

BOARD OF COMMISSIONERS' MEETING

VIRTUAL MEETING MINUTES

July 21, 2020

7:00 P.M.

CHERRY VALLEY & ROCHDALE WATER DISTRICT

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

Kevin Bergin, Chairman	2 - Subscribers
Arthur E.J. Levesque, Commissioner	Arthur Paquette – LCAC
Benjamin Morris, Superintendent	
Robert H. Lemieux, Sr., Commissioner	
Jennifer Wood, Treasurer	
Cheryl Balkus, Clerk - Absent	

- II. **District Member Forum** – Commissioner Lemieux stated he has seen a lot of chatter on social media and no one has engaged me directly but I am wondering are we getting any correspondence from the Subscribers and are more people reaching out to us for information? Treasurer, Jen Wood stated that no we have not really seen an increase in calls or people reaching out for additional information. We have received few complaints calls about bill amounts but nothing out of the norm. Commissioner Lemieux asked again if no one is reaching out for information or anything. Superintendent Morris stated that no one has reached out to us for more information or anything which is the frustrating part. Chairman Bergin stated that he has also seen a lot of chatter a lot of it or at least 90% of it is stuff we have already talked about and tried to get rid of the misinformation. Chairman Bergin moved to suspend the District Member Forum. Commissioner Lemieux motioned to end the District Member Forum. Seconded by Commissioner Levesque. All in Favor. Approved. Forum ended at 10 minutes and 2 seconds.

- III. APPROVE MINUTES
 - A. **July 7, 2020** - Commissioner Levesque motioned to approve the minutes of July 7, 2020. Seconded by Chairman Bergin. All in Favor. Approved.

- IV. FINANCE
 - A. **Approve July 13, 2020 Warrants** – Commissioner Lemieux motions to approve the July 13, 2020 warrants. Seconded by Chairman Bergin. All in Favor. Approved.
 - B. **Approve July 20, 2020 Warrants-** Commissioner Levesque motions to approve the July 20, 2020 warrants. Seconded by Chairman Bergin. All in Favor. Approved. Chairman Bergin stated that the warrants consisted of Subcontractor, Insurance, Electricity, Chemicals, Office Expense, City of Worcester, Motor Vehicle Expense, Field Supplies, Service Agreement, Phone and Payroll. The total of all warrants was \$75,843.59.
 - C. **FY20 Budget Transfer** – Commissioner Levesque moves to transfer \$600.00 from City of Worcester to Heat and \$1,200.00 from City of Worcester to Miscellaneous. Seconded by Chairman Bergin. All in Favor. Approved.

Customer Buteau asked if this is the last transfer of the year and that there was only two this year. Treasurer, Jennifer Wood agreed and stated no more budget transfers for FY20.

D. Treasurer Report – Treasurer Jennifer Wood stated the Revenue received in June totaled \$106,367.32 the total revenue received for FY'20 was \$1,482,794.58. Total expenditures in June were \$188,290.50 and total for the year was \$1,187,675.61. She noted that this is just money and vs money out this does not include any Special Articles or loan payments. This does also not include any accruals or depreciation. The Operating Ratio went down to .56 the Per Capita Revenue Ratio went up to 28.79 the current ratio went down to 3.19 the sales ratio stayed the same at .98 the Expense Ratio went up to .68 the assets Quick ratio went down to 37.76 the Debt Ratio went up to .07 and the Accounts receivables Ratio stayed the same at .49. Aged receivables as of 06/30/2020 was down from last month to \$53,753.74.

V. ADMINISTRATION

A. Termination Update – Superintendent Morris stated through more research and our connection at MWWA the Governor put in place a moratorium that ended June 30, 2020 what we could find it does not look like they extended that time. So, if we wanted to, we could start terminations. We cannot do them tomorrow because we need to send out notifications first so the first day, we could shut off would be August 17th. It is up to the Board if we want to continue holding off on them or if we want to start doing them. Chairman Bergin stated that the Governor today extended the moratorium date of evictions to October 17th and he was not sure if that included utilities or not. He suggested that we double check with our resources before proceeding forward. Commissioner Lévesque asked how many Subscribers we are talking. Superintendent Morris stated that if we were to do terminations tomorrow it would be 47 services. Commissioner Lemieux motioned to give Superintendent Morris permission to investigate the current mandates set forth by Governor Baker and act appropriately in accordance with the Governors wishes regarding terminations. Seconded by Commissioner Levesque. All in favor. Approved.

