



TOWN OF CARVER

North Carver Water District

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North Carver Water District Minutes

March 19, 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 March 19, 2014, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 5:04 pm.

PRESENT: Kevin Tracey, Chair; William Sinclair, Commissioner

ABSENT: Debbera Silva, Commissioner

ALSO PRESENT: Jack Hunter, Director of Planning & Community Development; Mike Woollam, SWSS; Michael Milanoski, Town Administrator; Kathy Kay, Administrative Assistant; Jim Philip

1. EXECUTIVE SESSION to discuss strategy with respect to litigation for the following properties:

0 North Main Street; 160 North Main Street

Mr. Kevin Tracey, as Chair, declared that the Commissioners needed to go into Executive Session, to discuss litigation.

MOTION: by Mr. Sinclair to go into executive session to discuss litigation and then come out of executive session and return to open meeting

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

(Mr. Philip left the room and Mr. Milanoski was not yet present.)

The North Carver Water District Commissioners went into Executive Session at 5:05pm, March 19, 2014.

Returned to Open Session at 5:09pm, March 19, 2014

2. CITIZENS' PARTICIPATION

Mr. James Philip told the Commissioners that he was impressed with their work and would like to help without being a commissioner. He is already on the Cultural Commission. Mr. Sinclair suggested that there is room on the Planning Board for a citizen at large or an alternate. Mr. Hunter said he would investigate possibilities.

3. Minutes: November 20, 2013; December 18, 2013; January 15, 2013; January 29, 2014; February 26, 2014 – discussion and possible vote: None ready at this time.

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

Mr. Mike Woollam of Small Water Systems Services told the Commissioners that DEP did an inspection of the fill station. Mr. Michael Ohl of Comprehensive Environmental responded to Charles Shurtleff at DEP by email (Exhibit B). Decas Cranberry also was visited by DEP. DEP has no regulations for this situation, other than selling water to the public which NCWD is not doing. The water carrier hired by Decas needs to have permits. Otherwise, all is going well.

5. Discussion and possible vote on putting clearwell expansion out to bid

Mr. Hunter put a place holder in Town Meeting for presentation of clearwell expansion. Mr. Sinclair asked if the project can be prepared and put out to bid in advance of Town Meeting so that all is ready to go if approval is given to borrow the needed funds. Mr. Michael Milanoski would like to see a breakdown of the expenses.

6. Water Operator’s Report

Mr. Woollam told the Commissioners that all is going well. The new mag meters were installed at the treatment plant and need to be properly calibrated. A generator is due for Cranberry Village, and the plant generator will be serviced. Mr. Bruce Trumbull met with the consortium about the product fees.

Mr. Sinclair suggested that the connection and application fees be reviewed, particularly commercial vs. residential use. A survey of surrounding towns’ fees should be made. A public hearing will need to be held in June, after an analysis at the Commissioners’ May meeting, with new rates being effective as of July 1, 2014.

Mr. Sinclair asked if there is a maintenance schedule for the plant. Mr. Woollam replied that they do the maintenance continually.

There was discussion about planning for capital replacement. There is a 10 year life expectancy of some parts that will need to start being replaced in two years.

7. Discussion of further application on Water Management Act

Mr. Sinclair wanted to begin discussion of Phase II of development, to create a second well, which is a five year permitting process. Mr. Hunter spoke with Mr. Ohl, who will put together steps needed to proceed. It was agreed that SWSS and CEI are good partners in this. Mr. Woollam said that the state announced grant money for drinking water projects.

8. Discussion and possible vote to terminate license with MBO Precast

NCWD has a license agreement with MBO Precast (as JBO Realty, LLC) for electricity for the fill station, but alternate sources are being used for electricity and so a notice of termination is needed (Exhibit C).

MOTION: by Mr. Sinclair to terminate the contract with JBO Realty/MBO Precast

SECOND: by Mr. Tracey

PASSED UNANIMOUSLY

9. Discussion and possible vote regarding damage to conduit and electrical box for SolareAmerica

The solar panels that provide electricity to the treatment plant stopped producing electricity over the winter, and so the owner, SolareAmerica, sent an electrician to make repairs. Mr. John Scorsone of SolareAmerica claims that the electrical box was damaged by a snow plow, and is billing NCWD for repairs and loss of production (Exhibit D). Mr. Woollam argued against NCWD being at fault and said the electrical box was poorly repaired (Exhibit E).

Mr. Hunter said he looked at the PPA with SolareAmerica and the contract with SWSS. SWSS is not contracted to plow but does it as a courtesy, and they are indemnified against liabilities (Exhibit F).

Mr. Sinclair said that the electrical box, installed by SolareAmerica, is not rated to be in a parking lot and was incorrectly installed. He said the box needs to be replaced with an appropriate concrete vault. Mr. Hunter said he would speak with Mr. Scorsone.

10: General Discussion

a. USDA Non-Discrimination Statement

Ms. Kay presented the USDA Notice of Non-Discrimination Statement (Exhibit G) to the Commissioners, and will include it on all correspondence going forward.

b. Water Commitments for Accountant

Ms. Kay informed the Commissioners that the Accountant has asked for a Commitment from the Commissioners of the amount expected for water payments when bills are sent out.

c. Outstanding Bills – Grace Period? / Payment Plans

Ms. Kay presented a list of customers with outstanding balances (Exhibit H) and samples of notices mailed (Exhibit I). Mr. Sinclair suggested that postage and admin fees be charged to customers as part of the overdue notice process. These would need to be presented and approved at a public hearing.

MOTION: by Mr. Sinclair to send a letter to customers who have refused to sign a payment plan agreement to come in to see the Commission

Ms. Kay asked for direction as to whether to send out shut-off notices or not, and gave the Commissioners a history of the current outstanding customers, some of whom are on payment plans but are in default.

AMENDMENT: by Mr. Sinclair to send out Shut-Off Notices as discussed, to have to pay the current due in full, and if not then to come before the Commission

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

The Commissioners confirmed that interest should be charged up to the day that an overdue amount is paid in full, with no grace period.

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

MOTION: by Mr. Sinclair to pay \$7,033.45 for the lease payment on the truck

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

MOTION: by Mr. Sinclair to approve payment of bills as presented on the
Schedule of Department Bills Payable dated 3/19/14, totaling \$11,012.19

SECOND: by Mr. Tracey

APPROVED UNANIMOUSLY

NEXT MEETING AND ADJOURNMENT

Mr. Sinclair asked if the appointment with Selectman Helen Marrone that had been cancelled had been rescheduled. Mr. Hunter said no, but he had sent information to Ms. Marrone.

MOTION: by Mr. Sinclair to schedule the next NCWD meeting April 9, 2014, at
5:00pm

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 6:57pm on March 19, 2014.

Respectfully submitted,
Kathy Kay

Table of Documents

Exhibit A	Meeting Agenda – March 19, 2014
Exhibit B	email from Michael Ohl to Charles Shurtleff 3/17/14
Exhibit C	draft Termination of Agreement with JBO Realty, LLC/MBO Precast, Inc
Exhibit D	email (2/26/14)and invoice (3/12/14) from John Scorsone, SolareAmerica
Exhibit E	email from Susan Mooney, SWSS, 2/27/14
Exhibit F	page 2 of NCWD-SWSS contract
Exhibit G	USDA Notice of Non-Discrimination Statement 1/24/14
Exhibit H	report of NCWD customers with outstanding balances as of 3/19/14
Exhibit I	Sample “Notice of Payment Due” letters
Exhibit J	Schedule of Department Bills Payable 3/19/14