



TOWN OF CARVER

North Carver Water District

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North Carver Water District Minutes November 20, 2013

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 November 20, 2013, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 6:08 pm.

PRESENT: Kevin Tracey, Chair; William Sinclair, Commissioner

ABSENT: Debbera Silva, Commissioner

ALSO PRESENT: Jack Hunter, Director of Planning & Community Development; Bruce Trumbull, SWSS; Kathy Kay

- 1. EXECUTIVE SESSION to discuss strategy with respect to litigation for the following properties: 0 North Main Street, 160 North Main Street; and to discuss potential litigation regarding the construction of the North Carver Water Treatment Plant**

No business.

- 2. CITIZENS' PARTICIPATION:** None

- 3. MINUTES: October 16, 2013 (Exhibit B); Executive Sessions September 18, 2013 & October 16, 2013**

MOTION: by Mr. Sinclair to approve the regular minutes of October 16, 2013, as written

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY at 6:11pm

MOTION: by Mr. Sinclair to approve the Executive Session minutes of October 16, 2013, as written

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY at 6:13pm

MOTION: by Mr. Sinclair to approve the Executive Session minutes of September 18, 2013, as written

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY at 6:14pm

4. DECAS CRANBERRY OFF-SITE WATER DRAW – update

Mr. Bruce Trumbull of Small Water Services Systems told the Commissioners that Decas has been drawing 36,000 gallons of water per day, finishing by 10 or 11:00, and the water has been keeping up, with few exceptions. He said that Mr. Mike Woollam is doing a good job with the maintenance. There was a snag on November 20th, with work on the hotbox which was supposed to happen after 11:00am. Mr. Trumbull apologized to Decas. He said there has been some communication problems with Methuen Construction. Mr. Sinclair said that if at some point Decas does not meet their water draw quota, an allowance should be made for them due to this inconvenience. Mr. Hunter said he would send a note to Decas.

Mr. Trumbull said there was also a problem with the power needed for the heater. It was agreed that the power would come from Mr. Jeff Opachinski's lighting circuit, but it is not sufficient for the heater. Mr. Mike Ohl suggested that a propane heater be used with a tank attached to the building to run the lights and thermostat. Mr. Sinclair asked if a solar panel on the roof could be used to power a small heater. Mr. Hunter said he would ask Mr. John Scorsone of SolareAmerica.

5. WATER OPERATOR'S REPORT:

a. AmeriGas contract – Regional Consortium – Buildings and Grounds

Mr. Hunter said he had not spoken with Mr. Gerald Farquharson about switching to Wrightington Gas.

Mr. Trumbull distributed a chart of the central Massachusetts Chemical Consortium rates (Exhibit C) with which he works in other towns. He said it is not suitable for the NCWD to join directly, but that SWSS could get the consortium rates for NCWD, and they would be an associate member.

Mr. Sinclair asked about the possibility of the Town fire department having a hook-up at Lakenham Drive. Mr. Trumbull said that the system is stressed already, and there are some days and times when the system could not accommodate the draw. He said it could be scheduled and he would present some options. Mr. Sinclair asked to have a plan to present to the Fire Chief at the next meeting. Mr. Trumbull said that if the fire department could be trusted to fill slowly, a reducing valve would not be needed. Mr. Tracey pointed out that a backflow prevention device would be needed.

Mr. Trumbull told the Commissioners that Shaw's was given 30 days notice to install a new 2" meter and alarm system, and that he would manually read the meter on 1/1/14 as a benchmark for billing.

6. GENERAL DISCUSSION:

a. Outstanding Bills/Payment Plans

Ms. Kathy Kay reviewed the outstanding customer accounts (Exhibit D) for the Commissioners and asked for direction on how to proceed with collections. She noted that two accounts placed on lien by the Commissioners on 2/19/13 were paid by realtors, and that the liens have not yet been enacted by the Assessor, as it is done once a year in January.

MOTION: by Mr. Sinclair to remove Casey and Smith from lien placement

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

There was further discussion about liens, whether customers on payment plans should be liened and whether the NCWD receives the money if water bills are placed on a lien. Mr. Hunter said he would speak with Atty. Jeff Blake about it and Ms. Kay said she would speak with the Treasurer. Ms. Kay asked the Commissioners to rescind their request to place the listed customers on lien so she could follow the Rules and Regulations procedures for collections.

