

**COMMONWEALTH OF MASSACHUSETTS
CHERRY VALLEY AND ROCHDALE WATER DISTRICT
WARRANT
ANNUAL DISTRICT MEETING**

To: Cheryl Balkus, District Clerk
Cherry Valley and Rochdale Water District

Greetings:

You are hereby directed to notify the VOTERS of the Cherry Valley and Rochdale Water District to meet in the Town Hall Auditorium, 3 Washburn Square, Leicester, Massachusetts sixteenth of May, two thousand and twenty-four (May 16, 2024) at seven-thirty P.M. (7:30 P.M.), then and there to act on the following articles:

ONE: MODERATOR

To elect a Moderator to preside at said meeting and for a period of one (1) year thereafter.

PROPOSED MOTION:

I move that the Clerk of the District declare that the polls are open to cast ballots for the election of moderator for a term of one (1) Year.

DESCRIPTION:

This article is an annual procedural article as the Moderator is the individual that will preside over tonight's meeting as well as the beginning of the 2025 Annual Meeting at which time the process is repeated. Additionally, the candidates have met the District By-law requirement of which "Candidates for office must notify the clerk of the district in writing at least three (3) days (72 hours) prior to the meeting date before seeking an office for the Cherry Valley and Rochdale Water District".

TWO: REPORTS

To act on the reports of the District.

PROPOSED MOTION:

I move that the District accept the **printed reports** of the District as printed in the 2024 Annual Report which is in the hands of the voters present.

DESCRIPTION

The printed report of the Water Commissioners provides the District members with an annual update of the District's activities during fiscal year 2024 and the report of the District Treasurer provides the District members with an update of the District's audited activity during fiscal year ending 2022 and 2023, respectively.

THREE: COMMISSIONER

To elect the following officer by ballot:

A resident from the Greenville service area to hold the office of District Commissioner for a period of three (3) years.

PROPOSED MOTION:

I move that the Clerk of the District declare that the polls are open to cast ballots for the election of Commissioner representing Greenville service area for a term of three (3) Years.

DESCRIPTION:

The Board of Water Commissioners has three members each serving a three year term. One Commissioner is elected representing the Greenville service area, the Rochdale Service area and the Cherry Valley service area. Each Commissioner must reside within his/her representative service area. The District By-laws require Candidates for the Office of Commissioner must notify the Clerk in writing at least three days (72 hours) prior to the meeting date.

The winner of the election will take effect when the annual meeting closes. Absent any directive in bylaw or

enabling act.

FOUR: BUDGET

To see if the District will vote to raise and appropriate, transfer from available funds or free cash, or otherwise provide a sum of money, or any other sum, from any available funding source or other available means, for the operating budget for fiscal year 2025, to provide for the District's annual operating requirements, including but not limited to, salaries, related services, office expenses, maintenance, construction and any other items related thereto; to execute any instruments or documents necessary or appropriate to accomplish said purposes; or take any action in relation thereto.

PROPOSED MOTION:

I move that the District vote to appropriate from available funds (water revenue) the sum of **\$1,198,530.71 (One Million one hundred ninety eight thousand five hundred thirty dollars and seventy one cents) and transfer from free cash \$115,000 (one hundred and fifteen thousand dollars) for a total of \$1,313,530.71 (One million three hundred thirteen thousand five hundred thirty dollars and seventy one cents)** for the operating **budget for fiscal year 2025**, as set forth in the **114TH** Annual Report, to provide for the District's annual operating requirements, including but not limited to, salaries, related services, office expenses, maintenance, construction and any other items related thereto; to execute any instruments or documents necessary or appropriate to accomplish said purposes.

DESCRIPTION:

This article funds the fiscal year 2025 operating budget, which includes funding all operations of the District, debt service payments and the purchasing of water from the City of Worcester.

FIVE: REVOLVING FUND FOR CONSTRUCTION

To see if the District will vote to authorize the Board of Water Commissioners to establish a fund to receive and deposit fees paid pursuant to Chapter 105 of the Acts of 1996, and, from which expenditures may be made by the Board of Water Commissioners for legal services, administrative services and engineering services (including but not limited to, design, plan review, and inspection of the project being constructed) in connection with any water system design, review, and construction, or to take any action thereon.

