

**CHERRY VALLEY SEWER DISTRICT
BOARD OF SEWER COMMISSIONERS' MEETING**

**April 12, 2007
Meeting Minutes
7:00 P.M. Regular Time**

I. CALL TO ORDER

Don Manseau called the meeting to order at 7:00 P.M. with the following present:

Don Manseau	Chairman
Vic Taylor	Commissioner
Michael DellaCava	Commissioner
Michael Knox	Clerk

II. APPROVAL OF MINUTES

A. Vic Taylor motioned to approve the minutes from the March 22, 2007 meeting. Michael DellaCava Seconded the motion. Voted unanimously.

III. FINANCE

- A. Vic Taylor motioned to approve warrants 262, 262-1 and 262-2. Michael DellaCava seconded the motion. Voted unanimously.
- B. The Board was given a final copy of the Financial Statement for the FY06 Audit. The board will review it in it's entirety at another point and time. However Mike Knox indicated to the Board from the recommendations from P.L. Jones, they need to address the issue of segregating financial duties to establish financial checks and balances that separate billing functions vs. deposit functions. Also, the auditors suggested that the District creates an allowance for doubtful accounts. Mike suggested that the Board may want to consider adding this to the upcoming FY08 Budget.
- C. The Board reviewed the updated Lien List which has been reduced to 20 accounts at \$12,049.59. The Assessors Office postponed the due date of the lien list to May 1, 2007.
- D. The board was given the preliminary FY08 Budget for their review. The preliminary budget consisted of an increase of only \$5,906.00. Don Manseau motioned to approve the preliminary FY08 Budget of \$264,269.00. Vic Taylor seconded the motion. Voted unanimously.

IV. ADMINISTRATION

- A. The Board reviewed the Technical Deficiency letter from DEP for the Stafford/Auburn Street Project (LLC). There were 9 deficiencies on the list that needs attention and hopefully action will be taken in a prompt manner.
- B. The Board reviewed the Master Drain Layer License for Nichols Enterprises from Charlton, MA. It had all of the appropriate paper work associated with the application. Vic Taylor made a motion to approve the application from Nichols Enterprises. Mike DellaCava seconded the motion. Voted Unanimously.

V. OPERATIONS

VI. COMMUNICATIONS

VII. PERSONNELL

VIII. NEW BUSINESS

DATE OF NEXT MEETING:

April 26th, 2007

May 10th and May 24th (Annual Meeting)

Vic Taylor motioned to adjourn. Michael DellaCava Seconded the motion. Voted Unanimously.
Meeting adjourned at 8:46 P.M.

Respectfully Submitted:
Carla Davis, Office Administrator