



*Approved
8/14/17*

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 **July 10, 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: All Present

Also present: Mike Woollam, SWSS; Bruce Trumbull, SWSS; Meg LaMay, Accounting – (arrived at 5:07 PM)

Meeting called to order at 5:00 PM, by Mr. Tracey

New Source and Middleboro:

Mr. Tracey – I was unable to contact Mr. Bumpus in time for this meeting. Therefore, I have no updates on original test evaluations. They are supposed to be refreshing prices, etc. We will continue this to next meeting.

Mr. Woollam – Mr. Ohl will have test date confirmed. Mr. Tracey – We have some money set aside from a previous town meeting. Mr. Ohl felt it might be reasonable to use that money as part of master planning. I was hoping Meg would be here to discuss this. Mr. Romano – If we have to go through new source approval than we need to make sure to include the extra 15,000 gal/existing well, at the same time.

Water Operator's Report:

Mr. Woollam - The VFD for the CIP should be here to install. The invoice was in on time for this year (about \$940). Mr. Tracey – Yes, we have it. It will be in this fiscal year. Mr. Woollam – I spoke to Jill about contacting the Electric

Company. Mr. Sinclair – Just an FYI for you all, the solar communications went down around the same time which normally happens with a spike. They had to go out and reboot it. Mr. Woollam – We usually have 6 VFDs in plant, we are down to two. We need to order a few more and they run about \$100 each. We should order a couple. Mr. Romano – Who sources? - Mr. Woollam – I will take care of that. We also need 4 new bulbs and sleeves. Roughly \$800. They last about two years. I can get an exact price and present next month. Chemical injection suction line is needed with a real injector to help stop leaking. This cost is approximately \$300. I will get actual cost for next meeting. Mr. Romano – should we do this now? Mr. Woollam – We can get by for a little longer. The board agreed to proceed today. Mr. Woollam - Indian head has increased their usage this month. They have used 623,000 gallons! 9,000 gallons per truck. Existing well #1 one is completely gone – 32 gals/min. I have put in request for re-fracking. Well #2 could use it too but they are not giving us a break to do both, so do you want to hold off on the second one? Mr. Romano – I recommend only doing well #1. We should see an immediate improvement right? Mr. Woollam - Yes. Next, 3 Braddock Way called to complain about water bill which was about \$300. I went there today and they are averaging 200 gals per day. I went inside after talking with the homeowners. His meter didn't spin at all without water running. His new neighbors moved in two months ago. They hooked the meter up backwards. And knocked over the curb stock. I gave him my card and told him to notify the contractor asap. We can't fix the meter until they fix the curb stock. Mr. Romano – We have a list of preferred contractors. Can we get a copy of that to the homeowner? Mr. Tracey – Yes, I have that. Mr. Woollam, I do, however, believe he is actually using the water as billed. When all water was off, the meter was not spinning. When sink is on it spun appropriately. Mr. Woollam - We had 6 shutoff notices with 3 that were about to be shut off. All paid in time.

Motion to authorize Mr. Woollam to purchase 2 new PLCs, Mr. Woollam will source: Mr. Sinclair
Second: Mr. Romano
Approved: Unanimous (3-0)

Motion to authorize Mr. Woollam to purchase an injector set, not to exceed \$350. Mr. Woollam will source: Mr. Romano
Second: Mr. Sinclair
Approved: Unanimous (3-0)

Motion to authorize fracking of Well #1 only. Mr. Woollam will make arrangements: Mr. Romano
Second: Mr. Sinclair
Approved: Unanimous (3-0)

FY18 Budget:

Meg – I am creating new account numbers. The numbers were provided by Marlene. The NCWD Budget appears in 3 places. The bottom line total budget \$628,683. Mr. Tracey – At one point I requested a draft and the numbers