PROPOSED MOTION:

I move that the District vote to authorize the Board of Water Commissioners to establish a fund to receive and deposit fees paid pursuant to Chapter 105 of the Acts of 1996, and, from which expenditures may be made, by the Board of Water Commissioners for legal services, administrative services and engineering services (including but not limited to, design, plan review, and inspection of the project(s) being constructed) in connection with any water system design, review, and construction.

DESCRIPTION:

This is a non-money article. This is a house keeping article.

This article establishes a "revolving account for review of new construction projects within the service area of the district". It provides the means for the District to collect funds from the proposer of the new construction project to pay costs including but not limited to, design, plan review, and inspection of the project being constructed and associated with new construction projects with no impact to the FY25 operating budget and no expense to the district rate payers.

SIX: REVOLVING ACCOUNT FOR METERS

To see if the District will vote to authorize the Board of Water Commissioners to establish a fund to receive and deposit fees paid pursuant to Chapter 105 of the Acts Of 1996, and, from which expenditures may be made by the Board of Water Commissioners for the purchase and installation of water meters or take any action thereon.

PROPOSED MOTION:

I move that the District vote to authorize the Board of Water Commissioners to **establish a fund to receive and deposit fees** paid pursuant to Chapter 105 of the Acts of 1996, and, from which expenditures may be made, by the Board of Water Commissioners for the purchase and installation of water meters.

DESCRIPTION:

This article establishes a “revolving account for water meters”. It provides the means for the District to collect funds to pay costs as outlined in the motion and associated with new construction projects with no impact to the FY25 operating budget.

This is a non-money article. This is a house keeping article.

SEVEN: REVOLVING ACCOUNT FOR TERMINATION EXPENDITURES

To see if the District will vote to authorize the Board of Water Commissioners to establish a fund to receive and deposit fees paid pursuant to Chapter 105 of the Acts of 1996, and, from which expenditures may be made by the Board of Water Commissioners for the purchase and rental of supplies and equipment associated with the District’s Service Termination Process, including but not limited to construction and excavation equipment rental, police details, backfill materials such as processed gravel and sand, asphalt, pipe, fittings and appurtenances or take any action thereon.

PROPOSED MOTION:

I move that the District vote to authorize the Board of Water Commissioners to establish a fund to receive and deposit fees pursuant to Chapter 105 of the Acts of 1996, and, from which expenditures may be made, by the Board of Water Commissioners for the purchase and rental of supplies and equipment associated with the District’s Service Termination Process, including but not limited to, construction and excavation equipment rental, police details, backfill materials such as processed gravel and sand, asphalt, pipe, fittings and appurtenances.

DESCRIPTION:

The Board of Water Commissioners are responsible for the financial stability of the district and unfortunately have to implement the termination process in the collection of unpaid water bills. The District would rather work with Individuals in establishing a payment plan to address outstanding water bills. Termination is implemented as the last resort in the collection process.

This article establishes a “revolving account for termination”. It provides the means for the District to collect funds to pay costs as outlined in the motion and associated with district’s termination program with no impact to the FY25 operating budget.

EIGHT – TECHNOLOGY UPDATES

To see if the District will vote to raise and appropriate, transfer from available funds or free cash, or otherwise provide a sum of money, or any other sum, from any available funding source or by available means to authorize the Board of Water Commissioners to transfer funds to complete an upgrade to a new billing software, updates to the fire and security systems.

PROPOSED MOTION

I move that the District vote to authorize the Board of Water Commissioners to transfer funds from free cash not exceeding **\$31,000 (Thirty-one thousand dollars and zero cents)** to complete an upgrade to a new billing software, updates to the fire and security systems.

