



TOWN OF CARVER

North Carver Water District

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North Carver Water District Minutes June 19, 2013

Posted in Accordance with the Provisions of M. G. L. Chapter 30A, Section 20B, authorized person Jack Hunter.

The North Carver Water District Commissioners met on June 19, 2013, at the Carver Town Hall, Meeting Room # 3, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 7:35 pm.

PRESENT: Kevin Tracey, Commissioner; William Sinclair, Commissioner; Debbera Silva, Commissioner

ALSO PRESENT:

Jack Hunter, Director of Planning and Community Development; Bruce Trumbull, SWSS

1. CITIZENS' PARTICIPATION: None

2. EXECUTIVE SESSION:

0 North Main Street – Mr. Hunter spoke with Jeff Blake who said that he would begin depositions next week with Carpianto.

160 North Main Street – Mr. Manny Neves complained that SLT was building foundation onto his property. Mr. Hunter investigated and determined that nothing was being built, so it is a private issue.

3. MINUTES: April 17, 2013 (Exhibit B); May 15, 2013 (Exhibit C); June 4, 2013 (Exhibit D)

MOTION: by Ms. Silva to approve the minutes of April 17, 2013, with the insertion of the last names for Ned (Brush) and Carl (Karl Karlsson) on page three, in the paragraph starting "Mike Ohl spoke with the..."

SECOND: by Mr. Tracey

APPROVED: AYE - Kevin Tracey, Debbera Silva; **ABSTAIN** - William Sinclair

MOTION: by Mr. Sinclair to approve the minutes of May 15, 2013 as written

SECOND: by Mr. Tracey

APPROVED: AYE - Kevin Tracey, William Sinclair; **ABSTAIN** – Debbera Silva

MOTION: by Mr. Sinclair to approve the minutes of June 4, 2013 as written

SECOND: by Mr. Tracey

APPROVED: AYE - Kevin Tracey, William Sinclair; **ABSTAIN** – Debbera Silva

4. LICENSE AGREEMENT BETWEEN NCWD AND MBO PRECAST – discussion and possible vote

Mr. Hunter informed the Commissioners that Mr. Jeff Opachinski is fine with the License Agreement (Exhibit E) to allow NCWD use of electricity from his property to heat the hot box on Marion Drive for three years. Ms. Silva suggested that all references to "Town" be changed to "NCWD." Maps and details will be put out to bid.

MOTION: by Mr. Sinclair to approve the signing of the license agreement between MBO Precast and NCWD, with the condition that "TOWN" be changed to "NCWD"

SECOND: by Ms. Silva

APPROVED UNANIMOUSLY

5. DECAS CRANBERRY OFF-SITE USER AGREEMENT – update and possible vote

Mr. Hunter spoke with Decas Cranberries, the Decas attorney and the NCWD attorney and all approve the agreement (Exhibit F) drafted for Decas Cranberry to purchase water from NCWD. The commencement date will be filled in when it is known. Decas has to lease a water tank and can draw from the plant before the Marion Drive site is ready. Mr. Tracey would like to keep an eye on the plant.

MOTION: by Mr. Sinclair to contract with Decas Cranberry as presented in the proposed Agreement

SECOND: by Ms. Silva

APPROVED UNANIMOUSLY

6. WATER OPERATOR'S REPORT:

Mr. Bruce Trumbull spoke with the facilities manager at Decas Cranberry. Decas had water quality questions, particularly about chlorination. Mr. Trumbull responded that chlorine would be used only in the case of a back-hit. Mr. Sinclair inquired if NCWD is covered with insurance for Decas to take their vehicle into the treatment plant. Mr. Hunter said he would look into it.

Mr. Trumbull reported that the one outstanding old meter on Lakenham Drive has been replaced. Mr. Sinclair inquired about meter maintenance. Mr. Hunter said the question will be placed on the agenda for next meeting. Mr. Trumbull said he would investigate standard practices and come up with a proposal.

Six companies were contacted for Request for Proposals for two new raw water pumps. Two were submitted. West End Drilling failed to respond. The proposal from Layne (Exhibit G) was lower than Skilling & Sons' by \$612.50, but it was for standard, off-the-shelf pumps and does not include any extras, such as pipes and valves, so is not comparable to Skilling & Sons'. Skilling & Sons' quote (Exhibit H) included two Gould pumps, which are great pumps and can be rebuilt three times.

Mr. Tracey asked about funding sources to purchase the pumps, as the expense did not get included in the new budget. It is important to get the pumps to increase production flow. Currently, production is about 37 gallons per minute with both pumps flowing. To keep up with the demand and not run dry, the plant needs to be able to produce 50-60 gallons per minute. The purchase of the pumps would be a one-time expense, and then it will be cheaper to pull and rebuild them every two or three years. Mr. Hunter will speak with the Assistant Town Accountant to determine if there are any funds left in the capital account, then ask Mr. Ron Koontz of USDA if the purchase would be eligible as a capital expense.

