



TOWN OF CARVER

NORTH CARVER WATER DISTRICT COMMISSION

Monday, February 8, 2021

@ 5:30 PM

Via Zoom

approved
3/8/2021

Present: Present: Kevin T. Tracy, Chairman and Commissioners: Stephen Romano and William Sinclair

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

Meeting Opened: 5:32 P.M.

A. Rte. 44 Development, Urban Renewal Plan

- a. Kevin T. Tracy noted he missed the RDA meeting: No current updates on the Rte. 44 Development, Urban Renewal Plan

B. Service connections on Santana Way

- a. Kevin T. Tracy received an email from the Treasure Collector. The Owner of Santana Way paid for units: 30, 31, and 32.
- b. William Sinclair made a Motion to authorize Mike Woollam; Operator- Small Water System Services (SWSS) to open connections on units 30, 31, and, 32 on Santana Way. Seconded by Stephen Romano. Voted and passed unanimously, 3-0

C. FY22 budget

- a. Kevin T. Tracy discussed key points from budget:

- i. Water usage

1. Kevin T. Tracy discussed the potential increase in water rate. Last increase was about 2 years ago (April 2019). Kevin T. Tracy inquired thoughts and options from the Board Members regarding increase in water rate or pend the increase for another year.
2. Board Members are not in favor for increase.

- ii. Transfer from General Fund (included PILOT and DIF):

1. The money North Carver Water District Commission (NCWDC) generated was \$355,411.00 and the subsidy is \$190,00.00.
2. NCWDC is generating its own revenue.
3. The Board Members discussed information surrounding free cash, debt, and the Board Members fiscal responsibility
4. Stephen Romano pointed out that free cash needs to be spent during that fiscal year.

- iii. Commissioners salaries

1. This is a stipend pay and would need to fund this line.

- iv. Repair and maintenance

1. No change: Budget \$3,500.00

- v. Repair and maintenance of generator

1. Budget decreased.

- vi. Maintenance of well

1. No change: Budget \$11,000.00

- vii. Telephone

1. No change: Budget \$4,800.00

2. The telephone line item is trending up and potentially would need to add funds to this line item. Budget trending up due to multiple phone lines in the building.
 3. Kevin T. Tracy will follow up with Dave Siedentopf; Director of Operations and Maintenance or Jill Martins regarding the phone lines
- viii. Propane
1. No change: Budget \$4,500.00
- ix. Electric
1. There is an increase of 2% annually. (From \$29,000.00 to \$31,000.00)
 2. Electricity is running about 58% in December 2020, however should be running at 50%. The increase possibly due because of issues with the solar panels. Eversource credit hasn't made it to NCSDW.
- x. Legal
1. Budget Change: None
- xi. Chemicals and testing
1. Budget Change: None
- xii. Backflow testing
1. Budget Change: None
- xiii. Insurance
1. Budget increased to \$7,700.00
- xiv. Billings support
1. From the USB bill which didn't get paid due to NCWDC felt this bill appeared higher than past invoices. However, it was actually what they paid. Kevin T. Tracy authorized Jill Martins to pay this bill.
- xv. Other professional service
1. Budget Change: None
- xvi. Dues and fees
1. Budget Change: None
- xvii. Reserve account
1. Budget Change: None
- xviii. Indirect Cost (ie. returned money to the Town of Carver because of enterprise fund):
1. No actual cost fully formulated until town meeting. However anticipated budget for FY22 \$67,658.00
- xix. William Sinclair made a Motion to approve The NCWDC FY 22 Budget. Seconded by Stephen Romano. Voted and passed unanimously, 3-0

D. Discussion: Well maintenance Update

- a. Mike Woollam noted the well company whom got the bid all came down with Covid. They are now scheduled to repair both wells on Tuesday, February 23, 2021.
- b. Pumps and motors have been delivered.

E. Water Operator Report

- a. Mike Woollam noted that FM Generator Company was supposed to service the generator however unknown if this occurred.
 - i. Kevin T. Tracy will follow up with Dave Siedentopf regarding this.
- b. Mike Woollam noted the phone lines have been down for 3-4 weeks and no alarms. Mike Woollam discussed this with Dave Siedentopf.
- c. William Sinclair inquired about the maintenance of the shed/pumping station and inquired an estimate what might need to be repaired. Mike Woollam and William Sinclair will complete a site visit to review the pumping station and report findings to the Board Members next meeting.

- F. Bills Payable
 - a. Batch revision from January 11, 2021: Change to \$3,945.65
 - i. Stephen Romano made a motion for the above batch revision for the amount of \$3,945.65. Seconded by William Sinclair. Voted and passed unanimously, 3-0
 - b. Batch #1: \$7,366.96
 - i. Stephen Romano made a motion to pay batch #1 for the amount of \$7,366.96 and authorize Kevin T. Tracy, Chairman, to sign the warrant. Seconded by William Sinclair. Voted and passed unanimously, 3-0
 - c. Batch #2 includes: \$6,000.00
 - i. Stephen Romano made a motion to pay batch #2 invoice for the amount of \$6,000.00 and authorize Kevin T. Tracy, Chairman, to sign the warrant. Seconded by William Sinclair. Voted and passed unanimously, 3-0
- G. Minutes: January 11, 2021
 - a. Not voted
- H. Correspondence
 - a. Jill Martins sent a letter to Comprehensive Environmental Inc. (CEI). to which they received.
 - b. Kevin T. Tracy received notification of issues with sampling at Onestop DayCare: EAP caught up this year and was taken care of.
 - c. Committee Members discussed at the November 9, 2020 meeting regarding receiving credit back from propane from company called Wrightintons. Elaine Weston is aware of this and will follow up regarding this concern.
 - d. Ethics letter needs to be completed by Committee Members.
- I. Next meeting
 - a. Stephen Romano made a Motion to set the next NCWDC meeting for March 8, 2021 at 5:30 P.M. Seconded by William Sinclair. Voted and passed unanimously, 3-0
- J. Adjournment
 - a. Stephen Romano made a Motion to adjourn. Seconded by William Sinclair. Voted and passed unanimously, 3-0

Meeting adjourned at 6:25 P.M.

Respectfully submitted,

Kelly DiCarli