DESCRIPTION

The District’s current billing software is no longer being supported on the back end by Microsoft (visual foxpro) all updates have been discontinued, a new software is needed to continue billing operations. The Districts fire and security alarm systems are outdated and needs to be upgraded. Additional security upgrades to the security camera system is also required. The District started an update to the camera systems over the past year that was partially funded off a grant. The District is looking at completing the buildout of the security camera system to continue to have added levels of security and protection at the facility. The costs of the upgrades are as follows:

Billing Software (Munilink)	\$22,000
Fire alarm & Security Alarm Upgrades	\$5,000
Security Cameras	\$4,000

NINE- ESTABLISH ADOPT OPEB TRUST (MGL CH. 32B, S.20)

To see if the District will vote to adopt and accept the provisions of Section 20 of Chapter 32B of the *Massachusetts General Laws*, as amended by Section 15 of Chapter 218 of the Acts of 2016, establishing an Other Post-Employment Benefits Liability Trust Fund; to authorize the Board of Commissioners and Treasurer to execute a declaration of trust creating an expendable trust for the purpose of holding monies appropriated to such fund; to designate the Treasurer as the trustee of such trust; to authorize the transfer of any and all monies currently held for the purpose of paying retiree health and life benefits to such trust; and to authorize the trustee to invest and reinvest the monies in such fund accordance with the Prudent Investor Rule established under Chapter 203C of the Massachusetts General Laws.

PROPOSED MOTION:

I move that the District vote to adopt and accept the provisions of Section 20 of Chapter 32B of the *Massachusetts General Laws*, as amended by Section 15 of Chapter 218 of the Acts of 2016, establishing an Other Post-Employment Benefits Liability Trust Fund; to authorize the Board of Commissioners and Treasurer to execute a declaration of trust creating an expendable trust for the purpose of holding monies appropriated to such fund; to designate the Treasurer as the trustee of such trust; to authorize the transfer of any and all monies currently held for the purpose of paying retiree health and life benefits to such trust; and to authorize the trustee to invest and reinvest the monies in such fund accordance with the Prudent Investor Rule established under Chapter 203C of the Massachusetts General Laws.

DESCRIPTION:

This section enables the District to establish a trust fund to set aside funds to pay for Other Post Employment Benefits. Other Post-Employment Benefits are benefits that an employer pays to an employee once they retire. Like most public-sector employees, the District provides matching funds towards the health insurance premiums of eligible retirees. The District has a fiduciary duty to protect the funds from potential creditors.

TEN – FUNDING OPEB ACCOUNT

To see if the District will vote to raise and appropriate, transfer from available funds or free cash, or otherwise provide a sum of money, or any other sum, from any available funding source or by available means to authorize the Board of Water Commissioners to transfer funds to deposit into the Other Post-Employment Benefit (OPEB) Trust, or take any action thereon.

PROPOSED MOTION

I move that the District vote to transfer \$53,761 from Free Cash to deposit into the Other Post Employment Benefit (OPEB) Trust Fund.

DESCRIPTION

Other Post Employment Benefits are benefits that an employer pays to an employee once they retire. Like most public-sector employers, the District provides matching funds toward the health insurance premiums of eligible retirees. The Governmental Account Standard Board have required municipalities to preform and actuarial analysis to project the future cost of the benefits that are being offered. Further they have encouraged municipalities to begin setting funding aside to ensure they are able to make these payments in the future. Our auditor also said it is our fiduciary duty to protect the funds from potential creditors.

ELEVEN – STABILIZATION ACCOUNT

To see if the District will establish a Grindstone Well Stabilization fund account pursuant to Mass General Law Chapter 40 Section 5B.

PROPOSED MOTION:

I move that the District vote to establish a Grindstone Well Stabilization fund account pursuant to Mass General Law Chapter 40 Section 5B.

DESCRIPTION:

Creating a stabilization account for the Grindstone Well will allow the District to put monies aside for things such as but not limit to arsenic media, uranium media, pumps and or other parts related to the wells operations. The purpose of the Stabilization Account allows the District to have dedicated funds for the specified purpose and not have to carry

additional line items and increased costs in the annual operation budget. Once created Voters will need to authorize the Commissioners to utilize the account during a given year. If funds are not spent in a given year they will remain available and rolled over to the next year with a simple vote of the ratepayers.

