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11/5/18

# Town of Carver, North Carver Water District Commission

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

Meeting minutes for October 15, 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; William Sinclair, Commissioner

Absent:

Also present: Mike Woollam, SWSS; Meg LaMay, Finance Director; Kathy Kay, Finance; Lori Henault, Finance

Meeting called to order at 5:32 PM, by Mr. Tracey

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Mr. Tracey – The Accounting Department will be taking over some of the NCWD finance operations. They are here to ask some procedural questions.

- Lori Henault - Any customers on a payment plan? Mr. Sinclair – I don't believe so; check with Jill. Mr. Romano – Are there some accounts that you think should have them? Ms. Henault – I don't think so; this would just be for those overdue accounts.
- Ms. Henault - When we talk about interest, when someone is late, does interest accrue? Mr. Tracey – Yes, if they don't pay within the 30 days. Mr. Romano – We follow the exact laws that collectors follow. We need to follow Mass General Law. Ms. Henault – We can waive up to \$15 of interest, based on Mass General Law. Kathy – Where we can waive up to \$15; I would like the Commissioners to define that process. Mr. Sinclair – I think that if the shutoff notice went out, we don't waive. If the demand did not go out, then we

need to set a standard of what to waive. Mr. Romano – That's a tough call to make. If someone makes a mistake making out the check, then that's something different. When I got elected, part of my salary was the demand fee. If I waived a fee, it was from my salary. Once I was changed over to salary, I never waived a fee as it was now town money. Mr. Tracey – I think that the general consensus is that we will not waive fees.

- Ms. Henault – How do we receive information when there is a shut off? Mr. Sinclair – The Planning Office handles that. Ms. Henault – This pertains to other fees, not shut off. Mr. Woollam sends the information to the town hall and he can include Lori Henault in that notification.
- Ms. LaMay – Jill will continue to handle the “money out” portions (paying bills).
- Ms. Henault – How do we handle final readings (for sales)? Mr. Woollum – Jill sends me an email.
- Ms. Henault – How much notice will we receive if there is a rate increase? Mr. Tracey – We have to give the public a 30-day notification, but we generally discuss that well before hand.
- Ms. Henault/Ms. Kay – Currently we send the check back when it is returned unpaid and we send it certified. Why do we send it back to them? It is in the rules and regulations. Mr. Romano – In order to change that process, we would need to change the Rules and Regulations. Ms. Kay – Currently, in the regulations, it states we can shut off if a check bounces. Mr. Tracey – I would give them a call first. Kathy – So do we follow the Rules and Regulations? Mr. Tracey – We have to for now; we may need to reopen the Rules and Regulations. Ms. Kay – The town has established a fee; do we follow that? Mr. Tracey – We are not the “Town”, we are our own district. Mr. Romano – I feel that if the town is doing the work, then we should be able to follow what the town does. If we don't have a fee in our Regulations, is the fee ours?
- Ms. Henault – Who will notify us if any bill adjustments are done? Mr. Tracey – There has been a time or two when there has been need for an adjustment to a reading. Ms. LaMay – Yes, but there needs to be a process so that Finance knows when that happens. Ms. LaMay – Do you want to approve it before we take action? Mr. Tracey – Yes.
- Ms. Kay – One LHB bill that has a \$0 bill. Mr. Woollum – There is no meter. There is also a master meter. Ms. Kay – What about the 2 old Subway units? Should the management company do something? Is the water shut off? They didn't get billed. Mr. Woollum – They should still be getting billed the minimum. Management company should be notifying and requesting a shutoff. Ms. Kay – Should we bill, including previous bill? Mr. Tracey – No just start from current.

Note: 5:55 PM - Mr. Sinclair departed the meeting.

**Glenn Priolo, 0 Plymouth Street:**

Mr. Tracey – This is in regards to the 32-unit development for 55+; the privilege fee came in kind of high so he is here to discuss options.

Mr. Priolo – Mr. Cole did say there was some options. This is private property. We have low pressure and fire hydrants. Any chance of doing plastic? Mr. Tracey – No, it's in Rules and Regulations. Mr. Romano – I have no problems with trade offs that would better our systems. Mr. Priolo – You guys can work out the details and then the commissioners, and myself can sit down and talk. Mr. Tracey – This will benefit the district and the town. We will sit down with SWSS and see which direction we should head.

