



approved 12/9/19

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 November 4, 2019. 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: Mike Woollum, SWSS; Craig Schoaf, Finance; Dave Siedentopf, Director of Operations and Maintenance; Michael Milanoski, Town Administrator

Meeting called to order at 5:32 PM, by Mr. Tracey

Frosty Dog – Water Main Extension:

Mr. Tracey – We are going to put this off until Mr. Pontiff arrives. He should be here a little later in the meeting.

(6:08 PM) Eric Pontiff – The goal is to extend the main from across from the fire department, south on route 58 cross over by Quickeez. Is there a specific form for the extension? Do you have one or should we do one? Mr.

Sinclair – Where is it ending up? Mr. Pontiff – The Frosty Dog. Jack and I are also each taking one lot. We have a contractor priced out at \$130- \$150K (including the boring under route 58.) I need agreement and to understand fees and affect of tie in on individuals. Mr. Romano – We built the plant, we make the money. All you get is the water you need. Mr. Milanoski – The plant costs money to maintain/replacing infrastructure. The money will go into a fund to maintain that. Are we using the same type of agreement as the medical building?

Mr. Tracey – Yes. Mr. Milanoski – Once completed, you turn the water line over to the Water District. When you first came before us, the volume needed was higher. You have since revised the plan. In this agreement it will be based on the flow rate for the revision. Mr. Tracey – The betterment is based on the asked for usage. As long as

that number doesn't exceed your cost of installation, we consider it a wash. Mr. Milanoski – What is the length? Mr. Pontiff - Less than a ½ mile. Mr. Milanoski – Someone needs to make sure that the \$130K is a reasonable cost. Mr. Pontiff – Do you have a final number for betterment? Mr. Tracey – For the four properties we have - (1) \$4,432.50 (2) \$3,693.75 (3) \$2,216.25 (4) \$71,412.50. Mr. Milanoski - #1 – if the owner takes down the building and builds townhouses, you'd have to pay additional money for. Mr. Tracey – When Frosty Dog expands later on, there would be an increased water usage cost. Mr. Milanoski – There is also an annual fee for fire protection (\$1500) that is billed quarterly. Mr. Siedentopf – I will need you to get specifications for road compaction and what goes back in. Mr. Tracey – Michael, can you get a copy of that contract? Mr. Milanoski – I will check on it. Mr. Pontiff – Who is the daily contact? Mr. Woollum – That would be me. Mr. Sinclair – What is your time line? Mr. Pontiff – We still need to go before the Planning Board, and permits but we want to get it going as soon as possible. Can we get the contract done before the next meeting? Mr. Romano – I would feel more comfortable if the plan was approved by the Planning Board first. Mr. Milanoski – I think the Board wants to allow the Chairman to execute the contract and the waiving of the betterment subject to all conditions, subject to Planning Board permit approval. Mr. Romano – I feel uncomfortable doing it that way. Mr. Milanoski – You will slow the process. Mr. Sinclair – Eric only has one property to develop but he's also helping an existing business. Our whole goal is to serve multiple business. Mr. Milanoski – It doesn't matter if the Planning Board approves it; Frosty Dog is an existing business, and they want water. Frosty Dog is coming to us with 3 partners. It doesn't go to Planning Board until if/when other partners begin development. Mr. Sinclair – We have a business (Frosty Dog), that wants to expand; why wouldn't we want to do that? Mr. Romano – I am not against it; I just feel uncomfortable.

Motion to authorize the Chairman to enter into a waterline extension agreement and to get that agreement approved at the next meeting: Mr. Sinclair
Second: Mr. Romano
Approved: Unanimous (3-0)

Mr. Milanoski – We could always schedule an earlier meeting, if needed. As long as technical specs are met, you will be treated like everyone else. Mr. Siedentopf - Street opening permit through Mass DOT, Dig-safe, police details will be needed. Mr. Pontiff – Who will be agreement contact? Mr. Milanoski – Mr. Tracey will be your contact.

