



Town of Carver, North Carver Water District Commission

approved 1/14/19

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

Meeting minutes for December 10, 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: Bruce Trumbull, SWSS; Dave Siedentopf, Director of Operations and Maintenance; Lori Henault, Treasure / Tax Collector; Michael Milanoski, Town Administrator

Meeting called to order at 5:30 PM, by Mr. Tracey

Glenn Priolo, 0 Plymouth Street:

Mr. Tracey – I just wanted to update everyone – I called Glen and told him that we couldn't help with the "in kind" services and quoted original price. He wasn't thrilled but is moving ahead and looking for ways of spreading fees out. It is a cost of doing business. He may be contacting the treasurer's office. Mr. Milanoski – I don't have anything further to add. What was the fee? Mr. Romano \$209K. Mr. Milanoski – Wasn't that the same as the extension of the water line? Mr. Siedentopf – It was about \$250K. Mr. Milanoski – This would perhaps be an option. Mr. Tracey – That is essentially a swap. Mr. Milanoski – He could probably do it pretty quick compared to what procurement here could do. Mr. Tracey – I will let you continue to think about that. Mr. Sinclair – He'd be able to get the extension (Plymouth Street) done a lot cheaper than we could. Mr. Romano – So you are suggesting that he lay the pipe for the \$209K? The extension could potentially cost less. Mr. Tracey – This requires some more thought before pursuing.

Receivables:

Ms. Henault -

- **Billing Schedule –**

Kathy did the last quarter billings; what you have in front of you is what's outstanding. This is the first time that demand bills, with notice, were issued 2 weeks after the bill was due. Next would be notice for shut off. We will be sending out demand notices soon, do you want them going out during the holiday season? All agreed, yes. Ms. Henault – Is there still a \$100 threshold? Mr. Sinclair – We need to follow policy. Next read will be January 3rd with bills going out on January 4th.

- **Customer Payment Plan –**

Ms. Henault - You have a copy of the letter sent to a customer. The customer is making minimal payments, \$50/ month, due to financial struggles. The payments being made will not get them caught up in the near future. I wanted to know what your thoughts were. There were some verbal threats made, by the customer. Mr. Trumbull – What is their monthly bill? Ms. Henault – Their current bill is over \$600.00. Their latest month's bill seems a little higher than usual. I do believe they have a pool. Mr. Sinclair – Do we have the ability to make an agreement to have them pay their monthly bill and suspend their outstanding bill for six months. By six months' time, maybe the customer will be employed. Mr. Trumbull – We could go out and check the meter for issues but need to go out with another person, due to threats. Mr. Sinclair – Let's have SWSS check the meter, etc. and come back to us to figure the next step. Ms. Henault – We will hold off on the payment plan. This is a six-month payment plan which can be readdressed at that time. Mr. Romano – It's a sign of good faith and they are working toward paying it down.

- **Indian Head -**

Ms. Henault - Indian Head letter was sent in November with a due date of November 26th. To date, I have not heard from him. Mr. Romano – What was last year? Mr. Tracey – Higher than this and he didn't pay it until springtime. Ms. Henault – I was hoping one of you could reach out to him. Mr. Tracey – I will contact him.

- **Billing Stipend –**

Ms. Henault – Now that Kathy took over the billing; Jill was getting a stipend, which should be reduced now that Kathy is doing it (without a stipend). Mr. Tracey – Yes, originally, it wasn't part of Jill's job description; Kathy is being paid from a different line item (Billing Support). Mr. Romano – Was the stipend through payroll? Ms. Henault – Yes. Mr. Sinclair – Until we know what the actual number is, we should not make a motion. Mr. Tracey – I will verify that and put it on next month's agenda.

- **Leaving the Town of Carver -**

Ms. Henault – My last day with the town is next Monday, December 17, 2018. Kathy Kay will be my replacement. The Board wished Lori the best of luck.

Rules and Regulations / Water rate increase – Discussion only:

Mr. Tracey – We are talking about water rate increases which would also include 65+ and low income customers. We need to change the language for dealing with destruction of property. When meters are messed with and it takes us extra time to fix, there should be fee. Mr. Sinclair – Can we get something in the Rules and Regulations that when using our pumping station, the user will carry a bond. This will cover us in the future. Mr. Romano – That is

great! I really like that. I know the Treasures/Collectors has something like this. Mr. Sinclair – We can work with Meg and Stephen. This would address any future issues with anything like what we are dealing with at Indian Head. Mr. Tracey – Our policy needs to be more in line with the town policy for bounced checks. The privilege fee – It does tend to be kind of high. We can change the way we apply it but we should only change the rules if it is in the districts best interest to do so. Mr. Sinclair – When we start talking about the rules and regulations can we have more on what your thoughts are for the privilege fee? Mr. Tracey – Yes. Mr. Romano – There is only an issue when the pipe is already in. Mr. Tracey – We will address this more at our next meeting; take some time to review the Rules and Regulations.

