



# TOWN OF CARVER

## NORTH CARVER WATER DISTRICT COMMISSION

Monday, January 11, 2021

@ 5:30 PM

Via Zoom

approved  
3/8/2021

Present: Present: Kevin T. Tracy, Chairman and William Sinclair, Commissioner

Also Present: Mike Woollam; Operator- Small Water System Services (SWSS) and Kelly Dicarli; Recording Secretary

Tardy: Stephen Romano; Commissioner

Meeting Opened: 5:39 P.M.

### A. Rte. 44 Development, Urban Renewal Plan

- a. William Sinclair attempted to reach out to Sharon Clarke; Chairperson of the Redevelopment Authority, however no update on progress.
- b. Kevin T. Tracy plans to attend next Redevelopment Authority meeting

### B. Service connections on Santana Way

- a. Mike Woollam; Operator- Small Water System Services (SWSS) noted that Glenn asked for another final read for unit 20-3 (6<sup>th</sup> unit) to which he paid.

### C. FY22 budget

- a. Kevin T. Tracy reviewed the FY22 forecast and budget for FY21. A summarization and examples of the financial statistics that were discussed includes but not limited to:
  - i. Revenue: Betterments are decreasing from \$3,6074.00 to \$3,5640.00
  - ii. Water: Estimated declined based on actual budget from previous year from \$91,875.00 to \$86,000.00
    1. William Sinclair noted about considering a rate increase for the next fiscal year.
  - iii. IRS Subsidy (interest paid on loan) decreased from \$39,618.00 to \$38,007.00
  - iv. Transfer from General Fund (included pilots): Increased from \$133,000 to \$146,468.00.
  - v. Transfer from General Fund (subsidy from the town to cover debt service) Reduced from \$200,000.000 to \$190,000.00
  - vi. Expenses (repair and maintenance). Budgeted for \$3,500.00 which remains consistent for the past few years
  - vii. Repairs (maintenance for the generator): Budgeted for \$2,000.00. No spending from FY20 due to new generator remains under warranty.
    1. Kevin T. Tracy suggested to keep money in account and carry over budget for any future repairs/maintenance.
    2. Dave Siedentopf; Director of Operations and Maintenance to reach out to FM Generator Company for resolution.
  - viii. Repair and Maintenance (Wells): Expected expense budget is \$11,000.00.
    1. From FY20, The North Carver Water District Commission has a balance of \$9,400.00.
    2. Kevin T. Tracy noted not making any changes within this budget.
  - ix. Telephones: Budget consist of \$45,000.00
    1. Within FY20, The North Carver Water District Commission utilized \$42,085.
    2. Kevin T. Tracy suggested making no change on this expense.

- x. Propane: Budget consist of \$4,500.00.
  - 1. FY20 spent \$4,285.00
  - 2. William Sinclair mentioned increasing this budget to \$5,000.00. The additional \$500.00 will be decremented from the Repair and Maintenance: Generator budget line.
- xi. Electrical: Positive revenue in budget.
  - 1. William Sinclair reached out Solare regarding the solar panels that were missing. Solare installed larger producing panels then previous panels.
- xii. Legal: Budget \$2,000.00
  - 1. Kevin T. Tracy noted no spending from FY20.
- xiii. Chemicals: Budget \$6,000.00 with a current balance of \$2,800.00
- xiv. Meter replacement: Budget \$1,500.00 (approximately \$250.00 per meter)
  - 1. When a new customer buys a meter- they reimburse The North Carver Water District Commission
- xv. Back Well Testing: Budget \$2,850.00
- xvi. Insurance: Budget \$7,300.00.
  - 1. FY20 spent \$7,039.00
- xvii. Dues and Fees: Kevin T. Tracy noted no previous spending from FY20
- xviii. Reserve (used to supplement propane and supplement other expenditures): Budget \$7,000.00
- xix. Indirect Cost (ie. returned money to the Town of Carver because of enterprise fund): Budget: \$67,658.00.
  - 1. Kevin T. Tracy noted this budget is getting closer to what it should be.
  - 2. William Sinclair inquired the status of the Eversource credit?
    - a. Kevin T. Tracy will follow up with Craig Schoaf; Assistant Finance Director regarding this.

D. Discussion: Well maintenance

- a. Mike Woollam noted the pumps are built to order and the company ran into a problem with specific parts in the pumps. Pumps are expecting to be delivered the first week of February 2021

E. Water Operator Report

- a. Mike Woollam was contacted by potential business developer who owns property across from Honey Dew seeking twenty-eight (28) thousand gallons of water for cannabis cultivation, which he noted this water is available
- b. Mike Woollam noted this potential business has not yet been approved by the town.
- c. Kevin T. Tracy will contact the permitting office Tuesday, January 12, 2021 regarding this potential new business for potential substantial revenue.

F. Bills Payable

- a. Batch #1 includes: \$1,190.00 for UBS "other professional services"- billing support
  - i. Board Members unsure if this bill was this high last year and seeking to obtain more information. William Sinclair noted this annual fee appeared to have doubled.
  - ii. Kevin T. Tracy to reach out to The Town Clerk.
  - iii. No motion was made on Batch #1: On hold for further investigation
- b. Batch #2 includes: \$2,755.65 for DEP: Commonwealth of Massachusetts:
  - i. Stephen Romano made a motion to pay batch #2 invoice for the amount of \$2,755.65 and authorize Chairman Kevin T. Tracy to sign due to meeting being remote. Seconded by William Sinclair. Voted and passed unanimously, 3-0
- c. Batch #3 includes: \$6,000.00 for Small Water System Services (SWSS) from December 2020
  - i. Stephen Romano made a motion to pay batch #3 invoice for the amount of \$6,000.00. Seconded by William Sinclair. Voted and passed unanimously, 3-0

G. Review Minutes: December 14, 2020

- a. Stephen Romano made a motion to accept the minutes from December 14, 2020 as written. Seconded by William Sinclair. Voted and passed unanimously, 3-0

H. Board Member Comments:

- a. William Sinclair inquired updates and response from the Engineer from Comprehensive Environmental Inc. (CEI). The North Carver Water District Commission paid him part of a grant for services.
  - i. Mike Woollam stated he emailed the Engineer and waiting for response.
  - ii. William Sinclair suggested adding this concern/issue to the February 8, 2021 agenda and sending the Engineer a certified letter to his office that requires a signature of acknowledgment. Due to the ongoing timely prolonged response, legal actions could result in next step. William Sinclair noted The Board has been attempting to solve this problem prior to going into legal action
    - 1. William Sinclair made motion to send a certified letter to the Engineer of CEI requesting information to be returned to The North Carver Water District Commission before legal action to take place. Seconded by Stephen Romano. Voted and passed unanimously, 3-0
- b. Kevin T. Tracy noted Indian head paid balance June 2020

I. Correspondence

- a. Kevin T. Tracy sent a notation from the Towns Administration Office regarding a harassment policy for Board Members to sign and return. William Sinclair remarked he sent his signed policy to the Clerk's office. Stephen Romano will return his signed policy to the Clerk's office this week.

J. Next meeting:

- a. Next North Carver Water District Commission: Monday, February 8, 2021 at 5:30 P.M
- b. Stephen Romano made a motion to set the next meeting for Monday, February 8, 2021 at 5:30 P.M. Seconded by Kevin T. Tracy. Voted and passed unanimously, 3-0

K. Adjournment:

- a. Stephen Romano made a motion to adjourn. Seconded by Kevin T. Tracy. Voted and passed unanimously, 3-0

Meeting adjourned at 6:49 P.M.

Respectfully submitted,  
Kelly DiCarli