**Joe Mussa, 58 North Main Street:**

Not in attendance

**FY18 Recap and Preliminary FY20 – Discussion:**

Ms. LaMay – A copy of an email was dispersed to the members. The district revenues fell by almost \$30,000. Mr. Tracey – That is due to Decas. Ms. LaMay – There was also a billing issue in FY16 (FY 16 bills collected in FY 17). I have the revenue and expenditure reports –

Operating revenues FY 18 - \$297000

Expenditures \$606K

Deficit of \$309K

General funds transfer of \$250 (subsidy)

General funds transfer of \$90K (Diff)

Water betterment revenue will decrease significantly. If we are talking sustainability, something has to happen. Additional houses will help; they are the most sustainable. You were within your budget constraints regarding expenses.

Mr. Tracey – When does the bond go away? Ms. LaMay – In about 3 years. Mr. Romano – When are we going to look at 2020? Ms. LaMay – Michael requested budgets be done by November 20, 2018. Mr. Tracey – Let's plan on that. I don't think we are too far off. For some reason the phone is way more expensive than budgeted for. Insurance has also jumped quite a bit. Ms. LaMay – Our focus needs to be your revenue forecast; that will drive everything else. Mr. Romano – What about Pine City? Mr. Tracey – The town has budgeted \$350K; which will probably not get us to Pine City; we are only talking about two additional houses. The new program that the police union is looking at for details, may work for you but you can't afford it. You should talk to Michael about it. Ms. LaMay – I would like to be included in the next meeting. Ms. LaMay departed this meeting at 6:30 PM

**GAP 2 Grant / Generator Replacement:**

Mr. Tracey – Mr. Cole received word that the GAP is imminent and paperwork is due in today. It would be great to get this done before the winter. The old generator can be sold, maybe even use EBAY. As long as everyone gets an opportunity to bid on it, it is a legal sale. Mr. Woollum – do we have to keep it on site until we sell it? Mr. Romano – Maybe it could go over to Pond Street.

**Rte. 44 Development, Urban Renewal Plan:**

Mr. Sinclair is not here to update us on this.

**Water Operators Report:**

Mr. Woollum

- I shut 2 people off – (before I actually shut off I gave a final chance and both paid.)

6:45 – Mr. Milanoski arrived

- Modem that was hit by electrical storm. GE switched to Suez – now double in price (about \$1800). Do we have the money? Mr. Tracey – We do have a Repair and Maintenance for facilities and equipment, with only \$3500. Mr. Milanoski – I will hook you up with Steve Mahoney (The town IT guy) and see if he can help you. Send me an email with the details.
- We jetted the wells. Well #1 was first – took apart and discovered that no clog at all. The well guy said use stainless steel instead of cast iron. After talking to his vendor, they think SS will last less time as body is made out of sheet metal. Well #1 is only doing 20-30 gals per minute. This is something we seem to be replacing every two years!

Mr. Tracey – We have some money but let's see what our options are first. Mr. Woollum – Yes, I will get the price on the new wet end too.

**Bills Payable:**

*Motion to approve payment of the bills in Batch #1, in the amount of \$10,284.49: Mr. Romano*

*Second: Mr. Tracey*

*Approve: Unanimous (2-0)*

*Motion to approve payment of the bills in Batch #2 in the amount of \$11,851.98: Mr. Romano*

*Second: Mr. Tracey*  
*Approve: Unanimous: (2-0)*

Minutes – September 10, 2018:

*Motion to approve of the minutes of September 10, 2018, as written: Mr. Romano*  
*Second: Mr. Tracey*  
*Approved: Unanimous (2-0)*

Correspondence

Next meeting:

*Motion to approve the next meeting date of November 5, 2018 at 5:30 PM: Mr. Romano*  
*Second: Mr. Tracey*  
*Approved: Unanimous (2-0)*

Meeting adjourned:

*Motion to adjourn was made at 6:59 PM: Mr. Romano*  
*Second: Mr. Tracey*  
*Approved: Unanimous (2-0)*