FY21 Budget:

Mr. Tracey – Meg sent a bunch of information. There are some notes and some worksheets in your packet. She reviewed the last few years to help with preparing this year's budget. The FY21 forecast is also included. We have a specific amount of money to work with. We need to stay within that number. Indirect costs can be looked at as well. Mr. Milanoski – We need to get everything wrapped up by December. Mr. Tracey – We don't have all of the

revenue figures yet; we need those. Mr. Schoaf – Meg told me she would have numbers within the next two weeks; I will get them to you as soon as we have them. Mr. Romano – This is a lot to digest in an hour; we need time to review. We really need 5 years of numbers to look at it. Everything keeps changing categories, making it difficult to look at it. We appear to be making money from what I can see. Other than the debt, we aren't bad for the Town. We gave away \$800K in betterments; that is what is putting us in the red. Mr. Milanoski – It would have put you less in the red; if you look at the debt service, it is more than their surplus you're making now. Mr. Romano – I don't buy it. We would have been in the black up until the last two years. Mr. Milanoski – When the original proposal went forward there was supposed to be additional payments and more water usage. They weren't reality, just a proposal. With the changes you have been making over the past few years, last years' budget was the most accurate you've every had. The Board changed the categories with Meg. You need to just look at the bottom line and decide if there are any changes to any line item. If there is, make a change; if not leave it alone. Mr. Romano – We are doing better than we were. Mr. Tracey – When I met with Meg she said we are doing much better with expenses and staying within the budget. Mr. Milanoski – Five years ago, it was not good. At Town Meeting, I told them that you were able to pay your operational expenses. What everyone needed help with is the debt service. We now subsidize it so that it doesn't impact the Town, financially. Overall, you are much better than you have been. There is a lot to be proud of. Mr. Tracey – Review what I have given you. Meg has given some notes of where we fall short. Her proposal is in the back of your packet (FY21 Forecast). Mr. Milanoski – Can we have Craig Walk us through this? Mr. Tracey – Yes. FY21 NCWD Forecast.

Craig –

- Receipts are projected as stable based on revenue forecast; we didn't add any new growth to the water customers
- The salaries are \$600 total. Mr. Romano – Why is this even in there? Mr. Milanoski – You will need to make that decision every year.

Motion to make salaries \$0: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

- The phones/electric will go up, the others you can look at individually. Mr. Tracey – Meg was going to check into credits from Eversource.
- Indirect Costs – You will have to break down the \$154K at the next meeting.
- Cost of contract for Small Water Systems for 2021? Mr. Tracey – That is undetermined. We are trying to contact Mike Ohl, but can't finalize it until then. Mr. Milanoski – Tell him you would like something by the December meeting.

Mr. Romano – What would it take to put everything water related, through us? The Schools, The Town Hall, Cranberry Water Village. Mr. Milanoski – You can't, the municipalities don't make money, so they can't be under the NCWD. Also, you are an enterprise fund. You oversee pipe infrastructure only. Anything else you have no authority.

GAP 2 Grant / Generator Replacement:

Mr. Siedentopf – I spoke with FM Generator; they believe the generator is coming in this week. A rep from the company will be out to meet with me this week.

Rte. 44 Development, Urban Renewal Plan:

Mr. Sinclair – Nothing tonight. The RDA will be having a meeting next week. I will not be there; but the Vice Chair will be there.

Water Operators Report:

Mr. Woollum –

- 5 Green St has a new meeting; they will be adding fire line
- 6 Green St just put in a 2" fire line
- Plant is going well
- I did get a quote for some computer work at \$85 / hour. He's quoting a 12- hour day. At this point we have no internet connection. I assume he will only charge for time here; I will double check. Mr. Sinclair – Have him change the address; shouldn't be Town of Carver. Mr. Romano – There is no one closer? Mr. Woollum – He built it for us.
- The road has been re-graded and the trees have been cut back.
- We had 4 lines down. Verizon came out and discovered that only 2 were down the other 2 were in the fire panel. Mr. Siedentopf will work on that.

Bills Payable:

Discussion –

Mr. Sinclair – Water monitoring waiver? Mr. Siedentopf – The state imposes a ton of tests. You can apply for a waiver and pay only \$375 if approved.

Motion to approve payment of the bills in batch #1, in the amount of \$7,165.14: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

The Accounting Department in an effort to streamline; they are asking us to authorize automatic payments on the Verizon bill which is fairly consistent.

Motion to approve the memo from the Accounting Department to auto pay the Verizon bill: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

Motion to approve payment of the bills in batch #2, in the amount of \$5,979.98: Mr. Romano

Second: Sinclair

Approved: Unanimous (3-0)

Motion to allocate \$90 for envelopes: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

Minutes – October 7, 2019:

Discussion- Mr. Romano – My name is spelled wrong.

Motion to approve of the minutes of October 7, 2019, as amended: Mr. Sinclair

Second: Mr. Tracey

Approved: 2-0-1 (Mr. Romano)

Correspondence:

None Tonight

Next meeting:

Motion to schedule our next monthly meeting on December 9, 2019 at 5:30 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Meeting adjourned:

Motion to adjourn was made at 7:05 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)