were different. Meg – The indirect costs changed as they were locked in at a certain point. I didn't get a budget at all until very late in the process. Mr. Tracey – Can we move timeline up in the future? Mr. Sinclair – I didn't approve the budget that Mr. Milanoski gave us. Mr. Tracey – There was a change in the water usage charges; we have been fairly consistent and it should stay similar. The budget of \$135,262 is not realistic. Meg – I received a number from Michael and had to get to that number. Mr. Tracey – I assumed this but still feel it's not realistic. Meg – it's pretty close to actual from this year. I'd like to send you an expense detail that you can look at; by account/vendor. This would help you see what you are spending. Mr. Romano – Can we get 3 years (15, 16 and 17)? Meg – Yes, we can but if it's not broken down by account correctly it will be skewed. Can I run by vendor? Board – Yes. Mr. Tracey – Indirect costs. – What mechanisms do we have in determining this number? Meg – This number is very difficult as part of it is from health benefits. Mr. Tracey – If there are things that are happening (generation of packet/ bills) those are predictable and should be contracted to be done on a regular basis. Meg – You won't have checks from the "Town of Carver" then? Hopefully, this year things will be different. Mr. Tracey – Why can't someone in the town hall do the contracted work? Meg – Their payroll could not go through my books, due to IRS regulations. Mr. Sinclair – For years we haven't had a clue on where numbers come from. Can we do this process throughout the year instead of just at the deadline? Meg – Do you agree with this FY 18 budget? Mr. Sinclair – No I do not. I have a problem with the Indirect Costs. Meg – You do need these; you disagree with percentages. Mr. Sinclair – Mr. Milanoski and I have disagreed on these numbers. Meg – If you increase indirect cost it will affect elsewhere and result in the same end dollars. We need some sort of stability before we can determine percentages. Meg – We need to have an open dialogue. Mr. Sinclair – We need to be more fiscally responsible. Meg – If you ever want me at these meetings, just ask. Mr. Sinclair – Maybe quarterly meetings. Meg – Yes, just invite me. This will help with planning for FY19 budget. Keep in mind that you have a bond that will start tapering in a few years. These are things that we need Michael involved in. Your betterments are at \$98,000. There needs to be a plan. Mr. Tracey – We do have additional revenues coming on (pain clinic, Indian Head, etc.) Meg – I will send you the information by vendors. I will plan on quarterly meetings; just be sure to invite me. Bruce – We will give you a breakdown as well. This will give you more realistic numbers.

Mr. Tracey – Meg, we want to authorize some tests on existing wells. My hope was to get it into fy17. Mr. Ohi said it fits well with monies set aside on a town warrant from a couple years ago. Meg – How much? Mr. Tracey – About \$5000 - \$8000. Meg – You can encumber the funds. If you had a liability to the vendor, you can get it on FY17. I need Jill to send me a letter to encumber the funds with encumbrance form (included in year end package). You will need to attach the minutes that show the vote on this and a copy of the quote (Mr. Tracey has a copy). Meg – I need this before Friday.

Meg – left at 6:10 PM

Minutes – June 13, 2017:

Motion to approve minutes, as written, from June 13, 2017: Mr. Sinclair

Second: Mr. Romano

Approved: Unanimous (3-0)

Bills Payable:

Mr. Romano – Why are there two packages? Mr. Tracey – The Verizon Wireless bill is always separate. I am not sure why. The other packet is all fiscal year 2017 bills. Mr. Tracey - June water operator charge is too much. SWSS invoice was \$9583.33 – but NCWD only pays a percentage of that. Bill should be \$5750. The bill was not adjusted. Subtract \$3833.33 from total invoices.

Motion was made to approve FY17 bills, in the amount of \$13652.69 for North Carver Water District: Mr. Sinclair

Second: Mr. Romano

Approve: Unanimous (3-0)

Motion to pay the FY17 Verizon Wireless Bill and last months SWSS invoice in the amount of \$ 5829.98: Mr.

Romano

Second: Mr. Sinclair

Approve: Unanimous (3-0)

Motion to pay the FY18 invoice for Insurance in the amount of \$ 6257.00: Mr. Romano

Second: Mr. Sinclair

Approve: Unanimous (3-0)

Correspondence:

FM Generator Contract – To authorize an extension to be signed for next fiscal year.

Mr. Sinclair - Where as I am a contractor for FM Generator I will abstain from any vote on this.

Motion to authorize Mr. Tracey to sign the contract for FM Generator: Mr. Romano

Second: Mr. Tracey

Approved: Unanimous (2-0-1)- Mr. Sinclair abstained.

Next meeting:

Motion to approve meeting date of August 14, 2017 at 5:00 PM: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)

Meeting adjourned:

Motion to adjourn was made at 6:32 PM: Mr. Romano

Second: Mr. Sinclair

Approved: Unanimous (3-0)