



# TOWN OF CARVER

## North Carver Water District

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### North Carver Water District Minutes

January 15, 2014

Posted in Accordance with the Provisions of M. G. L. Chapter 30A, Section 20B, authorized person Jack Hunter.

The North Carver Water District Commissioners met on January 15, 2014, at the Carver Town Hall, Meeting Room #1, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 5:08 pm.

**PRESENT:** Kevin Tracey, Chair; William Sinclair, Commissioner

**ABSENT:** Debbera Silva, Commissioner

**ALSO PRESENT:** Jack Hunter, Director of Planning & Community Development; Bruce Trumbull, SWSS; Clark Rowell, UniBank Fiscal Advisory Services, Inc.; Allen Dunham; Ellen Blanchard; Meg LaMay; Paula Nute; Michael Milanoski; Lynn Foster; Suzanne Gordon; Kathy Kay

#### 1. Meeting with financial team to discuss pro-forma and other financial issues - discussion and possible vote

Mr. Hunter introduced to those present the process that he had been working on with Mr. Clark Rowell of UniBank Fiscal Advisory Services, Inc. and the Town financial team to rework the North Carver Water District pro-forma to adjust the numbers to match what has been occurring. Mr. Rowell handed out copies of the revised pro-forma (Exhibit B) and reviewed the changes, explaining the reason for the revisions, stressing that this was a work in progress. Discussion about specifics followed among Mr. Rowell, Ms. Ellen Blanchard, Ms. Paula Nute, Ms. Meg LaMay, Mr. Michael Milanoski, and Mr. Hunter.

Mr. Jeffrey Blake of Kopelman and Paige submitted an opinion about District Improvement Financing (Exhibit C), and Ms. LaMay presented and reviewed a FY15 budget forecast for the District (Exhibit D).

#### 3. CITIZENS' PARTICIPATION

Ms. Suzanne Gordon of 9 Lakenham Driven asked about the due date on her water bill and the interest rate and whether all customers were being given enough notice to make payment. Ms. Kathy Kay answered that everyone was given 30 days notice before the due date.

#### 4. Minutes: November 20, 2013; December 18, 2013 – discussion and possible vote – No minutes.

#### 5. Decas Cranberry Off-Site Water Fill Station – update SWSS

Mr. Bruce Trumbull of Small Water Systems Services updated the Commissioners on the Decas water withdrawals, saying that they were taking 36,000 gallons per day. Mr. Hunter

spoke with Mr. Blake about terminating the license with Mr. Jeff Opachinski for electricity for the hot box.

**2. EXECUTIVE SESSION to discuss strategy with respect to litigation for the following properties: 0 North Main Street, 160 North Main Street**

Mr. Hunter informed the Commissioners that there is a potential date for a deal.

**6. Discussion and possible vote on expanding capacity**

There was no discussion, but Mr. Hunter told the Commissioners that they would need to move on an article for Town Meeting at the next meeting.

**7. Newsletter - Update**

It was suggested that the newsletter could be placed on CCATV.

**8. Water Operator's Report**

Mr. Trumbull told the Commissioners that the treatment plant is being cleaned to help keep everything running smoothly and that SWSS has more operatives trained to work at the plant. He said that Mr. Mike Woollam will be giving a tour of the plant to the Town Finance Committee on February 1<sup>st</sup> at 9:00am, and that he & Mr. Woollam are prepared to meet with DOR on January 22, 2014.

**9. General Discussion**

**a. Outstanding Bills/Payment Plans**

No discussion.

**b. Meter Reading**

Ms. Kay told the Commissioners that the new billing software had been installed and the first meter reading and billing cycle done. The bills have a different format, so a letter was mailed with every bill explaining the differences. She also explained that there is a minimum charge that was not being enforced and that customers were now going to be charged a minimum amount, based on their meter size, if their use did not exceed the minimum. She showed the Commissioners samples of the old and the new bills (Exhibit E). Ms. Kay also said that there was an error made in the bills that were sent out on January 7, 2014, so a corrected bill was being mailed out the next day.

**c. General Budget Update – DOR Request – None.**

**d. Bills Payable – discussion and possible vote (Exhibit F)**

**MOTION:** by Mr. Sinclair to approve payment of bills as presented on the Schedule of Department Bills Payable dated 1/15/14, totaling \$38,289.45

**SECOND:** by Mr. Tracey

**APPROVED UNANIMOUSLY**

**NEXT MEETING AND ADJOURNMENT**

**MOTION:** by Mr. Sinclair to schedule the next NCWD meeting with the Town financial team on January 29, 2014, at 5:00pm

**SECOND:** by Mr. Tracey

**PASSED UNANIMOUSLY**

**MOTION:** by Mr. Sinclair to schedule a joint meeting with the Board of Selectmen, and Finance Committee to meet with the public on February 12, 2014, at 7:00pm

**SECOND:** by Mr. Tracey

**PASSED UNANIMOUSLY**

**MOTION:** by Mr. Sinclair to schedule the next NCWD business meeting on February 26, 2014, at 6:00pm

**SECOND:** by Mr. Tracey

**PASSED UNANIMOUSLY**

**MOTION:** by Mr. Sinclair to adjourn

**SECOND:** by Mr. Tracey

**PASSED UNANIMOUSLY**

**The North Carver Water District meeting was adjourned at 6:50pm on January 15, 2014.**

Respectfully submitted,  
Kathy Kay

#### Table of Documents

Exhibit A	Meeting Agenda – January 15, 2014
Exhibit B	NCWD Draft Pro-forma, 1/8/14
Exhibit C	Kopelman and Paige letter dated 1/13/14
Exhibit D	FY15 NCWD budget forecast
Exhibit E	Sample NCWD water bills
Exhibit F	Schedule of Department Bills Payable 1/15/14