Mr. Trumbull stated that we should have the new pumps in place before selling water to Decas. Decas could be ready in two weeks to begin drawing water. The contract stipulates that Decas can draw water Monday through Friday, from 8:00am to 5:00pm, but Mr. Hunter suggested that Decas could draw from the treatment plant at any time, perhaps off hours. The contract allows for Decas to draw a minimum of 25,000 gallons per day. Mr. Trumbull thinks that amount would be feasible. He asked if we could tap into Middleborough if we were to run dry, but they chlorinate their water. If the pumps were ordered immediately, it would take about five weeks to get the pumps and hotbox installed. The contract with Decas can be terminated at any time by either party. The calculations figured by Mr. Mike Ohl did not factor in the pumps not working at full capacity. He should be asked about the reduced capacity flow. Mr. Hunter advised that the contract with Decas be postponed until the new pumps are in place.

Mr. Trumbull will show proof of Request for Proposals, with a bid sheet of who was asked and who responded, and explain in a memo why the higher bid of Skilling & Sons was selected.

MOTION: by Mr. Sinclair to approve the purchase of two new pumps in the amount of \$12,288.00, as proposed by Skilling and Sons, Inc.

SECOND: by Ms. Silva

APPROVED UNANIMOUSLY

There is no hydrant meter. Decas will be charged by the truck-load. Mr. Sinclair asked Mr. Trumbull to find out the cost of a hydrant meter with back-flow.

Mr. Trumbull informed the Commissioners that Cranberry Village is doing a "fix the leak" campaign, and that Small Water Systems will do a meter reading whenever they request it.

Mr. Trumbull also informed the Commissioners that Mr. Mike Woollam is doing very well and is an easy employee.

Mr. Hunter informed the Commissioners that the attorney for Agway said they will have plans for a site on Marion Drive to the Planning Board within the month. Mr. Hunter will have Mr. Trumbull or Mr. Woollam look at the hook-up plans for approval. They will need a heavy-duty back-flow preventer.

SWSS has a contract with F.M. Generator, Inc. for maintenance of the generator, but does daily maintenance themselves. Mr. Trumbull will email a copy of the contract to NCWD.

Mr. Hunter believes that the Town voted to install a new generator at Cranberry Village with the necessary purchases for cleaning the municipal well water, based on Mr. Ohl's recommendations. It will need DEP approval. Mr. Trumbull will keep NCWD advised.

7. GENERAL DISCUSSION:

a. Bills Payable (Exhibit I)

MOTION: by Mr. Sinclair to approve payment of bills as presented on the Schedule of Department Bills Payable dated 6/19/13, totaling \$11,300.96

SECOND: by Ms. Silva

APPROVED UNANIMOUSLY

There is an invoice from New England Water Works Association for annual membership dues (Exhibit J). NCWD was a member because there were employees who could benefit from trainings, conferences, and surveys. Since NCWD no longer has any employees and Small Water Systems, being a member, can provide the same opportunities, there is no reason for NCWD to renew their membership.

b. Financial and FY13 and FY14 Budget Update

Ms. Meg Lemay, the Town Accountant, would like to come to the next Commissioners' meeting and work on the budget.

c. Customers with Outstanding Balances

There are eighteen customers who have outstanding bills (Exhibit M). The NCWD Rules and Regulations state, "All water bills that are outstanding after 30 days will be mailed a demand notice which shall be due within fourteen (14) days....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." (Article III, Section 5.) Ms. Kathy Kay (Planning Dept assistant) will draft a demand letter. Mr. Trumbull will send a copy of Littleton's wording and procedures.

8. OTHER BUSINESS:

Mr. Vic Brier submitted a quote (Exhibit N) for emergency repair services. He is third in line to be called in case of an emergency but cannot guarantee that he will be available without a retainer. Mr. Sinclair suggested reaching out to other town contractors, such as Larry Paige. Mr. Hunter will solicit quotes from others, and Mr. Trumbull or Mr. Woollam will give the contractors a tour.

9. ADJOURNMENT:

MOTION: by Mr. Sinclair to move the next meeting on July 17, 2013, to 6:00pm, Meeting Room #3

SECOND: by Ms. Silva

PASSED UNANIMOUSLY

MOTION: by Mr. Sinclair to adjourn

SECOND: by Ms. Silva

PASSED UNANIMOUSLY

The North Carver Water District meeting was adjourned at 9:15pm on June 19, 2013.

Table of Documents

Exhibit A	Meeting Agenda – June 19, 2013
Exhibit B	NCWD Open Session Minutes April 17, 2013
Exhibit C	NCWD Open Session Minutes May 15, 2013
Exhibit D	NCWD Open Session Minutes June 4, 2013
Exhibit E	License Agreement between NCWD and JBO Realty LLC
Exhibit F	Agreement between NCWD and Decas Cranberry Co.
Exhibit G	Pump quote from Layne
Exhibit H	Pump quote from Skillings & Sons, Inc.
Exhibit I	Schedule of Department Bills Payable 6/19/13
Exhibit J	New England Water Works Association invoice, 6/7/13
Exhibit K	NCWD Summary of Receipts and Disbursements, 7/1/12-6/8/13
Exhibit L	NCWD FY14 Copy Machine expenses
Exhibit M	NCWD Customers with outstanding balances
Exhibit N	Vic Brier Labor & Equipment Quote