

**BOARD OF COMMISSIONERS' MEETING MINUTES**  
**June 18, 2024**  
**6:30 P.M.**  
**CHERRY VALLEY & ROCHDALE WATER DISTRICT - Hybrid**

- I.** CALL TO ORDER - The meeting was called to order by Chairman Levesque at 6:35 P. M.

The following were in attendance:

Joseph McGinn, Commissioner	
Arthur E.J. Levesque, Chairman - online	1 -subscriber in attendance
Benjamin Morris, Superintendent	0 - online subscribers
Robert H. Lemieux, Sr., Commissioner - online	
Jennifer Wood, Treasurer	
Cheryl Balkus, Clerk - absent	

- II.** District Member Forum – Chairman Levesque called the district member forum to begin. There were no discussions or comments. Commissioner McGinn motions to close the district member forum seconded by Chairman Levesque. All in favor. Approved.

**III.** APPROVE MINUTES

April 23, 2024, Meeting Minutes - Commissioner McGinn motions to approve the April 23, 2024, minutes. Seconded by Chairman Levesque. All in favor. Approved.

May 9, 2024, Meeting Minutes – Commissioner McGinn has one correction to add the word equivalent of to being promoted. With this change Commissioner McGinn motions to approve the May 9, 2024, minutes. Seconded by Chairman Levesque. All in favor. Approved.

**IV.** FINANCE

- A.** Approve 4/29/24,5/6/24,5/13/24,5/20/24,5/27/24,6/3/204,6/10/24,6/17/24 warrants

Commissioner McGinn motions to approve all the above warrants. Seconded by Chairman Levesque. All in favor. Approved.

- B.** April bank transfer - Commissioner Lemieux motions to transfer from the water checking account to the sewer account in the amount of \$69,084.64. Seconded by Commissioner McGinn. All in Favor. Approved.

- C.** May bank transfer - Commissioner Lemieux motions to transfer from the water checking account to the sewer account in the amount of \$57,867.72. Seconded by Chairman Levesque. All in favor. Approved.

- D.** Treasurer Report – Per Treasurer Wood \$1,396,447.53 total revenue has been brought in, \$1,196,999.61 is from water revenue, \$1,021,297.73 in expenditures spent and after reimbursements there is \$382,021.00 remaining in the budget. The district has paid for water through May 15th and with the remaining City of Worcester bills to pay that line item will be over on that.

- E.** Audit update – Per Superintendent Morris we finally received the audit for FY'23 and questioned if Treasurer Wood should present it or if we want the auditor to come in and present it. It has been a very tedious process of getting this audit done. If we want the

auditor to present it, we do not know when that will be. It may not be until after the summer. There has been a lot of having to reach out to him multiple times before getting a response, a lot of it will be done by a certain date and that date rolling around and not receiving anything and Treasurer Wood suggests that we use a different auditor next year. With her research she was able to find Goulet, Salvidio & Associates in Worcester, MA that are willing to take us on as a customer. She and the other Districts in town have met with this firm and agreed that they would be a good fit. They currently do the Auburn Water District annual audit and within the state they do several light districts. Per Treasurer Wood they are still learning UMAS to do free cash, they have someone in their office that knows it. She also reached out to Tim Harris who does the other District's in town to do their free cash and he is willing to do it for us. Per Commissioner McGinn we should have one company do both and not have Mr. Harris do the free cash and a different firm do the audit. Commissioner McGinn motions to authorize the Superintendent and staff to contract with the firm Goulet, Salvidio & associates for the FY24 audit as well as the free cash conversion Seconded by Chairman Levesque. All in favor. Approved.

