



approved 1/13/2020

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 9, 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 5:35 PM, by Mr. Tracey

Frosty Dog – Water Main Extension:

Mr. Tracey – Mr. Milanoski and I talked and looked at some documents. Extension from Lakenham to the medical clinic was a voice vote at a meeting. I don't remember an actual document/contract. Mr. Sinclair – Should we come up with a document? Mr. Tracey – Mr. Milanoski has not responded to my question on that. It will be based on the voice vote from Lakenham to the clinic. Mr. Milanoski arrived at 5:37 PM. Mr. Milanoski – I think we need to get a final scope before moving forward. Mr. Tracey – Jack called last week and said his engineer said 8" is satisfactory; we have stated that 12" is needed. Mr. Milanoski – If we already have 12" we want to continue with that. Mr. Sinclair – I was trying to remember when we did that. The 12" T went in so that if anyone went north or south, they would tap into that 12". Mr. Woollum – Yes, I told him that as well, last week. 6" is a minimum for a fire hydrant. Mr. Tracey – Material costs would increase for him but everything else is the same. Mr. Milanoski – We need a document, from them, to review. Mr. Tracey – I asked for an engineering drawing from them, which is when he questioned pipe size. Mr. Milanoski – We just need a plan from them. Mr. Tracey – I will reach out.

Motion to require that the water main extension for Williams brothers shall be 12" that runs parallel to route 58 and up to Fuller Street: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

FY21 Budget, discussion and possible vote:

Mr. Schoaf - New growth numbers were larger than expected. Mr. Tracey - We will need those numbers. Mr. Milanoski - Remember that you closed out a lot of money this year. Mr. Tracey - Retained earnings, for us, is the equivalent of free cash. Mr. Milanoski - A transfer into the NCWD was made in the amount of \$133,139.00. Mr. Tracey - So that leaves us short \$48,208. Mr. Woollum - Does that include 0 Plymouth Street? Mr. Tracey - No, that goes into the Betterment Stabilization account. Mr. Romano - Can we increase our estimated receipts? Mr. Tracey - Yes, by the 5% increase that was made to the water rate last year. We can't anticipate new growth until maybe next year. Mr. Romano - Is the 5% accounted for? Mr. Tracey - No, we can add that. Mr. Schoaf - We also abated the Fire Department. Mr. Milanoski - What was propane cost? Mr. Tracey - \$3,437.11, budgeted \$4,500.00. About 25% left over. In the past we have had to pull from reserves. Backflow testing has been paid out of contract ops. Generator maintenance/repair should drop off. Mr. Sinclair - The proceeds from the sale of the old generator, how much to cover the cost? Mr. Siedentopf - I would expect to get about what we paid for the new generator. Mr. Sinclair - Maybe any surplus would help us. Mr. Milanoski - You could use it next year, but not this year. Mr. Romano - What was the debt in comparison to last year. Mr. Tracey - \$250K last year with this year coming in at \$200K. Mr. Milanoski - It comes out of free cash and this year is tight. Mr. Sinclair - We need to look at the numbers. What are we legally responsible to do? Mr. Milanoski - You can pull some of you retained earnings but you can only use it once. Mr. Tracey - I can't do anything about debt, it is what it is. Mr. Romano - Did we get anything from Plymouth Street yet? Mr. Tracey - Yes. Mr. Romano - Why can't we use that? Mr. Milanoski - You can't tap into the stabilization fund. Mr. Romano - There should be some estimated revenue going into the debt; why can't we move it? Mr. Tracey - \$41,279.47 is unexpected retained earnings. Mr. Milanoski - You can use that. That leaves us about \$5K. Mr. Sinclair - Indian Head? Mr. Schoaf - I had a conversation with him before Thanksgiving. He said he was going to come in on December 2nd; he did not show. He is down to about \$2400.00. Mr. Romano - Budget line, "Attorney fees" Mr. Schoaf - \$1000.00. Mr. Romano - Let's move that over. If we need money in the future, we can move it. Mr. Woollum - Fire protection; per building or per suite? Mr. Tracey - Per building. Mr. Milanoski - I am showing \$411K for retained earnings. I can't tell if it includes betterment. Mr. Tracey - Betterment is about \$262K. Meg will come up with a more accurate number for Town Meeting. Mr. Milanoski - Because we were subsidizing so much, may have caused us to have such a large number. Mr. Tracey - Can I have a little of that? Mr. Milanoski - Yes, but go through your

line items and take a realistic number for each of them. Focus on pure operations. I don't want to see any expansion on it. Doing that, we should be okay. Mr. Sinclair – We should have a dedicated meeting on just the budget. Mr. Milanoski – I am just looking for you to be realistic for pure operations. Mr. Romano – We should meet; let's schedule it. Mr. Milanoski - What do you see as necessary upgrades for 2021? Mr. Woollum – The wells are the main expense. A lot of equipment, pumps, etc. are at least 10 years old.

