

BOARD OF COMMISSIONERS' MEETING

VIRTUAL MEETING MINUTES

May 5, 2020

7:00 P.M.

CHERRY VALLEY & ROCHDALE WATER DISTRICT

I. CALL TO ORDER –

The virtual meeting was called to order by Chairman Bergin at 7:00 P.M.

The following were in attendance:

Kevin Bergin, Chairman	3 - Subscribers
Arthur E.J. Levesque, Commissioner	
Robert H. Lemieux, Sr., Commissioner - Absent	
Benjamin Morris, Superintendent	
Jennifer Wood, Treasurer	
Cheryl Balkus, Clerk	

- II. **District Member Forum** – There were no questions or comments during the District Member Forum. Commissioner Levesque motioned to suspend the District Member Forum. Seconded by Chairman Bergin. All in Favor. Approved.
Ended at 1 minute 32 seconds

III. APPROVE MINUTES

- A. **April 21, 2020** – Commissioner Levesque motioned to approve the minutes of April 21, 2020. Seconded by Chairman Bergin. All in Favor. Approved.

IV. FINANCE

- A. **Approve April 27, 2020 Warrants** – Commissioner Levesque motioned to approve the April 27, 2020 warrants. Seconded by Chairman Bergin. All in Favor. Approved.
- B. **Approve May 4, 2020 Warrants** - Commissioner Levesque motioned to approve the May 4, 2020 warrants. Seconded by Chairman Bergin. All in Favor. Approved.
The warrants consist of heat, insurance, technology, office expenses, pipes, salary, phone, retirement, postage & consulting. The total for both warrants is \$33,170.00.
- C. **Budget Line Transfer Auburn St Repair** – Commissioner Levesque motioned to approve the budget line transfer in the amount of \$51,125.00 from the City of Worcester line item to:
Excavation \$25,000 - Subcontractors
Pressure Test \$1,625.00 – Subcontractors
Stone Gravel \$1,500.00 - Field Supplies
Flow Fill \$8,000.00 - Field Supplies

Asphalt \$3,000 -Field Supplies
Piping \$6,000 – Pipes
Police Detail \$4,500 - Field Supplies
Road Plate Rental \$1,000 – Filed Supplies
Trench Box Rental \$500 - Field Supplies.
Total: \$51,125.00

Seconded by Chairman Bergin. All in Favor. Approved.

- D. April Bank Transfer** – Commissioner Levesque motioned to transfer the sum of \$43,385.99 from the water collection account the sewer collection account. Seconded by Chairman Bergin. All in favor. Approved.

This is money that the Water Department collects on behalf of the Sewer Department. Water does not keep this money this is the Sewer Department money.

V. ADMINISTRATION

- A.** Service Renewal Application – 45 Logan St - Resident had loss of pressure and water in the basement and needed to have the service line replaced. Work has been completed this is a formality to make it official. Commissioner Levesque motioned to approve the Service Renewal Application. Seconded by Chairman Bergin. All in favor. Approved.
- B.** Service Renewal Application – 12 Carleton Rd. – leak in the service line. Work has been completed this is a formality to make it official. Commissioner Levesque motioned to approve the Service Renewal Application. Seconded by Chairman Bergin. All in favor. Approved.
- C.** Annual Water Use Restriction – May 1 - October 1. Notice is to stay within the water management act to have a use restriction in place. Commissioner Levesque motioned to enact the water use restriction beg May 1 – October 1,2020. Seconded by Chairman Bergin. All in favor. Approved.
- D.** Shut off Moratorium Update – Per Superintendent Morris when restrictions went into place in March- April COVID-19 it was voted by the Board to put off termination for the month of May. The Superintendent suggests with the restrictions still in place & a lot of unknowns to extend it to July 1, 2020. Commissioner Levesque agrees to move the date to July 1, 2020. Seconded by Chairman Bergin. All in Favor. Approved.

Superintendent Morris usually when issues shutting of an account at this time of year, we place liens on properties. Per the Superintendent he does not think that we should be at this time and looking for guidance from the Board to proceed. He suggests to the Board if we are to lien a property then to only be bank owned or vacant properties. Commissioner Levesque motions to hold off placing a lien of properties except for bank owned or vacant properties. Seconded by Chairman Bergin. All in favor. Approved.

- E. Annual Meeting Agenda – It is scheduled to be May 21, 2020. The stay at home order is till the May 18, 2020. This only gives us a three-day window and the Superintendent asks the Board for a recommendation if the date should be extended. Per Chairman Bergin agrees that it is safer to push it out. Superintendent Morris suggests June 11, 2020. Commissioner Levesque motions to move the Annual Meeting to **tentatively** Thursday, June 11, 2020. Seconded by Chairman Bergin All in favor. Approved.

VI. Operations

- A. **Superintendent's Report** – Per Superintendent Morris had a discussion with Mass DOT. They are repaving Auburn St and asked if they can pave last. They said no we can dig it up when we need to. Does not agree but they need do their work on a certain time frame as do we. To begin repair next Friday.

Hydrant flushing completed in the Valley everything went on schedule. Does not have total estimated of flow. Will have more data next meeting. Rochdale section to begin May 6th. The schedule is posted on the website.

Even with flushing our monthly consumptions for April was 5.3 million of water that was purchased from the City of Worcester. The average was 175,000 -180,000 per day lower than past months, this is good as it keeps the City of Worcester bills down.

The Superintendent has been going back and forth with Mr. Reilley regarding grant research. Some being submitted monthly, a lot received is not jumping out. There was one for lead service lines. We do not have them, one for pool safety that does not qualify us at all, and last one was a homeowner well program. We do not deal with private wells. They are not what we are needing such as rate payer relief, water conserving in people homes. He comes up with a month at a time. Chairman Bergin agrees it is a fair representation of what we have received to date.

We are slowly to come up with a plan to partially to reopen the office, The Treasurer is limited with childcare restraints. Working to have the payment window to a solid payment window to get back to some normalcy and guidelines of the state. Same is for the Operators going into customer's homes. We have some masks and protection equipment thru MEMA if needed to go into a customer's home and keep business moving forward.

The second round of tests have been done for the Grindstone well. We are awaiting the results.

We may have to reanalyze our projects to do this summer we do not know where our revenues are to go in next couple of months it is going to be challenging for people to pay their bills and if we start to get down to a path of depleting out free cash our reserve if needed we may be putting ourselves into an interesting situation and discuss at the next meeting. In the future may have a special meeting on certain projects, but unknown at this time with restraints.

VII. COMMUNICATIONS – Nothing to Report

VIII. PERSONNEL – Nothing to report

IX. DATE OF NEXT MEETING

A. Approval of Next Meeting – Commissioner Levesque motioned to hold the next Virtual Meeting Tuesday, May 19, 2020 @ 7:00 PM. Seconded by Chairman Bergin. All in favor. Approved.

ADJOURNMENT- Commissioner Levesque motions to adjourn the virtual meeting. Seconded by Chairman Bergin. All in Favor. Approved. Virtual Meeting adjourned at 7:41 pm.

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