

BOARD OF COMMISSIONERS' MEETING

MEETING MINUTES

October 1, 2019

7:00 P.M.

CHERRY VALLEY & ROCHDALE WATER DISTRICT

- I. CALL TO ORDER - The meeting was called to order by 7:00 P.M.
The following were in attendance:

Kevin Bergin, Chairman	Cheryl Balkus, Clerk
Arthur E.J. Levesque, Commissioner	5 Subscribers
Robert H. Lemieux, Sr. Commissioner	
Benjamin Morris, Superintendent	

- II. **District Member Forum** – Subscriber Greg Buteau 2 Merrick St wanted to know if there was a status update of the auditor's report. Per Superintendent Morris the auditors contacted the office today, they plan on having the audit ready to present to the Board October 29, 2019. Commissioner Lemieux mentioned at the last meeting he spoke about the working group and wanted to apologize to the Chairman when referenced that it was unprofessional and understands that this position is "volunteer". He is frustrated with the way technology is that this should not take as long as it does. That it was not personal towards all Commissioners. Commissioner Lemieux mentioned that there was a Facebook post regarding a billing error. Per Billing Clerk Cheryl Balkus explained that this was a new owner, we had changed out the meter, an incorrect reading was used when processing the bill, she contacted the customer, apologized for the error and let the customer know that corrections were made. There were no further comments or questions during the District Member Forum. Commissioner Lemieux motioned for the Forum to end prior to the 30 minutes. Seconded by Commissioner Levesque. All in favor. Approved.

- III. APPROVE MINUTES

A. **September 17, 2019** - Commissioner Levesque motioned to approve the minutes of September 17, 2019. Seconded by Chairman Bergin. All in favor. Approved.

- IV. FINANCE

A. **Approve September 23, 2019 Warrants** – Commissioner Lemieux asked what the overpayment was for in the amount of \$1,149.00. Per Billing Clerk Cheryl Balkus, a subscriber has payments made thru their bank by autopay. The payments that were being sent resulted in a large credit balance. When the Billing Clerk identified that the account had a large credit balance, she contacted the subscriber to clarify if they should be having all the payments that were being received to made to the account. The Subscriber explained that they needed to notify their bank to correct it. the Subscriber did not want to leave the credit on the account and requested a refund. Commissioner Levesque motions to approve the September 23, 2019 warrants. Seconded by Chairman Bergin. All in Favor. Approved.

- B. Approve September 30, 2019 Warrants** – The warrant is for postage, pipes, lab work, motor vehicle expense, office expense, electricity, field supplies and payroll. Total \$12,695.38. Commissioner Lemieux motions to approve the September 30, 2019 warrants. Seconded Chairman Bergin. All in Favor. Approved.
- C. September Bank Transfer** – Commissioner Lemieux motions to approve the transfer of \$49,321.37 from water to the sewer account. Seconded by Chairman Bergin. All in Favor. Approved.

V. Administration

- A. Special District Meeting Draft Warrant Article** - Per Superintendent Morris explains that this is a draft of the warrant article and recommended to the board to have the notice sent in with the Nov 1 bills as this will be a large savings towards the Special District Meeting. If not sending out with the bills could send out end of October. Per Subscriber Gregory Buteau, to postpone till November to suggest including at the meeting the Grindstone Well and go back for the Reserve Account, Sargent Street or to do the testing. His purpose of combining will save all around and to give thought to it. Commissioner Lemieux asked the status of the MPA (Microscopic Particulate Analysis) test. Per Superintendent Morris the results should be back within the next two weeks. Commissioner Lemieux we could make it subject to the two test results. Per Superintendent Morris will follow up with the company to get the actual date range of when the Spring test date would be. Historical data was October and May. However, will get further clarification of when the test will be done in the Spring and it is also contingent of what the results are to be from this fall. Commissioner Levesque to clarify what the test is for. Per Superintendent Morris is to test to find out if the ground water is affecting the well.

B. Reilley Grant Writing Proposal

This is a follow up from prior meeting regarding Mr. Reilley's Grant Writing proposal. Information was sent to Attorney Barry Bachrach and Christopher Reilley. Chairman Bergin reviewed and noted about the retainer agreement and the proposal, there is a reference in the agreement Article 10 that there is a fee and rate and referenced to exhibit A. Chairman Bergin did not see the exhibit A. Per Mr. Reilley there was an example included that would have been exhibit A and are not to exceed \$300.00 this pertains to the grant writing itself. This primarily is for looking for grants. Chairman Bergin does not know if should be aired publicly or if should be between council first. There is discrepancy between wording in the proposal and agreement. He may be overthinking and wanted to speak with Attorney Bachrach. There is possible potential to be one sided. Per Mr. Reilley there are opportunities to request information for water and be willing to fill out the extensive form. Commissioner Levesque, Reilley referred to us as a board as opposed to the commissioners. Attorney Bachrach did make this correction. Commissioner Levesque suggested in wording to address to the Chairman. Mr. r Reilley suggested it be the Superintendent since the board members cannot speak privately.

Article 8 of the Retainer Agreement: Injuries and Insurance. Chairman Bergin wants clarification with Attorney Bachrach. The number one item that Chairman Bergin has an issue with is the fee agreement at \$100.00 per month = \$1,200.00 and to pay it in advance. It is not written if we were to part ways earlier does the District receive any type of refund. Per Mr. Reilley said that he can write something

in to address this. Per Commissioner Lemieux, Mr. Reilley opened the prior meeting with his grant writing experience. That he has experience in art grants that he wrote and has the success rate of 5 for 5. Per Chairman Bergin asks if we should we be opening this up to bid who has grant writing experience with water. It's his own reservation and has a couple of questions to clarify with Attorney Bachrach and not rush into this prematurely. Per Mr. Reilley said he would not be hired as a writer that this is only to research and provide what is out there. Per Commissioner Levesque motions to protect the District have it named to a Grant Researcher. Commissioner Lemieux motions to amend Commissioner Levesque motion to have an RFP for a Grant Researcher and a Grant Writer. Seconded by Commissioner Levesque. All in favor. Approved.

VI. Operations

A. Superintendent's Report – Per Superintendent Morris he is waiting for the MPA (Microscopic Particulate Analysis) results within the next 2 weeks and the test results for PFAS (Polyfluoroalkyl substances). PFAS are used in a wide variety of consumer products, including carpets, clothing, non-stick pans, paints, polishes, waxes, cleaning products, and food packaging. Firefighters and the military use them in fire-suppressing foam. This is new lab work that is required by the EPA and it will work in the budget. The bacteria test on the well came back negative. Unidirectional flushing will be finished in Rochdale 10/2/19. Used less water. There was another water main break on Brook St from the first one. Another section further from the first break that occurred. For the month of September City of Worcester metered use was 6.6 million gallons of water, max daily flow was 458,000 gallons.

VII. COMMUNICATIONS

VIII. PERSONNEL

IX. DATE OF NEXT MEETING

A. Approval of Next Meeting - Commissioner Levesque motioned to hold the next meeting Tuesday, October 15, 2019 @ 7:00 PM at the Leicester Town Hall Seconded by Chairman Bergin. All in favor. Approved.

X. ADJOURNMENT- Commissioner Levesque motioned to adjourn the meeting. Seconded by Chairman Bergin. All in Favor. Approved. Meeting adjourned at 8:12 P.M.

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