It was discussed that we should reach out to our current auditor and let him know that the FY'23 audit will be presented at the next meeting and if he wants to do it, he is more than welcome too. If he does not respond or cannot make it, then Treasurer Wood will do the presentation. Commissioner McGinn motions that we have the Treasurer give the report at the next meeting and at the next meeting we can have the staff write a letter or if the board wants to draft up a letter to this auditor to let him know we do not want his services anymore. Per Commissioner Lemieux stated he wants a refund. Per Superintendent Morris he did everything he said he was going to do it just took forever to get it done. Commissioner Lemieux asked if there were any performance items in the contract. Per the Treasurer there was no real performance items in the contract other than that the audit would be completed by December 2023 and according to the auditor that was out the window because he did not agree with some of the starting numbers from the prior auditor such as depreciation numbers and him not agreeing with how long we had things depreciated for. The district paid \$21,000.00 for this auditor, that is more than we expected, he had to do a lot of back and forth with DOR (Department of Revenue) to get free cash certified because of all the changes that were made to the prior year. We received the draft, typically they need a payment before you get the final. Commissioner Lemieux suggested that we should spend some money on an attorney and see if there is any way we can get some of our money back due to breach in contract and taking so long to get the audit. Commissioner McGinn motioned to reach out to the auditor to make the presentation at the next meeting and if we do not hear anything back or he cannot make it for said date to have the Treasurer make the presentation. Seconded by Commissioner Lemieux. All in favor. Approved.

- F.** OPEB information – This is a trustee document that was voted on at the annual meeting that will need to be posted at a public place for 90 days. Just a formality after the vote at the annual meeting.

## **V. Administration**

- A.** Approval of payment plan – This is a 19-month payment plan request. The customer is willing to pay \$49.00 per month plus the current bill on and before the 15<sup>th</sup> month with the total amount being paid off by December 2025. Commissioner Lemieux motions to accept 19-month payment plan. Seconded by Commissioner McGinn. All in favor. Approved.
- B.** Reorganization of the Board – Commissioner Lemieux motions that Commissioner McGinn be appointed as the Chairman moving forward. Seconded by Chairman Levesque. All in favor. Approved.
- C.** Main St / Kettle Brook Crossing – Per the Superintendent at the Annual meeting the Main St / Kettle Brook Crossing engineering project was approved. He has received the contract from Tata & Howard and requesting that the board sign it so we can get it started. Commissioner McGinn moves to approve the contract as presented. Seconded by Chairman Levesque. All in favor. Approved.

## **VI. Personal**

- A.** Staffing Update – Per Superintendent Morris the Operators position was posted to Indeed, reached out to local schools, AWWA and Mass Water Works. Several applications were received, most of the applicants who applied are on the younger side, do not have a lot of experience in the field but neither did our other operators. We have a candidate that we would like to hire and with all his references he received very high recommendations.  
Superintendent Morris mentioned that he is finding a lot of DPW's, and other water Districts do summer hours adding it to a perk of the job. He suggested working four 9-hour days and a half day on Friday. We need someone to check operations seven days a week and not working on Friday at all is not feasible. Per Commissioner Lemieux suggested at a future date to discuss and focus on hiring someone.  
Commissioner Lemieux motioned to extend a job offer to Neil McCarthy. Seconded by Commissioner McGinn. All in favor. Approved.

## **VII. Superintendent Report**

The Kettle Brook crossing project. A request was submitted to Elizabeth Warren's office for congressional funding. It made it into her budget and her budget still needs to be approved. We will still investigate the FEMA grant in case her budget does not go through.

The fire and alarm system upgrades have been completed.

The RFP for a financial analysis is to go out with an end date July due to it being summer and vacation times.

Letters of support were received for the application for the One Stop grant for the engineering of Stafford Street/ Pleasant St. upgrade.

Arsenic media for the well has been ordered. It is coming from Germany and the current lead time is six plus weeks.

Continue working on the Lead and Copper project with the grant funds. We're going to have to excavate some services. Before the town starts paving. We'll begin with Willow

Hill Rd and Auburn Street. Hydra Tech will be in next week to start that part of the project. Auburn and Willow Hill are ground down we will be fixing gate boxes.

The annual tank cleanings are scheduled for mid-August. A diver will be sent into the tank in Rochdale and the survey of the West St tank will be done.

The new billing software company is preparing to start the implementation and hoping to have it completed by December 2024.

Repaired a service leak on Stafford Street.

- VIII.** Date of Next Meeting: Commissioner Lemieux motions to have the next hybrid meetings July 9, 2024, at the 148 Henshaw St at 6:30 p.m. and September 10, 2024. Seconded by Commissioner McGinn. All in Favor. Approved.
- IX.** Adjournment: Commissioner Lemieux motioned to adjourn. Seconded by Commissioner McGinn. All in favor. Approved. The meeting ended at 7:49 p.m.