

**BOARD OF COMMISSIONERS' MEETING MINUTES**  
**May 9, 2024**  
**2:00 P.M.**  
**CHERRY VALLEY & ROCHDALE WATER DISTRICT - Hybrid**

**I. CALL TO ORDER** - The meeting was called to order by Chairman Levesque at 2:10 p.m.

The following were in attendance:

Joseph McGinn, Commissioner	
Arthur E.J. Levesque, Chairman	0 - subscriber in attendance
Benjamin Morris, Superintendent	2 - online subscriber
Robert H. Lemieux, Sr., Commissioner – online	
Jennifer Wood, Treasurer	
Cheryl Balkus, Clerk	

**II. Personal Update** – Per Superintendent Morris Operator O'Day will be moving out of state and leaving effective June 5, 2024. He has been with us for 7 years and will be a big loss for the district. The Superintendent needs a motion from the board to post and interview an entry level or fully licensed operator and a second motion to bring other operators' compensation up permanently to assist the supervisor day to day. It is unknown how long it will take to hire someone. The second operator we have has all licenses.

Commissioner McGinn to clarify increasing 2<sup>nd</sup> operators would this be **equivalent** being promoted. Per the Superintendent we have not done this, if we want to do this, we can review at another date. The position will be system operator assistant lead. The average pay scales have been reviewed amongst other water companies. As an example, Paxton just lost an employee to another company because pay is more elsewhere in the same industry and based on a comparison of other towns' entry level with no license the rate is \$22.00 - \$22.50 per hour. If we were to hire at the entry level we would be in this ballpark and then when they get their licenses, there would be an increase of \$1.00 per hour with each license. Potentially by the end of year they would be at approximately \$26.00 per hour. Christian has been with the district for 4 years and is just about at \$25.00. Chairman Levesque asked what if someone comes with equal credentials. Per the superintendent would need to have the discussion with the board. Commissioner McGinn motions to authorize the Superintendent to advertise for the purpose of recruiting a Water System Operator/Maintenance Laborer with an estimated entry level of \$22.00 per hour. Seconded by Chairman Levesque. All in favor. Approved.

Per the Superintendent he would like to begin Christians pay increase in the 1<sup>st</sup> week of June. The average is \$28 - \$29 per hour for a fully licensed operator and he will be given more responsibility. Commissioner Lemieux motions to increase his rate to \$29.00 per hour. Seconded by Commissioner McGinn. All in favor. Approved.

Commissioner McGinn asked about a human resource position. We have a handbook, and the Treasurer also handles additional items. He recommends we take into consideration the adoption of an operator position structure that could be employed by the district such as superintendent assistant, operator 1, operator 2 with job descriptions. It's been his experience that the Superintendent has as his/her job description to have the authorization to post jobs. Helpful to consider adopting a policy in the manual to fill vacancies and steps to notify the board with the information without having to call a commissioner meeting beforehand. Commissioner Levesque asked if we can't wait to get someone, can we hire someone part time temporarily first. Per the Superintendent suggests that we wait and see what he can find first if we go a few months, and we cannot get anyone we will have to start looking into other

options. Maybe look to other districts to see if they have someone that is willing to help us in the interim or even help cover weekend coverage. If that doesn't work, we can look at part time. We are hoping we can hire someone quickly. Another option is to reach out to the Leicester school guidance counselor to see if anyone who is graduating this year does not have a plan who may want a job in the Water District. Per Commissioner McGinn there may be a few candidates coming out of the new program who may be interested in the Water District and we may want to establish with the Leicester schools is to maybe start an internship program pre-graduation to give them the experience and help us out. Commissioner Lemieux suggested not just limiting it to Leicester and by reaching out to the other high schools around and the trade schools to see if anyone in plumbing or related field may be interested.

- III.** Adjournment: Commissioner McGinn motioned to adjourn. Seconded by Chairman Levesque. All in favor. Approved. The meeting ended at 2:46 p.m.