

**NORTH CARVER WATER DISTRICT MINUTES
OCTOBER 17, 2016**

APPROVED
11-7-16

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

The North Carver Water District Commissioners met on October 17, 2016, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, Massachusetts. The meeting was opened by Mr. Kevin Tracey at 5:02 p.m.

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

ALSO PRESENT: Michael Milanoski, Town Administrator; Mike Woollam, SWSS; Marlene McCollem, Town Planner; Christine Champ, Recording Secretary

NOT PRESENT: John Wood, DPW

1. Public Hearing: Rules, Regulations and Fees

This is the continuation of the public hearing. Ms. McCollem handed out the language she received from Michael, who wanted them considered for couplings. She wanted to double check with them about master metering, saying the auxiliary meters were not as in the rules and regulations but in a different way. Ms. McCollem wanted to address this and Mr. Romano wanted to know the difference. Mr. Woollam said the tenants did not usually pay for water but 174 Plymouth Street got re-hooked up after the installation. He said he had sub-meters which were auxiliary meters that were being read and billed. Mr. Romano asked if they could just get rid of the provision and Ms. McCollem said they needed to change the process. Mr. Sinclair asked if they should eliminate the master meter and Ms. McCollem said they could talk about it out of order.

Regarding the master meter, Ms. McCollem said she thought either there was a big leak or something was not right. She said the master was reading more than the tenants'. Ms. McCollem said it was 24,000 over, per the master meter, which she thought was a mistake. Mr. Woollam said there was no way the unit used that much water. It was set to read "do not bill" and Ms. McCollem said it should be billing for usage or not allow it, as it had always been zeroed out. Ms. McCollem said she looked in the old file and it had always been a zero dollar amount but there had always been a usage. She said the usage did not match. Mr. Sinclair felt the property owner should have gotten the bill, since it was his responsibility. Mr. Romano wanted to have someone go out and look at it. Ms. McCollem said there was a lot of water not being billed for and she wanted to have Mr. Woollam do an audit of it and she wanted to change it so there was a charge for usage. Mr. Sinclair asked about the Carver Redevelopment Authority going in for one meter, so they always should have been paying for the master meter. All agreed. So, the property owner (96 No. Main, 3b) should be billed.

Ms. McCollem felt it went back to the auxiliary meter. She read from the handout. Ms. McCollem wanted to bill the master meter. Ms. McCollem said the email talked about disabling the unit meters. She said they could read the master and the owner could deal with the units. Ms. McCollem wanted to send out a revised bill for the master meter and still do the audit. She McCollem wanted the board to instruct her regarding auxiliary meters and she wanted a revised bill.

MOTION: By Mr. Romano to authorize Mr. Woollam to do an audit of the property and verify where the difference of water was going
SECONDED: By Mr. Sinclair
APPROVED: Unanimously

Going back to the rules and regulations, regarding reading the master meter for any grandfathered meters, the board decided there would be no masters anymore. Ms. McCollem referred to Page 31, including Michael's language about fittings. She said she put in the coupling language, also, if it was okay.

Ms. McCollem wanted to confirm the annual fire protection usage fee. Private backflow testing was based on what Carver Fire Department would charge if called out on a false alarm. Mr. Wood was going to talk to the chief about that. Ms. McCollem would get the billing amount from the Carver Fire Department if they were called out. She wanted to know what the cost of the test was. Mr. Woollam and Chairman Tracey said it was \$75.

Ms. McCollem wanted to talk about the costs being eaten up regarding Libia's Path and the 39-house subdivision off of Plymouth Street. She said she was looking to recoup this money. Mr. Romano was concerned that it may not be if the office was not taken by the doctors and Ms. McCollem disagreed. She felt that once the costs were incurred, they were responsible. Mr. Romano thought they could be billed up front. Chairman Tracey suggested putting something to that effect in the rules and regulations. There was further discussion regarding what updates could be made.

Ms. McCollem said they could give a proposal before the work started and give to the developer. The developer would have to pay. She said there was no ability to put in as a line item for Ms. Lamay. Mr. Sinclair said it would have to be like a revolving account. Ms. McCollem said there was a line for other non-utility charges on the revenue side but reimbursement would be a problem. Mr. Sinclair proposed language they could use to be compensated. By the first meeting, the proposal would be done and they would be obligated for the bill before the start. Ms. McCollem said reimbursement was a problem and if the estimate was too high, it was a problem. Mr. Romano suggested 75 percent up front. Ms. McCollem said they could have the real numbers and put the conditions in the motion, then the money was to be submitted before the street opening. Chairman Tracey asked if it would be a special assessment. He read the material and thought it was pretty specific.

