

**CHERRY VALLEY & ROCHDALE WATER DISTRICT
AND
CHERRY VALLEY SEWER DISTRICT
BOARD OF COMMISSIONERS' MEETING**

**AGENDA
APRIL 26, 2018
1:00 P.M.**

I. CALL TO ORDER – CVRWD

The meeting was called to order by Kevin M. Bergin at 1:03 P.M.

II. CALL TO ORDER - CVSD

The meeting was called to order by Donald G. Manseau at 1:03 P.M.

The following were in attendance:

Kevin M. Bergin, Chairman

Arthur E.J. Levesque, Commissioner

Michael L. DellaCava

Donald G. Manseau

Victor M. Taylor

Benjamin Morris, Superintendent

Jennifer Wood, Treasurer

Carla Davis, Recording Secretary

Barry Bachrach, District Attorney

Michael Knox, Former Superintendent

III. RULE OF NECESSITY

A. Each CVRWD Commissioner declared a conflict and invoked a rule of necessity.

B. Each CVSD Commissioner declared a conflict and invoked a rule of necessity.

IV. FINANCE

A. FY19 Budgets and Service Agreement – The Superintendent informed the Board that we are all here today to discuss both budgets and the service agreement. This is to provide some clarity, address any and all confusion and review what we are submitting for budget approval. Mike Knox was present to review with the board the history of how the service agreement originally came about, the tasks involved in the transition of combining services between the water and sewer districts – including merging to a single data base, single monthly bills, online payments and other joint services. Also, cost savings budget line items to benefit both districts. Also, combining the payroll for both districts to save payroll service costs. Making these changes, meant that the clerk/billing clerk and admin assistant position would be assumed under the CVRWD budget. Initially there was a time period that it took this position a long length of time to make the transition for combining the billing software and monthly billing – it was quite a task to merge the two. So there was a period that she was indeed working more and putting in more time to make this happen. There were also other areas that needed adjustments to make this combining process work, such as insurances and being on-call, just to list a few. Also, keep in mind that around this time, the water district was dealing with the ongoing MassDEP/ACO issues. During the transition, it was stated that this could be revisited in the future if adjustments needed to be made. Seeing the changes in

the management of both Districts, everything has come together such as efficiency, streamlining and cost savings. The current Superintendent stated that in order to make the proposed budget even more efficient was the idea of creating an 80/20 split for payroll and health insurance. At the last sewer meeting the question was raised about the payroll and health insurance being removed from sewer completely. This has been changed to reflect a fair 80/20 split for payroll and health insurance. Commissioner DellaCava asked why can't we just remove both completely from the sewer budget and put it all completely on the water side? The whole point of this meeting was based on his comment at the sewer meeting - that it was unfair. So here, we are trying to make it fair. Also, there was a method put into place that, even after speaking with auditors, they agree that this is how it should be done moving forward. The Superintendent went on to say that in addition to this, the positions that Jen and Carla hold, both wear many hats. After further discussions with the auditors, it was clear that making those two positions go to salary will be easier to compensate them and will be all-inclusive of their combined duties. Commissioner Taylor motioned to approve the change from hourly to salary for the positions held by Jen Wood and Carla Davis. Seconded by Chairman Manseau. All in favor. Approved. Commissioner Levesque motioned to approve the change from hourly to salary for the positions held by Jen Wood and Carla Davis. Seconded by Chairman Bergin. All in favor. Approved.

The next issue is to approve the FY19 budgets for both districts as presented.

Commissioner Taylor motioned to approve the revised FY19 operating budget as presented. Seconded by Chairman Manseau. All in favor. Approved.

Commissioner Levesque motioned to approve the revised FY19 operating budget as presented. Seconded by Chairman Bergin. All in favor. Approved.

An additional comment made by Chairman Bergin was that he was surprised that the sewer budget is as high as it is. It was explained to him that the transportation and treatments costs have increased tremendously over the past few years and the sewer district only has 420 customers which ultimately is putting a burden on the district. Looking ahead it is clear that the districts will have to come together at another date to discuss potential issues that will affect both districts in the future. Also, the staff has been trying to be proactive in reaching out to many local, state and federal contacts to bring assistance to the districts – this has become clear that these contacts are becoming interested in helping to find a solutions to the problems the districts – more specifically the sewer district.

- V. ADJOURNMENT – Commissioner Taylor motioned to adjourn the CVSD meeting. Seconded by Chairman Manseau. All in Favor. Approved. Meeting adjourned at 1:52pm.
- VI. ADJOURNMENT – Commissioner Levesque motioned to adjourn the CVRWD meeting. Seconded by Chairman Bergin. All in Favor. Approved. Meeting adjourned at 1:52pm.