



TOWN OF CARVER

North Carver Water District

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North Carver Water District Minutes December 18, 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 December 18, 2013, at the Carver Town Hall, Meeting Room #1, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 6:00 pm.

PRESENT: Kevin Tracey, Chair; William Sinclair, Commissioner

ABSENT: Debbera Silva, Commissioner

ALSO PRESENT: Jack Hunter, Director of Planning & Community Development; Bruce Trumbull, SWSS; Debbie Trumbull, SWSS; Mike Woollam, SWSS; Mike Ohl, Comprehensive Environmental; Kathy Kay

1. 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 has been no movement with Neves. It is awaiting trial. Deposition dates are still being rejected for the other property. Town Counsel will go to the judge if no date has been agreed upon by January.

2. CITIZENS' PARTICIPATION: None

3. MINUTES: November 20, 2013 – Not ready at this time.

4. DECAS CRANBERRY OFF-SITE WATER FILL STATION – update SWSS and CEI

Mr. Bruce Trumbull of Small Water Services Systems told the Commissioners that Decas is not drawing any water until January 6th. They are doing tests at the plane. The meter was recalibrated and the valve flow checked. Mr. Mike Woollam suggested that vents may need to be cut in the fill station walls for the summer. Mr. Trumbull said they will monitor the fuel use and could install a proper door with seal, if needed. An interior shut-off valve would be another option. He said 100 gallons of propane should last a season, at the lowest setting.

The solar lighting has no connection to MBO Precast, and Mr. Sinclair asked if the agreement with them needs to be adjusted. Mr. Hunter said he would investigate.

5. Discussion and possible vote on expanding capacity – CEI

Mr. Michael Ohl of Comprehensive Environmental presented the Commissioners with a preliminary project cost estimate for clearwell expansion (\$225,000) and an updated clearwell fluctuation graph (Exhibit B). Currently there is not enough storage capacity for the maximum that can be pumped, leaving no buffer if there is a problem.

There was discussion about using two precast concrete tanks as a storage option. If MBO Precast could manufacture, there would be a large savings in transportation costs. Mr. Sinclair suggested putting the proposal out to bid with the condition that the job not be awarded until funding is approved by the Town. This would save several months in completing the project. The plant will need maintenance and will need to be shut down, so there will need to be storage capacity.

6. NEWSLETTER – discussion and possible vote

Mr. Hunter and Mr. Sinclair created a NCWD newsletter (Exhibit C) which is intended to educate the Town as to the state of the District and the work that is being done. The thought was to include it with every tax bill. Mr. Hunter checked with the Tax Collector and found out that any insert must be legally limited to 3"x 8.5", would cost \$3,000, and would need the Selectmen's approval. There is no budget to notify all residents, but it can be sent out with customers' bills and posted on the website. There could be a Q&A section and be put out quarterly. Mrs. Debbie Trumbull of SWSS suggested that they could have a link with information about NCWD on their website.

MOTION: by Mr. Sinclair to move forward with the newsletter and include it in the water bill mailings to educate the customers

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

7. WATER OPERATOR'S REPORT:

a. AmeriGas contract – Regional Consortium – Buildings and Grounds

Mr. Hunter said that the Town is under contract with Wrightington Gas for everything. Mr. Woollam said he had spoken with Wrightington Gas and there would be no problem in taking over the propane delivery for NCWD, and that permitting for two more tanks is not an issue. Mr. Hunter was unsure about procurement procedures, whether NCWD would have to go out to bid or just be able to join the Town's contract when it is rebid. He will speak with Mr. Gerald Farquharson to find out when the Town's contract expires and with Mr. Jim Purcell about procurement.

b. Other Business from SWSS

Mr. Trumbull told the Commissioners that the new mag meters are in house and they are working on installation details and trying to save money. He also said that Mr. Woollam is doing an excellent job keeping up with issues.

Mr. Woollam said that all three pumps need work. The Town booster pump motor died, one caught on fire, and one got a new capacitor. The Town Hall was flushed twice. Cranberry

Village had water running, but there was no call as the phone lines were down. There was no water for less than an hour. Mrs. Trumbull suggested raising the rates for Cranberry Village. Mr. Hunter said that would be an issue for the Board of Selectmen.

8. GENERAL DISCUSSION:

a. Outstanding Bills/Payment Plans

Ms. Kathy Kay reviewed the customers' accounts with outstanding balances (Exhibit D) for the Commissioners.

b. Meter Reading

Ms. Kay showed the Commissioners a sample of the new water bill (Exhibit E) and told them that Utility Business Solutions is scheduled to finish installing the meter reading/billing software on her computer December 27, 2013. They will train her on the system with a test run, so the new billing procedures will be all set for the January billing. She will write up a notice to be included with the new bills that explains the change of bills and procedures, specifically the enacting of the minimum water charge (Exhibit F). Ms. Kay had a question as to what the elderly discount rate is and what are the eligibility requirements. Mr. Hunter said that one customer he knows of, Ms. Jean Govoni, would qualify for an elderly rate. Mr. Sinclair asked if there were any options in the Rules and Regulations for a hardship rate.

c. General Budget Update – DOR Request

Mr. Hunter, Mr. Sinclair and the Town Accountant met with Mr. Clark Rowell to review the budget (Exhibit G). Mr. Hunter asked the Town Counsel, Mr. Jeffrey Blake of Kopelman and Paige, for a legal opinion about the DIF. He confirmed that NCWD should get half. The financial team would like to meet on January 15, 2014, at 5:00pm. DOR would like to attend a meeting and do an audit (Exhibit H).

MOTION: by Mr. Sinclair to schedule a meeting on January 15, 2014, at 5:00pm

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

d. Bills Payable

MOTION: by Mr. Sinclair to authorize the Chairman to sign the Verizon Wireless bill in the amount of \$79.98 (Exhibit I)

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

The East Coast Fence invoice is for rental up to three months, with no rebate for early removal.

MOTION: by Mr. Sinclair to table the East Coast Fence bill until it is determined how much NCWD actually owes

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

Mr. Sinclair would like to address the Board of Selectmen or Town Administrator to say that a Town agent should not have to pay a Town permit fee, specifically the plumbing permit fee.

MOTION: by Mr. Sinclair to approve payment of all bills except East Coast Fence, for a total of \$18,554.38 (Exhibit J)

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

9. CORRESPONDENCE

10. ADJOURNMENT

MOTION: by Mr. Sinclair to adjourn

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

The North Carver Water District meeting was adjourned at 7:58pm on December 18, 2013.

Respectfully submitted,
Kathy Kay

Table of Documents

Exhibit A	Meeting Agenda – December 18, 2013
Exhibit B	Comprehensive Environmental Memorandum 12/18/13
Exhibit C	NCWD Newsletter
Exhibit D	NCWD chart of outstanding balances
Exhibit E	sample new water bill
Exhibit F	NCWD Minimum Charge rate schedule
Exhibit G	NCWD Pro-forma 12/16/13
Exhibit H	Mass DOR letter 12/9/13
Exhibit I	Verizon Wireless NCWD charge 12/3/13
Exhibit J	Schedule of Department Bills Payable 12/19/13