

BOARD OF COMMISSIONERS' MEETING MINUTES
September 10, 2024
6:30 P.M.
CHERRY VALLEY & ROCHDALE WATER DISTRICT - Hybrid

I. CALL TO ORDER - The meeting was called to order by Chairman McGinn at 6:31 p.m.

The following were in attendance:

Joseph McGinn, Chairman

Arthur E.J. Levesque, Commissioner

Benjamin Morris, Superintendent

Robert H. Lemieux, Sr., Commissioner – online

Jennifer Wood, Treasurer

Cheryl Balkus, Clerk

0- subscriber in attendance

1 - online subscribers

II. District Member Forum – Chairman McGinn called the district member forum to begin. Commissioner Levesque commented that for future audit presentations he would like to receive it a few days before the meeting. There were no further discussions or comments. Commissioner Levesque motions to close the district member forum seconded by Commissioner Lemieux. All in favor. Approved.

III. APPROVE MINUTES

July 9, 2024, Meeting Minutes – Commissioner Levesque motions to approve the July 9, 2024, minutes. Seconded by Commissioner Lemieux. All in favor. Approved.

IV. FINANCE

A. Approve 6/30,7/15,7/22,7/29,8/5,8/12,8/19,8/26,9/2,9/9/24 Warrants

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

B. July bank transfer - Commissioner Levesque motions to transfer from the water checking account to the sewer account in the amount of \$62,934.70. Seconded by Commissioner Lemieux. All in Favor. Approved.

C. August Bank Transfer - Commissioner Levesque motions to transfer from the water checking account to the sewer account in the amount of \$73,188.65. Seconded by Commissioner Lemieux. All in Favor. Approved.

D. FY' 24 budget transfer Commissioner Levesque motions to transfer \$31,061.37 for a total of five transfers
\$542.02 from MOV to Technology
\$2,792.24 from Subcontractor to Insurance
\$8,293.50 from Legal Services to City of Worcester
\$19,347.38 from Electricity to City of Worcester
\$86.23 from Consulting fees to Insurance
Seconded from Commissioner Lemieux. All in favor. Approved.

E. Treasurer Report – Per Treasurer Wood total operating expenditures to date \$239,823.75

Revenues for July and August brought in \$233,256.20, Tower Rental \$3,947.20, Reimbursements from health insurance \$724.66 & Real Estate Taxes \$1,895.69. Chairman McGinn asks to be provided with an FY 24 Expenditure. Per Treasurer Wood this information is in the audit report and will provide to Chairman McGinn. FY 25 approved budget: \$ 1,209,060.70, Capital: \$20,000.00, Reserve: \$50,000 MWPAT Loans \$34,470.00. Total: \$ 1,313,530.70. expenditures to date, \$272,899.51 remaining balance \$1,040,631.19.

- F.** Financial Analysis – Per Superintendent Morris at the annual meeting it was voted to appropriate funds for a financial forecast. An RFP was sent out, three proposals received. Treasurer Wood, The Superintendent & Chairman McGinn developed a scoring chart for each proposal with same criteria, set up zoom calls to ask additional questions to validate, with the result to move forward to Capital Strategic Solutions. They are the firm to accomplish the goal and not cost us additional funding. The other two companies could not guarantee that they would be able to remain at the proposed amount. The financial forecast covers rates, fees, services looking at capital improvement plan. They did research on us and know that we cost share with the sewer district and mentioned that there could be grants to help alleviate projects going forward. They were the middle bidder in the amount of \$37,500.00. Commissioner Lemieux asked if we are certain that RCAP could not do this for us. Ben had been working with them on another project that had taken 2 years. They are understaffed and do not feel that the district would not receive the information needed for the district's future. Per Chairman McGinn there will be some interaction with them and Capital Strategic Solutions. Commissioner Lemieux motions to accept Capital Strategic Solutions. Seconded by Commissioner Levesque. The draft report will be received in March to be ready for the May Annual meeting. All in favor. Approved

V. Administrative

- A.** 6-5-24 12-month payment plan
- B.** 6-8-24 12-month payment plan
- C.** 8-19-24 12-month payment plan
- D.** 8-21-24 12-month payment plan

Commissioner Lemieux motions to approve all the above 12-month payment plans. Seconded by Commissioner Levesque. All in favor. Approved.

- E.** 112 Huntoon Memorial Highway Fire protection & New service line application. Huntoon Highway, LLC is adding another warehouse that requires water and sprinkler lines. Applications require signatures of approval for each application from the board. Engineering was involved to ensure all complies with the work that is being done. Commissioner Levesque motions to approve the applications. Seconded by Commissioner Lemieux. All in favor. Approved.

VI. Superintendent Report

Per Superintendent Morris, the new employee began distribution school. He is progressing well.

Lead Service Line Inventory - Vac excavations were done on Auburn St & Willow Hill before being paved. List updated with Tata & Howard. 80 that are undetermined and working on next steps to determine if lead line or not, as of now we do not have any lead service lines and this is good news.

Town completed paving and box work has been completed.

The work at 112 Huntoon Memorial Highway should be wrapped up next week.

Arsenic media has been ordered with a 6–8-week lead time. The product comes out of Germany it has arrived state side and once processed we should be receiving in near future. We do change this out ourselves, we have been staying stable with all levels while waiting for the new media. Chairman McGinn asked if the media could be regenerated. Per the Superintendent it does not and requires to be picked up and disposed of.

Had applied for congressional funding through Senator Warrens office. Unfortunately, when funding went through there was no funding available for the district.

Tata & Howard began design work for the Kettle Brook redesign.

Annual tank cleaning done in Rochdale (Greenville storage tank). Awaiting reports from the work that was done if we need to address if there are any issues.

RCAP wrapping up the Capital Improvement Plan.

The new auditing company will be in next week to collect information to do new audit for FY' 24.

The Superintendent and the two operators will be attending the Annual Response Training next week.

In July there was in the middle of the night a leak that resulted in one of the tanks setting off an alarm. Several hours were spent trying to locate the leak that was not found. The tank alarm was discontinued, and levels were back to normal. It was the next day that when doing more work to try to locate the problem spoke with a customer who identified that they had a broken fire line at a mill. Commissioner Lemieux asked about the July water leak if we are to charge the customer for the leak. Per the superintendent we can do this by trying to figure out all the factors involved, but not sure if can come up with a hard number to bill and does not want to turn it into a legal issue. When a customer has a service leak, we do not charge them before the meter. Commissioner Lemieux does not want this to slip away and asked if perhaps he could figure out a dollar figure for next month's meeting. Chairman McGinn suggests calculating costs of what was involved financially incurred and have a meeting with this customer. We need a policy in place to protect the district and due to XYZ this is why we are billing you.

- VII.** Date of Next Meeting: Commissioner Levesque motions to have the next hybrid meeting October 8, 2024, at 148 Henshaw St at 6:30 p.m. seconded by Chairman McGinn. All in favor. Approved.
- VIII.** Adjournment: Commissioner Levesque motioned to adjourn. Seconded by Chairman McGinn. All in favor. Approved. The meeting ended at 7:30 p.m.