to work with you to protect the public health and to comply with RTCR. Thank you for your continued work to provide safe drinking water.

Sincerely,



Yvette DePeiza  
Program Director  
Drinking Water Program  
MassDEP BWR

CC: USEPA Kevin Reilly, Denise Springborg, BOH, MA.DPH Jan Sullivan

Y/DWPArchive/RTCR/3-15-16