B. Tata & Howard Contract – Superintendent Morris stated we have received and the three of you signed this morning the contract with Tata & Howard Associates regarding the Clear Well activation as well as the Grindstone Well activation. So, we just need to approve the signing of the document and I will get them in the mail tomorrow. Commissioner Levesque motioned to approve the contract. Seconded by Chairman Bergin. Customer Buteau asked how much the contract was for. Per Superintendent Morris the contract was for \$65,000 for the engineering which was part of what was voted on at the Annual Meeting. Customer Buteau also asked if the District Staff was going to be doing any of the piping by themselves. Per Superintendent Morris stated in the contract it spells out exactly what we are going to do and what the engineers are going to be doing. Superintendent Morris met with Paul Howard last week and went over several items we can do ourselves such as we are going to reuse the old filter room which requires a lot of demo work of the old piping that we are going to take care of that ourselves. We must demo some of the old chemical room and get rid of all the stuff we do not need and is not

reusable. We have to cut in an insertion valve on the valve coming down the drive way so when we get in the T we don't have to shut off all of Henshaw St. There is a handful of items we can do our self. We are not going to excavate and do the pipe going into the Clear Well. Grindstone we are going to do the media change out on the filtrations. As long as we do not need any hazmat training on changing out the uranium, we will do that ourselves as well if it is deemed necessary. Once Tata & Howard has the signed contract we are going to fire up the Well and make sure there are no leaks or anything to make sure nothing else needs to be replaced and if it does we can make it part of the bid. Customer Buteau asked if they had a time frame on when the project would be completed. Superintendent Morris stated as of right now we have not gotten that far. It depends on MASSDEP and how responsive they are on approving the permits some things they have 90 days to review and approve it. I think the earliest we are going to see everything completed would be late next summer. Customer Buteau stated I recognize from fact sheet we are saving \$10,000 a month that we are not paying to the City of Worcester once the Well gets online. When is Tata & Howard going to have all the specs and everything together to get to MASSDEP for approval? Superintendent Morris stated it all depends on us meeting to test the pumps to make sure everything is operational. We are hoping to have all that done by sometime in August. Commissioner Lemieux stated you mentioned something about additional cost of hazmat materials can you elaborate on that and is that part of the total cost? Superintendent Morris stated we are unsure if we have to replace the media on treatment uranium but we are doing some things ourselves on our end to save costs so the cost would get wrapped into the total that was approved at the Annual Meeting. All in favor. Approved.

VI. Operations

A. Superintendent's Report – On July 4th we had the leak on Pleasant Street and we also had to replace a valve because of the leak. The valve replacement is complete, and it was the original 1910 piping, so we did have to buy certain fittings for it. We were lucky because we were able to get them right in Shrewsbury, so we were able to fix it in about 10 hours. I did get the invoice from Hydratech who did the valve replacement and the leak. All costs incurred because of the leak was sent over to National Grid for reimbursement. The total invoice sent to National Grid was for \$32,509.00. It was emailed over to the person I spoke to at National Grid and sent certified mail. If I do not hear anything by the end of the week, I will be following up next week.

We had to start Lead and Copper this month we must have 40 tests done a year. Only certain people qualify for the testing because it depends on the piping in the house as well as the age of the house. The first round was sent out yesterday and left at people's house in an orange bag and collected today. We did 20 this time and will do 20 more next month. In September we will do the daycares along with the remainder we need to get to 40. Commissioner Lemieux asked if you could elaborate on the orange bag. Superintendent Morris stated that an orange bag was left at 20 houses with instructions on how to take the sample. These customers were notified earlier in the month that the sample bottles would be left off.

We did a complete system leak detection last week. We did not have anything out of the ordinary. We did have a couple hydrant issues but we fixed those over the last few days. Over the weekend we had someone crash into a fire hydrant on Peter Salem Rd. They fled the site before the police were notified. Monday morning, we shut off the gate valve and put a cap on it for now. We are working with the town to get that fixed since they purchase the hydrants. Commissioner Lemieux do we have any type of insurance in place for something like that loss of water, manpower and equipment? Superintendent Morris, Unfortunately, no we cannot get insurance to cover something like that. The town and fire departments own the fire hydrants and the Water Districts maintain them to make sure they are operational since they are hooked up to our system. As far as insurance I do not believe anyone will insure us as far as water mains and hydrants and I know our current insurance does not and our prior insurance did not either. We have investigated it before. Normally with car accidents the person sticks around, and it will go through their car insurance. Commissioner Lemieux asked when the hydrant is broken off does it not gush out water. Superintendent Morris stated they are designed to snap off, so they break away and the valve at the bottom stays closed so it does not gush water. Sometimes it is rusted or old and does not do what it is supposed to and does have water gush out.

VII. COMMUNICATIONS – Nothing to report

VIII. PERSONNEL

A. Staffing Update – Per Superintendent Morris we posted the position to replace Mr. Bouley when he retires. The posting through Indeed was closed on July 17th. We had 39 responses. I, Jen, and Cheryl read through all the applicants. We looked at what people had with previous experience. We only had one gentleman who followed instructions and filled out the actual application with his resume and mailed and emailed it to us. We have three others who are possible candidates and have scheduled interviews for 3 out of the 4 applications. We are waiting to hear from the 4th person. The interviews are scheduled next Monday and Tuesday and hopefully we will be able to decide on who to hire by next Commissioner's Meeting.

IX. DATE OF NEXT MEETING

A. Approval of Next Meeting - Commissioner Levesque motioned to hold the next Virtual Meeting Tuesday, August 4, 2020 @ 7:00 PM. Seconded by Chairman Bergin. All in favor. Approved.

X. ADJOURNMENT- Commissioner Lemieux motioned to adjourn the meeting. Seconded by Chairman Bergin. All in Favor. 7:52 Approved. Meeting adjourned at P.M.