

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 **December 11, 2017**. 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; William Sinclair, Commissioner; Stephen Romano, Commissioner

Absent:

Also present: John Woods, Operations and Maintenance; Dave Siedentopf, Director of Operations and Maintenance; Michael Milanoski, Town Administrator; Ms. LaMay LaMay, Finance Director

Meeting called to order at 5:03 PM, by Mr. Tracey

FY 18 Budget – Discussion

Mr. Tracey – I am looking for thoughts, ideas. Mr. Romano expressed concern that the three - year report was hard to compare as items were posted differently each year.

Mr. Milanoski - Indirect Rate – Trying to adjust some rates that would make them more realistic than in the past. Ms. LaMay will be here in a few minutes. Right now there is nothing coming in from Decas; Indian Head is not too much. Ms. LaMay is concerned about rates with them. I believe our rates are highest in state; either way we would have to subsidize you. We need to get a handle on revenue. There was an effort to expense to appropriate categories.

Ms. LaMay (5:06) – Handed out last years forecast. This was used to develop budget. I have indirect cost for LY \$47,801 TY \$51,602.

- Betterments
 - In FY 17, we didn't have any betterments payoffs. I would leave as is.
- P&I
- Water Usage
 - I need help from Jill on this. We collected \$22K less than committed (billed but not paid). Some of the usage income was from Decas and Indian Head. We need to figure out how much to back out from this. We are really struggling getting something usable from Quick Books to help with figuring out who owes what. I can put it on the agenda for tomorrow. Mr. Milanoski– Let's find out what wasn't paid and go from there.
- Transfer from General Funds.
- IRS Subsidies –
 - Based off interest on loan. About \$700 less than last year
- Transfer from general funds
 - going up to \$110,566

Ms. LaMay - SWSS Contract? Mr. Tracey – We had discussed going back out with that beginning with FY 19 budget. We need to go through RFPs before we know. Mr. Milanoski– It may make sense that we package everything up. Mr. Romano – How many bids did we get originally? Mr. Tracey – We had three. It's a good time to look at this. Ms. LaMay – If you look at expense report, page 2 is how you actually spent it. Commissioners Salary won't change. Mr. Tracey – I am going to recommend that this be entered as ZERO for FY 19. Ms. LaMay – SWSS is an unknown. Marlene did change a lot of the categories. Mr. Milanoski– We want the budget to mirror the chart of accounts. Ms. LaMay – Are these accounts inclusive? not useful? Mr. Romano – We have 3 years of data but it bounces all over. I prefer we leave it alone for a few years so we can do an accurate comparison. Mr. Milanoski– I hear what you are saying. We don't currently have good data. Do we have enough categories? Ms. LaMay – Budget LY had some accounts that aren't in the chart right now. Mr. Tracey – I think that was Marlene's attempt to better breakdown the expenses. Ms. LaMay – Is it useful? Mr. Sinclair – Yes, but would be better with sub-categories. Mr. Tracey – We created a database for SWSS to maintain so we know individual parts and their longevity. Ms. LaMay – I have no problem with additional categories; I just need to know how much. Obviously we will not finish this tonight; I will probably need to come back for another meeting. We did have \$84K left at the end of the year. Mr. Romano – The only account overspent was Equipment. Mr. Tracey – Yes, that was driven by the wells. Ms. LaMay – Other Professional Services had quite a bit left. Mr. Tracey - CEI wasn't used as much as we were planning to. We need to adjust some of these expenses. Ms. LaMay sent us three years' worth of data. Mr. Romano – I would like to see FY 18 in comparison to FY 17. I think that would be more helpful. Ms. LaMay – Just to clarify, if you reduce your request; you request less for a subsidy. Mr. Sinclair - The equipment budget, indirect costs, chemicals all need to go up. Mr. Tracey – We didn't use all of what we budgeted for chemicals last year; it may be ok. Mr. Milanoski– There are not a lot of transactions; one of you need to go through them. Mr. Romano – What is deadline for FY19? Mr. Milanoski- last month; it needs to be resolved quickly. We need to nail down the subsidy.

Mr. Milanoski - Stephen did get the grant application in for the generator and it will take some subsidy from the town. We do, however, have the resale for what's currently there. We would need to do two separate RFPs. If we purchased before selling the old one, we would move the old one at the same time of delivery of new generator. Mr. Woods indicated that he has room to store it until sold.

Ms. LaMay – Are you anticipating changes to operations that might affect this? Mr. Milanoski - Is there enough budget for additional fracking? Mr. Tracey – Probably not. Ms. LaMay – I won't wait for the revenue. I will take FY18 and create FY19 with numbers that I know will exist. The Board can then fill in the blanks. The Board is comfortable with this. Mr.

Sinclair – I would like it tighter; there was \$84K left. Ms. LaMay – Yes, but it's a balance you don't want to cut yourself too short.

Mr. Milanoski - Where are we with extending the line by the old church/condos? Mr. Tracey – They are working on the building; I don't see anything happening before the spring. Mr. Milanoski– What about the line for the medical facility? Mr. Tracey – All set. He's operational. Mike Woollum probably inspected that. I don't know if billing has gone out. There will be additional revenue. Fire suppression (\$1500 annually). Mr. Milanoski – Kevin, can you meet with Ms. LaMay in a week or two to see where we are at? Ms. LaMay will set it up.

5:52PM - Mr. Woods, Mr. Siedentopf, Ms. LaMay and Mr. Milanoski left the meeting

Minutes – October 16, 2017 and November 20, 2017:

Motion to approve minutes from the October 16, 2017 meeting, as written: Mr. Romano

Second: Mr. Tracey

Approved: Unanimous (2-0-1)

Motion to approve minutes from the November 20, 2017 meeting, as written: Mr. Sinclair

Second: Mr. Tracey

Approved: Unanimous (2-0-1)

Bills Payable:

Motion was made to approve bills batch 2, in the amount of \$ 6038.97 for North Carver Water District: Mr. Romano

Second: Mr. Sinclair

Approve: Unanimous (3-0)

Motion to pay Batch #1 in the amount of \$ 4835.65: Mr. Romano

Second: Mr. Sinclair

Approve: Unanimous (3-0)

Campbell Electric Invoice –

Mr. Tracey - Apparently we do have a contract. Where this is an old bill, we would have to go to town meeting to pay it. My feeling is that we should look for someone else to do this. They are probably not monitoring anymore.

Mr. Sinclair – They may still be monitoring; I would write them a letter.

6:06 – Mr. Milanoski returned. – When you submit your bills, it would be helpful if you verify account to be charged.

Correspondence:

None

Next meeting:

Motion to approve the next meeting date for January 8, 2018 at 5:00 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Meeting adjourned:

Motion to adjourn was made at 6:09 PM: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)