TWELVE – FUNDING STABILIZATION ACCOUNT

To see if the District will vote to raise and appropriate, transfer from available funds or free cash, or otherwise provide a sum of money, or any other sum, from any available funding source or by available means to fund the Grindstone Well Stabilization account.

PROPOSED MOTION:

I move that the District transfer \$30,000 from free cash and move it to the Grindstone Well Stabilization account.

DESCRIPTION:

This will fund the Grindstone Well Stabilization account as mentioned in Article 11.

THIRTEEN – USE OF STABILIZATION ACCOUNT

To see if the District will allow the use of the Grindstone Well Stabilization account if any issues arise including but not limited to the changing out of the arsenic media, uranium media, pumps, electric parts, etc.. As well as maintenance on the well.

PROPOSED MOTION:

I move that the District be allowed to use up to \$25,000 out of the Grindstone Well Stabilization account if work needs to be done on the Grindstone Well.

DESCRIPTION:

This allows the District to authorize the board to use the funds that are set aside for Grindstone Well. THIS REQUIRES A 2/3 VOTE.

FOURTEEN – CLOSE OUT OF PRIOR PROJECTS

To see if the District will vote to close-out the below projects that were previously approved at prior annual Water District Meetings,

PROPOSED MOTION:

I move that the District Close out the purchase of truck, heat project and grindstone well project and return to the general fund the unused funds appropriated for said projects in the amount of:

Purchase of Truck	\$11,486.63
Heat Project	\$6,459.14
Grindstone Well	\$6,264.09
Total:	\$24,209.86

DESCRIPTION:

These funds were voted on and used towards the purchase of the 2022 F350 truck, Heat project and the Grindstone Well project. These projects were completed, and these are the remaining funds left in each account. This article will move the money back into the general fund.

FIFTEEN - ROUTE 9 / KETTLE BROOK WATER MAIN DESIGN

To see if the District will vote to raise and appropriate, transfer from available funds or free cash, or otherwise provide a sum of money, or any other sum, from any available funding source or by available means to fund the design of the water main upgrade and relocation project for the water main crossing the Kettle Brook.

PROPOSED MOTION:

I move that the District transfer \$50,000 from free cash to fund the design of the water main upgrade and relocation for

the water main crossing the Kettle Brook.

DESCRIPTION:

Currently the Districts 8" transmission main that crosses over the Kettle Brook in Cherry Valley becomes frequently impinged upon by flooding streams leaving it susceptible to potential catastrophic failure. The District is looking to begin the design of upgrading and relocating this water main so that we can potentially apply for a grant with a shovel ready project in the near future.

SIXTEEN – FINANCIAL PLANNING FORCAST

To see if the District will conduct a financial planning forecast study to examine all costs and fees associated with the District's future Operations.

PROPOSED MOTION:

I move that the District transfer from free cash \$50,000 to conduct a study for the purpose of a financial planning forecast to examine all the Districts costs and fees associated with the District's future Operations.

DESCRIPTION:

The District needs to plan for future cost associated with both increases to operational costs and planning for future capital improvements. If approved the District will be putting out an RFP for the project in order to ensure the District enters an agreement with a consultant that can meet all the criteria the District is looking to review and keep the cost of the project in a favorable range within the appropriation.

You are hereby directed to serve this WARRANT by posting an attested copy at the Leicester Fire Department, Company No. 2, 226 Main Street, Cherry Valley, MA; Rochdale Post Office, 1138 Stafford Street, Rochdale, MA; at the Church Building, 672 Pleasant Street, Rochdale, MA; at the Leicester Town Hall and the Oxford Town Hall seven (7) days at least before said meeting.

Given under our hands, this 23rd day of April, in the year of Our Lord, two thousand twenty-four (April 23, 2024).

Respectfully submitted,

Arthur E.J. Levesque, Chairman

Joseph M. McGinn, Commissioner

Robert H. Lemieux, Sr. Commissioner

A TRUE COPY, ATTEST:

Cheryl Balkus, District Clerk

(SEAL)

"This institution is an equal opportunity provider, and employer."