



TOWN OF CARVER

NORTH CARVER WATER DISTRICT COMMISSION

Monday, October 7, 2019

5:30 PM

Carver Town Hall Room #3

Present: Kevin Tracy, Chairman; William Sinclair, Commissioner;

Also Present: Dave Siedentopf; Director of Operations and Maintenance, Mike Woollam; Operator- Small Water System Services (SWSS), Meg Lamay; Town Finance Director, Craig Schoaf; Assistant Treasure Collector, and Kelly Dicarli; Recording Secretary

Absent: Stephen Romano; Commissioner

Meeting Opened: 5:30 P.M.

A. Fiscal Year 2019 (FY19) recap and draft of the Fiscal Year 2021 (FY21) Budget

Meg Lamay distributed and reviewed, the FY19 and draft of the FY21 budget. A summarization of financial statistics that was discussed include:

1. District Revenues fell in FY2019
 - a. Due to fewer betterment pay-offs in FY19
2. Percentage of revenue from the General Fund subsidy
 - a. Reliance on subsidy increased
 - b. Also provided the percentage for FY18
3. Percentage of revenue from the Fed subsidy
 - a. Also provided the percentage for FY18 (which showed minimal change)
4. Percentage of revenue from operating sources (excluding betterment pay offs)
 - a. Revenue from operating/ongoing revenue sources increased due to fewer betterment pay-offs in FY19. But the reliance on non-operating sources (ie. subsidy and Fed reimbursement) were also higher.
5. The District operating deficit
 - a. Due to the reduction of the budget in FY19

Meg LaMay also distributed and reviewed and presented the Expense Account Period summary. Kevin Tracy noted that the working rate increased 5% which has already taken into effect as of July 1, 2019. Kevin Tracy also noted in regards to the Expense Account Period Summary, if the North Carver Water District Commission is obtaining the electric credit, appears the electric company is not breaking down the credits to the Town of Carver. Meg LaMay reported she's unsure, however to follow up with his concern she can send a letter to the Town Administer, Michael Milanoski. Meg LaMay will review these expenses with Michael Milanoski and will review this again and will follow up with Kevin Tracy.

Meg LaMay also reviewed and presented the Revenue Account Summary report and reviewed outstanding portion of betterments. Kevin Tracy inquired if the FY21 betterments stabilization included the \$20,900 or should it belong to this year budget. Meg LaMay noted they need to account where the betterments drop off. Meg LaMay will hypothesize the FY21 forecast and address this next meeting.

B. Rules and Regulations – Discussion and possible vote

Kevin Tracy reported same changes regarding the rules and regulations presented last month toward the language for the privilege fee agreement and application fee.

William Sinclair made a motion to accept the language added to the privilege fee agreement as presented. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

William Sinclair made a motion to accept the language on the application fee as presented. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

C. GAP 2 Grant / Generator replacement

Dave Siedentopf reported to the committee a new Briggs & Stratton generator order is complete. Town Administer, Michael Milanoski approved the purchase. Once delivered an electrician will start the installation process early as November 2019.

D. Route 44 Development, Urban Renewal Plan

William Sinclair noted he had a meeting with the Redevelopment Authority (RDA) and pursued temporary 30 days of the property and filed the property to the registry of deeds; owner okay with this. Completed preliminary estimates of the property cost and waiting for other estimates. No other changes in the estimates for water usage and will follow up with the Board once more information is available.

E. Water Operator Report

Loring Tripp was present during the committee meeting. Mr. Loring is interested in the developing a 55year and older community to which portion of the houses will belong to affordable housing. However, during the permit process the law changed and currently not allowed to age restrict affordable housing. Mr. Loring is now seeking an off-site location for affordable housing which would meet the Town 10-year conformity action plan to provide affordable housing. Mr. Loring met with the affordable group and discussed with the committee potential locations, number of units on property, and measurements of the water line. Mr Loring noted he works for a family owned business and has been working with the town for two (2) years on this project for ongoing improvements. Mr. Loring presented to the committee members a project plan

William Sinclair in favor with the project development however questioned the waterline not to cross route 44.

Kevin Tracy also in favor of the development project and will bring the idea to other committee groups to which he's involved.

Kevin Tracy opened a new discussion to Mike Woollam regarding additional operating repots.

Mike Woollam discussed issues with the computer network for the water district and the IT personal refused to assist as current computer program system networks is Windows XP which is not supported. Mike Woollam noted a quote for a new computer however will obtain additional estimates and search for other options.

Meg LaMay suggested possibly emailing Michael Milanoski

F. Bills Payable

Only one (1) bill from solar received and the water report was reviewed. William Sinclair reviewed with Mike Woollam that the KOV line used a regular ball valve. Mike Woollam confirmed.

Craig Schoaf reported to the board the need to order more North Carver Water District Commission envelopes

William Sinclair made to pay bill packet # 1 for the amount of \$783.80. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

William Sinclair made to pay bill packet # 2 for the amount of \$5,989.98. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

G. Correspondence

William Sinclair is working with the Williams Brothers and Santoro's restaurant regarding betterment on waterline. Jack Williams (present) from Williams Brother Inc. reviewed new umber regarding usage and presented documentation of list of properties. Santoro's restaurant- came up new figures which was discussed. Jack Williams presented a map from a piece of property going through permitting. Santoro's restaurant does not need a lot of water but instead well line tied in town water. Discussed possible plan of the water line. Jack Williams and the Board reviewed the differences of line circumference, fees for linkages and permit fees for a 1400-gallon tank. Kevin Tracy will follow up with Jack Williams regarding the estimated fee.

The Board reviewed water usage report commitment from the past year.

William Sinclair made the motion to accept Quarter 2 (Q2) abatements for the requested total of \$1,413.46 as of October 1, 2019, for the account belonging to the Carver Fire Department account #290. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

William Sinclair made the motion to accept FY2, Quarter 2 (Q2) for the total of \$30,785.54 as of October 1, 2019, as payments for the months of July through September, 2019 in the north carver water district. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

H. Minutes: Reviewed September 9, 2019 minutes.

William Sinclair made a motion to accept the minutes. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

I: Next meeting: November 4, 2019 at 5:30 P.M.

William Sinclair made a motion to set the next meeting for November 4, 2019. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

J. Adjournment: William Sinclair made a motion to adjourn. Seconded by Kevin Tracy. Voted and passed unanimously, 2-0

Meeting adjourned at 6:49 P.M.

Respectfully submitted,
Kelly DiCarli