MOTION: by Mr. Sinclair to release all liens: Alberghini, Casey, Devine, Jones, Olson, Plourde, and Smith because they have been placed on payment plans or been resolved

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

Ms. Kay showed the Commissioners the pay stubs for Mr. John Allen and Mr. & Mrs. Daniel & Bridget McDonald, who signed payment plan agreements without paying half the outstanding balance. The Commissioners asked that Mr. & Mrs. James & Kris Aldrovandi and Mr. Mark Braccia either sign a payment plan agreement or appear before the Water Commissioners at their next meeting. Failure to do so will result in either service shut-off or lien placement. They also advised Ms. Kay to call and send reminder notices to those on payment plans who are delinquent that payment was due November 15th, and if not paid by a specified date, interest would start accruing on the full balance outstanding as of 11/15/13.

After reviewing the Rules and Regulations with Ms. Kay and discussing what the collection policy should be going forward, given the history of the absence of regular collection procedures, the Commissioners set the policy for collections as follows:

Two weeks after the due date, a reminder letter will be sent out to customers with outstanding balances informing them that if payment is not received within one week, interest will start accruing daily, as of the due date, on the total outstanding and that non-payment could lead to shut-off of service.

b. Meter Reading

Ms. Kathy Kay received one quote from Utility Business Solutions (Exhibit E) for billing software and service in the amount of \$4,750.00. The cost for billing done by Middleborough is \$267.00/quarter, for an annual total of \$1,068.00. The Commissioners asked Mr. Hunter to check with Mr. Ron Koontz to see if the expense could be capitalized.

MOTION: by Mr. Sinclair to buy the billing software, contingent upon the approval of USDA

SECOND: by Mr. Tracey

DISCUSSION: Mr. Sinclair would like to have the \$500 Customer Support Service negotiated off for the first year.

APPROVED UNANIMOUSLY

c. General Budget Update – DOR Request

Mr. Hunter told the Commissioners that the Finance Committee was concerned at how the NCWD was being run. He contacted DOR and said that the new Accountant and Administrator and DOR can meet with the Commissioners and perhaps have a joint meeting with the Finance Committee

Mr. Hunter also informed the Commissioners that the Accountant, Ms. Meg LaMay, had concerns about the contract with SWSS and why NCWD is being billed at time and a half for some work. Mr. Hunter told her that there is a place in the contract for extenuating circumstances. Atty. Blake spoke with Ms. LaMay, but she is considering an amendment to the contract. The original contract was not signed by the accountant, as there was none at the time. Mr. Paul Johnson negotiated the contract.

d. Bills Payable (Exhibit F)

There was a new invoice from East Coast Fence (Exhibit G) for an additional three month rental for the fence at the Marion Drive hotbox site. The fence was recently removed, so Mr. Trumbull will contact them to discuss the timing and possibility of pro-rating the amount on invoice #22144.

MOTION: by Mr. Sinclair to approve payment of all bills except East Coast Fence, in the total of \$12,726.52

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

7. CORRESPONDENCE

Mr. Trumbull will read through the MassDEP letter of 10/31/13 (Exhibit H) and Neptune Technology Group notice (Exhibit I) and address if needed.

8. ADJOURNMENT:

MOTION: by Mr. Sinclair to schedule the next meeting on December 18, 2013, 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 8:02pm on November 20, 2013.

Respectfully submitted,
Kathy Kay

Table of Documents

Exhibit A	Meeting Agenda – November 20, 2013
Exhibit B	NCWD Meeting Minutes of October 16, 2013
Exhibit C	Northeast/Merrimack Valley Chemical Consortium rate chart
Exhibit D	NCWD chart of outstanding balances
Exhibit E	Utility Business Solutions billing software proposal of 11/6/13
Exhibit F	Schedule of Department Bills Payable 11/20/13
Exhibit G	East Coast Fence invoice #22144
Exhibit H	Mass DEP notice of October 31, 2013
Exhibit I	Neptune Technology Group notice