Chairman Tracey said they could put revenue in but could not spend beyond the large number. He added that there was no revolving account mechanism. Ms. McCollem was looking at permitting fees to put the charge somewhere. Chairman Tracey agreed. There could be no revolving account, as it was the rule, per Ms. McCollem.

Mr. Woollam said the betterments allow them to get money back. Mr. Sinclair suggested seeing what other water districts did and they could figure it out. He referred to looking into places such as Dennis and Littleton. Ms. McCollem said she would do the research on same.

Regarding the last matter on fees, Ms. McCollem wanted a list of different meter costs by size. Mr. Woollam said he had no idea, that it went to the Town. Chairman Tracey suggested Cure (phonetic) but Mr. Woollam said the prices probably changed continuously and it would not be possible. Ms. McCollem

was trying to get money back from the meter costs and Mr. Woollam said there should be a cost on the last meters paid for. Mr. Romano suggested "market price". Ms. McCollem said she would look at the New England Farm bill for the meters.

Regarding the rules and regulations, Chairman Tracey had some changes. On Page 9, regarding customers who had metered service, they needed fire protection service. He thought the only person who had active domestic service would be considered for fire protection as well.

Ms. McCollem said she would put it on the agenda for next time. She still needed to do some research. All the board members were okay with the corrections so far.

MOTION: By Mr. Sinclair to continue the public hearing

SECONDED: By Mr. Romano

APPROVED: Unanimously

A gentleman from Indian Head came to the meeting wanting to speak with someone about a bill he was questioning. He was looking for a lower rate. He said he could double the usage if it was made worthwhile with a lower rate. Mr. Sinclair suggested a contract-like deal similar to Decas. The gentleman said he met through Mike Janet and used to do backup for Decas. Mr. Sinclair suggested they should start negotiating now. Chairman Tracey said he would start working on. The gentleman said his name was Roland Morse and he gave his cell number to the board. Ms. McCollem said they could get organized for the next agenda and that he had worked with Jack last year.

2. Update: Water Infrastructure Assessment & Planning Grant

Ms. McCollem had a number of questions for Mike and they would speak further about it. She wanted to speak to the board about asset management plan maintenance. Ms. McCollem said for budgeting, she would want to be trained to use it and it would be ideal if it was online. Mr. Sinclair said she could. Mr. Woollam said she should be able to use it. Mr. Sinclair said he used parallels and it should work. Ms. McCollem thought there could be remote access to the files. She said the State had paid for it and she wanted to talk about it to make sure the data was consistent. Ms. McCollem wanted to use and keep the data updated to gauge better and plan financially.

3. Billing Updates

a. Lost revenue from skipped quarterly minimums

Ms. McCollem said essentially two reads were made and the July minimum quarterly charges were forfeited, 4573.25 that she cannot get back. Mr. Sinclair asked why they were skipped and the answer was because it did not get done. It was after July 1st and it should have been done. Mr. Sinclair wanted to recoup the money and he wanted to go back to legislation and get their own account. Chairman Tracey said it would take 3 years. There was a short discussion regarding billing and Ms. McCollem said she could help.

b. 96 N. Main St. master meter read of 62,900 CF, but only 38,525 CF billed through the tenant meters.

Done.

c. Softright conversion

Eric Wells was the account manager for Softright Software, the Town's financial management system. They had a utility billing module. Ms. McCollem understood Ms. Lamay was going to look at the software to evaluate it for the board. Ms. McCollem said she did not know the details about it but the software was purchased. The Town used it for accounting. Ms. McCollem told Mr. Wells she was handling it and awaited his return call telling her what was purchased. She suggested to the board, abandoning and letting her request a refund of money. She wanted to reach out to Rob Luongo (phonetic) to remain as his customer, as he does the billing now. Regarding Softright, there was no breach of contract since there was no contract. Ms. McCollem said nothing should be bought without a contract. All agreed it was costing money and they were getting nothing. Mr. Sinclair said he was in favor of getting rid of the whole thing.

Mr. Romano wanted to know if the North Carver Water District voted on this and Ms. McCollem said no. Mr. Romano felt if the board never voted, it should be able to easily walk away. All three board members agreed they should move away from. Mr. Sinclair said there should be a letter written for the refund of the monies. Mr. Romano had no problem with that.

MOTION: By Mr. Sinclair to have North Carver Water District terminate the relationship with Softright.