Mr. Schoaf discussed outstanding bills, over \$100. Shut off notices will go out on December 23rd.

Motion to post outstanding bill notices on 12/23 with shut off scheduled for 1/2/20: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Mr. Sinclair – Let's schedule a budget meeting for December 30th? Mr. Schoaf – I will check with Meg.

Motion to schedule a budget only meeting for December 30, 2019 at 5:30 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Motion to schedule the next regular meeting on January 13, 2020, at 5:30 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

GAP 2 Grant / Generator Replacement:

Mr. Siedentopf - Generator is in place. They are sending someone out on 12/16/19. I have to dig a trench for the propane line. It will be up and running before the end of the year. Mr. Tracey – Test it when it's cold out. Mr. Milanoski – With the propane tanks we have now, how long do you think it will run? Mr. Siedentopf – I will find that out.

Rte. 44 Development, Urban Renewal Plan:

Mr. Sinclair – The Town received a grant that will help with the roadwork, etc. that will be needed for the project. I do not have any updates from the developer. Mr. Woollum – I have been contacted regarding dig safe markings. Mr. Milanoski – I don't have anything tonight. Mr. Tracey – Any water main should be 12" as well.

Water Operators Report:

Mr. Woollum -

- 0 Plymouth street water main has been pressure tested. He's close to closing on a couple of units. Mr. Tracey – As he brings units on line, he is supposed to give us another check. They shouldn't be turned on until payment is made. Mr. Milanoski – Let's see how it goes. As he gets down to just a few units, we need to be more cautious.
- Fire services are going in. There seems to be confusion at the town hall. Fire Protection is a separate meter at the church. There are some concerns over flow rate; there are some meters that don't affect that. Mr. Milanoski – Going back a couple of years ago, the rate was decided as we weren't metering them. The medical building is the standard – meter running to the domestic side. Mr. Tracey – We are charging them \$1500 per year to make it available to them. Mr. Milanoski - The tank is 43,000 gals, which would cost about the same as the \$1500 charge. Mr. Schoaf - \$250 per quarter at the church, with meter for 2"; \$375 at the medical building, with no meter, for 8". The church is only 2". Mr. Romano – We need to be consistent, by pipe size.

6:45 – Mr. Siedentopf and Mr. Milanoski left the meeting

Bills Payable:

Motion to approve payment of the bills in the amount of \$4,938.94: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

Minutes – November 4, 2019:

Discussion-

Motion to approve of the minutes of November 4, 2019, as written: Mr. Sinclair

Second: Mr. Romano

Discussion:

Mr. Sinclair – What is the status with Mike Ohl? Mr. Tracey – I sent another email requesting someone work with us; I have not heard anything back. Mr. Sinclair – What do you want to do? Mr. Tracey – I want to find another engineering company that wants to work with us. Engineering contracts are exempt from going out to bid. Mr. Woollum – I can

check with Middleboro and see who they are using. Mr. Sinclair – We should send Mike Ohl a certified letter requesting all of our property back.

Approved: Unanimous (3-0)

Mr. Schoaf – I have a form for your TIN. Mr. Tracey – Lori was originally going to do this; I would give it to Kathy. Mr. Schoaf – She gave it to me. Mr. Romano – I think someone from finance should fill this out. Mr. Schoaf – I can fill it out and send it over to Kevin.

Correspondence:

- The apportionment agreement with Glen Priolo has been signed and a check has been received.
- Meg sent me an email that the finance office mailed in the form for the next IRS subsidy. This is tied to the interest on the bond.

Next meeting:

Motion to schedule our next monthly meeting on January 13, 2019 at 5:30 PM:

Second:

Approved:

Meeting adjourned:

Motion to adjourn was made at 6:58 PM: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)