



# TOWN OF CARVER

## North Carver Water District

108 Main Street  
Carver, MA 02330

Phone: (508) 866-3450  
Fax: (508) 866-3430  
E-mail: Carver.Planning@carverma.org

### North Carver Water District Minutes

May 12, 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 May 12, 2014, at the Carver Town Hall, Meeting Room #3, 108 Main Street, Carver, MA. The meeting was opened by Mr. Kevin Tracey at 5:05 pm.

**PRESENT:** Kevin Tracey, Commissioner; Stephen Romano, Commissioner; William Sinclair, Commissioner

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

#### 1. Reorganization

**MOTION:** by Mr. Sinclair to nominate Mr. Kevin Tracey as Chair

**SECOND:** by Mr. Romano

**APPROVED UNANIMOUSLY**

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

##### 0 North Main Street; 160 North Main Street

Mr. Hunter told the Commissioners that a counter offer had been made for Carver Realty and that they filed a protective order. Atty. Blake offered several dates for a deposition (Exhibit B). The legal fees during FY14 to date have been almost \$5000.

#### 3. CITIZENS' PARTICIPATION – None.

#### 4. Minutes: December 18, 2013 (Exhibit C); March 19, 2014 – discussion and possible vote

**MOTION:** by Mr. Sinclair to approve the minutes of December 18, 2013, as written

**SECOND:** by Mr. Tracey

**APPROVED 2-0-1** (AYE: Tracey, Sinclair; ABSTAIN: Romano)

#### 5. Water Operator's Report

Mr. Bruce Trumbull of Small Water Systems Services reported that the plant is operating well and there will be maintenance cleaning of the membranes the next weekend. He said the TMP is very low, within a good range.

The Decas water draws have been starting about 6:00am and finishing about noon. Mr. Hunter will contact Decas and ask them to start earlier. The items requested to be done by Mr. Shurtleff of DEP have been done, which included posting an SOP.

SWSS has done maintenance on the municipal and Cranberry Village sites.

Mr. Hunter met with Decas Cranberries and the Town Administrator to discuss the water/sewage problem.

**6. NCWD Budget – FY14 (Exhibit D) and FY15**

The Town Accountant sent out an alert about the FY14 budget and said to limit spending. The Town Administrator is prepared to allow use of the escrow funds for capital expenses. Currently there is \$211,514.93 in the escrow account, and \$53,694.12 in capital expense items (Exhibit E), approved by the USDA as being related to the original capital outlay, have been paid through the operating budget.

**7. ATM – NCWD Article**

The Town Meeting Warrant article is for \$225,000 for clearwell expansion (Exhibit F). Mr. Hunter said that MBO Precast can offer a savings of \$30,000-\$50,000 due to the location, and that Mr. Michael Ohl of Comprehensive Environmental said that the bid can state that MBO Precast must be used. The Town Administrator would like the Commissioners to vote to request the Selectmen to release the escrow funds to be used for clearwell expansion.

**MOTION:** by Mr. Sinclair to request the Board of Selectmen release the \$211,514.93 from the escrow account to pay for the clearwell expansion and or the capital expense items amounting to \$53,694.12, or as the Town Administrator sees fit

**SECOND:** by Mr. Romano

**APPROVED UNANIMOUSLY**

**8. Proposed Date for Public Hearing for Fees & Amendments to Rules and Regulations – discussion and possible vote**

**a. Potential Water Rate Increase**

As per the newly reworked Pro-Forma (Exhibit G), the water rate for 2015 is scheduled to increase to \$9.90 per 1000 gallons. The minimum charges (Exhibit H) will also need to be increased. The Commissioners agreed that the eligible elderly rate will be increased by 2/3 of the rate increase whenever it is increased. A definition is needed to determine what is an eligible elderly, and the Commissioners agreed that to be eligible, the customer must meet the HUD low income guidelines for the total household.

**b. Demand Charge Fee**

Ms. Kay told the Commissioners that the Rules and Regulations allow for the charging of a demand fee (Exhibit I) when demand notices are sent out, but the amount needs to be determined.

**MOTION:** by Mr. Romano to schedule a public hearing for June 9, 2014, at 7:00pm

**SECOND:** by Mr. Sinclair  
**PASSED UNANIMOUSLY**

**9. General Discussion**

**a. Outstanding Bills - update**

Ms. Kay reported that the water bills are being paid more promptly.

**b. Policy of Estimating Bills**

Ms. Kay asked for a procedure to follow if a bill needs to be estimated. The last billing cycle there was one meter that was stuck, so an estimate was needed. The Commissioners agreed that if there is a water use history, the estimate should be the average of the highest use season, and if there is no history, the highest season average of a similar sized house (same number of bedrooms) should be used.

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

**MOTION:** by Mr. Sinclair to approve payment of bills as presented on the Schedule of Department Bills Payable dated 5/12/14, excluding the UniBank invoice, for a total of \$9,655.78

**SECOND:** by Mr. Romano  
**APPROVED UNANIMOUSLY**

**NEXT MEETING**

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

**SECOND:** by Mr. Romano  
**PASSED UNANIMOUSLY**

**The North Carver Water District meeting was adjourned at 6:28pm on May 12, 2014.**

Respectfully submitted,  
Kathy Kay

**Table of Documents**

Exhibit A	Meeting Agenda – May 12, 2014
Exhibit B	Atty. Blake email of 5/12/14
Exhibit C	NCWD draft Meeting Minutes of 12/18/13
Exhibit D	NCWD FY14 budget
Exhibit E	escrow account balances as of 5/12/14
Exhibit F	NCWD Town Meeting Article
Exhibit G	NCWD Pro-forma 3/19/14
Exhibit H	NCWD minimum charge schedule
Exhibit I	NCWD Rules & Regulations, Article III - Charges
Exhibit J	Schedule of Department Bills Payable 5/12/14