SECONDED: By Mr. Romano

APPROVED: Unanimously

MOTION: By Mr. Sinclair to have the board's representative, with a letter signed by the Chairman to Softright, request any monies spent for services not rendered be reimbursed.

SECONDED: By Mr. Romano

APPROVED: Unanimously

MOTION: By Mr. Sinclair to have the Chairman of North Carver Water District reach out to Rob Luongo (phonetic) of UBS and enter into an agreement to make sure he takes care of billing.

SECONDED: By Mr. Romano

APPROVED: Unanimously

Chairman Tracey suggested more than one person should get trained. Ms. McCollem agreed and named names of people who would be backups.

4. FY18 Draft Budget

Ms. McCollem gave the Fiscal Year 17 forecast through August 31. She said it was the most recent she had. Ms. McCollem said she would be working on the budget over the next few months. She would be watching more closely the expenditures, to get a better view. Ms. McCollem said, in the meantime, something needed to be put together. Mr. Romano wanted to take it home and review it. Ms. McCollem

said to take it home and she'd put it on the November agenda. Ms. McCollem discussed with the board the meter that was not reading and said there would be more discussion regarding this meter.

5. Future Decas Contract

Chairman Tracey thought the plan for now, from Mr. Wood and Michael, was a holding pattern. Ms. McCollem said the contract expired at the end of September so there was no contract and no terms at the time of the meeting. Mr. Sinclair wondered about how they were being billed and Ms. McCollem said it was the same as in the past. Mr. Sinclair suggested maybe a 6-month extension while new terms were established at a regular (not discounted) rate. Ms. McCollem said she would reach out to them and ask them to attend the November meeting. Mr. Sinclair thought it was a good idea to have the base extension from the last contract date and have them meet to negotiate. They would pay the rate without a discount until the extension was negotiated and the contract was in place.

Marlene said she would reach out to them during the week and get them in for an extension and/or their needs moving forward.

6. Generator replacement

Ms. McCollem wanted to sell the generator and Chairman Tracey and Mr. Romano agreed. Mr. Sinclair talked with FM Generator and found the generator was a marketable item and they (FM Generator) would sell it for them. Ms. McCollem said it could be sold by RFP or at an auction and she could structure the RFP so that a partial amount goes to the new generator. The need was for 80kw. Mr. Sinclair said FM Generator would tell him the new specs and the old specs. Ms. McCollem felt if it was purchased at auction, the new generator must be paid for up front and they would be paying for two for a period of time. She wanted to try the RFP. Mr. Woollam questioned if there was a change in the transfer panel and the answer was no. Ms. McCollem said she would start putting it together, drafting up, when it was time. She wanted to avoid buying one before selling this one.

7. Water Operator's Report.

a. Flushing

Mr. Woollam said they did the Middleboro flush last week. The gate had been left open, providing free water.

b. New service

Mr. Woollam said the Dog Mall was tied in last week and was ready to go. He added that the duplex out back had not called for service. Mr. Woollam said they were two separate properties.

c. Well pumps

Mr. Woollam said they ordered well pumps after the last meeting and they will have a spare for either/or. He said there was a five-week lead time.

Mr. Woollam inquired about the meter pit. Ms. McCollem referred to page 13 and read the regulation.

Mr. Woollam said that 12 Green Avenue would be hooked up the next morning.

8. Minutes: September 12, 2016.

MOTION: By Mr. Sinclair to approve the North Carver Water District minutes of September 12, 2016, as written.

SECONDED: By Mr. Romano

APPROVED: Unanimously

9. Bills Payable.

Ms. McCollem handed out the originals. She said the call out and the chemicals were both for the treatment plant, not for the municipal well. Mr. Woollam found something not to be billed for Carver and he recalculated the bill. He wanted 169.40 subtracted out. Ms. McCollem said she would subtract it out instead of re-billing. The new bottom line number was 17,731.14. Ms. McCollem thanked Mr. Woollam.

MOTION: By Mr. Romano to pay bills payable amount of \$17,731.14.

SECONDED: By Mr. Sinclair

APPROVED: Unanimously

10. Next meeting.

MOTION: By Mr. Sinclair to have the next North Carver Water District meeting on November 7, 2016, at 5:00 p.m.

SECONDED: By Mr. Romano

APPROVED: Unanimously

11. Adjournment.

MOTION: By Mr. Sinclair to adjourn the meeting at 7:10 p.m.

SECONDED: By Mr. Romano

APPROVED: Unanimously

The North Carver Water Commission was adjourned at 7:10 p.m. on September 12, 2016.

Attachments

A. Agenda