

Approved
2/12/18



Town of Carver, North Carver Water District Commission

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

Meeting minutes for January 8, 2018. The North Carver Water District Commissioners met, today, at the Carver Town Hall, meeting Room # 3, 108 Main Street, Carver, Massachusetts.

Attendees: Kevin Tracey, Chairman; Stephen Romano, Commissioner

Absent: William Sinclair, Commissioner

Also present: Bruce Trumbull, SWSS

Meeting called to order at 5:11 PM, by Mr. Tracey

FY 18 Budget – Discussion:

Mr. Romano – After looking at the last 3 years and this budget, if you take the % of the shortage against the whole budget (for example, 2%) then take that 2% off each line item (excluding the debt); we have just spread it out over the whole budget. Just a suggestion.

Mr. Tracey – I have put a lot of thought into this and here is what I have come up with. Mr. Tracey distributed a plan – After reviewing everything, in regards to the FY19, the highlighted areas are areas that Meg is concerned over. We don't really know water usage; just a guess. The transfer from general fund can't be tied into either. I am going to let Meg worry about that. We may want to consider some modest increases (2-3%) annually. They won't represent a whole lot of additional revenue. If we fall short, we will need the towns help. We have no control over debt service or betterments. There is very little input on those.

The FY 19 Forecast and the FY 18 Forecast were compared. FY 17 is an actual.

- **Repair & Maintenance and Facility & Equipment** stayed the same. There may be well/generator work in the number for FY17. The generator – TY \$4,000; LY \$5,019; FY17 – Actual for FM Generator \$1550. I am assuming that was all inclusive of repairs to the generator. Now I don't think we should go that low as we are already aware of repairs to be done. Well repair monies seem too low. We may need to bump that up. We are doing a spring repair and really have no way of knowing what we will need to do for FY19.
- Marlene and Meg felt/feel that **Phone** should stay at about \$4,500. This seems to be about \$1000 over what we need. Probably should drop it by \$500.
- **Propane** – We were up, due to outage (5 days).
- **Electric credit** from Eversource – I don't think Marlene fully understood. She wanted \$15K. They are put right back into the line item. Mr. Romano – The town buys back what we have; Eversource then gives us a credit for difference. Shouldn't that be reflected on that line? Mr. Tracey – Yes, it should.
- **Legal** – Mr. Romano – We could lower that to \$2,000. Mr. Tracey – Agreed.
- **Chemicals & Testing** – In the past these two items were not combined. Testing was including in other services. If I combine Analytical Balance and Astro, etc. I came up with \$5146. If we leave it at \$6000 we are safe.
- **Meter Replacement** – This is a new line for us. We haven't initiated a program yet. I think it's a really good idea to replace the oldest meters as they are probably underreporting. There are not a lot of large meters; just a handful of 2". Mr. Tracey – most of the older meters are 5/8" Mr. Romano – We should up that to \$1,500. Mr. Woollum – We should check to see how many there are. Mr. Tracey – We should probably pick the 10-12 oldest and swap them out.
- **Backflow** – This is the kind of thing that we bill out. Really a wash. Mr. Woollum – Do you make money or is it dollar for dollar? Mr. Tracey – Dollar for dollar. The number here sounds reasonable.
- **Insurance** – TY \$6250 – we may need to bump it up to \$6300 (from \$6000). Mr. Romano – Did the town share their discount? Mr. Tracey – they should have but I don't know. We will ask the question. Mr. Romano – Was the truck transferred to the DPW? Mr. Tracey – I believe it is gone.
- **Recording Secretary** – Leave as is.
- **Small Water Systems** – There is a \$10000 gap? The contracted amount is \$69000. Without violating any procurement rules; SWSS can be paid an extra 15% on top of that. FY19 is a new contract year. We should change the language as we don't know for certain that SWSS will be contracted next year. Mr. Romano – We need to leave this alone. Mr. Tracey – We may need to bump this up a little.
- **Billing** – Currently Jill handles this with help from Rob Luongo. She is getting help from Ellen Smith as well. Leave this alone.
- **Other Professional Services** - \$49,982 is a big number. We don't know how this number was calculated. Mr. Romano – We should lower to \$25K. Mr. Tracey – How much do we project for FY19? Mr. Tracey – I am comfortable with \$25K.
- **Dues and Fees** – I don't know where Meg came up with that numbers – she may have mistaken the reserve line item. Every year the DEP sends us a bill based on how much water we produce. A lot of our Dues and Fees are paid by SWSS. Mr. Romano – Let's reduce to \$1000.

- **Reserve Fund** – This is for a major catastrophic issue. All agreed to leave as is.

Mr. Romano – Overall, how much were we looking for? Mr. Tracey – Somewhere around \$34,000. Mr. Romano – We are very close. Mr. Cole – This forecast could change a little if we get the generator grant and we sell the existing generator.

Well - \$10,000

Electric – leave alone

Legal - down to \$2000

Meter Replacement - \$1500

Insurance to \$6300 – Did we get discount?

Other Professional Services – Down to \$25,000

Dues and Fees – down to \$1000

Mr. Tracey will bring the proposed changes to Meg and Michael.

Water Operators Report:

Mr. Woollum – We did remarkably well on the Sanitary Survey! Everything looked really good! Well 1 continues to be a problem. Right now it is the electrical. We are experimenting with everything we can think of doing above ground. We will keep after it. We will have two new clients, 199C Plymouth Street and the one across from Tractor Supply. Mr. Tracey – The church on the green will be coming up too. Mr. Woollum – We obtained approval for the Board to make some repairs to the Level Transducer and the Skater, not to exceed \$2400, at last months meeting. The transducer is done (only about \$850 – no labor). The rest should be done without significant labor charges so we will be under budget.

Mr. Romano – How have things been going? Mr. Trumbull – We had some shutoffs scheduled but everyone has managed to pay and avoid shutoff. In the spring we will need to maintain some hydrants.

Mr. Tracey – Has the hydrant by Shaw's been fixed? Mr. Trumbull – I will check on that.

RFP – Water Operator Contract:

Reschedule to next months meeting –

Bills Payable:

Mr. Tracey – I will call Jill to see if Indian Head has paid their bill.

Mr. Tracey – Bruce, did we ever get anything from Granger? Mr. Trumbull – will check on it. It looks like we are due money.

Mr. Tracey – Campbell Electric – We have not made any payments to them within the last three years. I am going to have Jill contact them. Mr. Trumbull will check on it as well.

Mr. Romano – Why are we paying late payment charges to Verizon? Looks like we did last month as well.

Motion to pay Batch #1 in the amount of \$3565.89: Mr. Romano

Second: Mr. Tracey

Approve: Unanimous (2-0)

Motion was made to approve bills batch 2, in the amount of \$79.98: Mr. Romano

Second: Mr. Tracey

Approve: Unanimous (2-0)

Minutes – December 11, 2017:

Motion to delay approval of the December minutes until February: Mr. Romano

Second: Mr. Tracey

Approved: Unanimous (2-0)

Correspondence:

None

Next meeting:

Motion to approve the next meeting date for February 12, 2018 at 5:00 PM: Mr. Romano

Second: Mr. Tracey

Approved: Unanimous (2-0)

Meeting adjourned:

Motion to adjourn was made at 6:06 PM: Mr. Romano

Second: Mr. Tracey

Approved: Unanimous (2-0)