Draft FY20 – Discussion:

Mr. Tracey distributed a forecast. Mr. Tracey – These are the new betterment figures for FY20. Based on current year collections, water usage is a little low; I am thinking closer to \$104K. The tail bond is retiring in 2021; for FY22 debt service will drop by 100K. We have a surplus of \$22,288.18. Mr. Sinclair – Can we put this on the next agenda? We need to be sure of where we are putting the surplus. Mr. Tracey – Yes, we will continue this discussion at our next meeting. This budget is all contingent on Town Meeting vote. Mr. Romano – Can we combine the \$22K with the \$32K? Mr. Tracey – I am not sure; I will talk to Megan.

GAP 2 Grant / Generator Replacement:

Mr. Tracey – I do not have an update. Mr. Siedentopf – I need specs on the generator. Mr. Sinclair – At the last meeting, we discussed getting started. Mr. Tracey – Mr. Cole needs to meet with Dave regarding specs. Dave will then be able to get the procurement moving.

Rte. 44 Development, Urban Renewal Plan:

Mr. Sinclair – No updates at this time. We were expecting them to be finished with MEPA by mid November but haven't heard anything. I am trying to get the developer in front of the RDA to discuss the MEPA process with them.

Water Operators Report:

Mr. Trumbull -

Not a lot going on so we are doing maintenance.

- We are getting a quote to do Well 1. Estimate of about \$1200 and are looking at about two weeks.
- Carver IT regarding the firewall. The GE/Suez quote is a good number. Firewall is \$1400 plus \$340 for programming. This was already authorized.
- Billing read on January 3rd.
- 3 Arrowhead – We will check for any issues.

Mr. Tracey – One will be paid out of Repairs and Maintenance, Facility and Maintenance and one out of Repairs and Maint., Wells.

Bills Payable:

Discussion: Mr. Sinclair - Billing for Reddington Gas needs to change; still says Jack Hunter – Should just be No. Carver Water District.

Motion to approve payment of the bills in Batch #1, in the amount of \$ 5,282.55: Mr. Romano

Second: Mr. Sinclair

Approve: Unanimous (3-0)

Motion to approve payment of the bills in Batch #2 in the amount of \$6,251.98: Mr. Romano

Second: Mr. Sinclair

Approve: Unanimous: (3-0)

Mr. Tracey - The Verizon bill is consistently charging a late fee. It was suggested that we authorize Mr. Cole to pay this bill or we could make it the Chairman's responsibility to sign off on the bill when it comes in.

Motion to authorize the Chairman, Mr. Tracey, to sign the Verizon bill when it comes in: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

Minutes – October 15, 2018:

Motion to approve of the minutes of November 5, 2018, as written: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Correspondence

Mr. Tracey -

- A resident has asked to be informed of any changes in water and has sent (11/5/18) a medical necessity form to Kathy/Jill. Mr. Trumbull – I did get that. We need a doctors note. Mr. Tracey has a copy of that. Not that this is

an issue right now, but if we were to get to a "shut off" situation, it is much more complicated and would need legal involved.

- Jeanne Govoni was in asking when the water would be flushed. Mr. Trumbull – I believe it's done in the fall; I will check with Mike.
- There was an increase over last year with Mr. Luongo. An increase of \$100. Mr. Sinclair – Has he increased in the past? Mr. Tracey – No, he hasn't.
- I had a conversation with Stephen regarding new source approval- When KGI property (Aubuchon Hardware) connected, they disconnected their two wells. The new owner has broached the subject of NCWD take over their permit. This is all just a discussion right now. I am assuming they would want some compensation. Mr. Trumbull – Do they have a PWS number for each well now? Mr. Tracey – Yes, I believe. Mr. Trumbull – How long has it been since they have been used? Mr. Tracey – A couple of years. Mr. Trumbull – So we would have to test that. Mr. Romano – The water would have to go back to the treatment plant? Mr. Tracey – Yes. Mr. Trumbull – There are all kinds of things we could do with this. Mr. Trumbull – How much water are we looking at? Mr. Tracey – I believe the permit was for 15,000 per day. This is a potential new source. Mr. Trumbull – Depends on the quality, but could be relatively easy to do.

Next meeting:

Motion to approve the next meeting date of January 14, 2019 at 5:30 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Meeting adjourned:

Motion to adjourn was made at 7:07 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)