

BOARD OF COMMISSIONERS' MEETING MINUTES
January 7, 2025
7:00 P.M.
CHERRY VALLEY & ROCHDALE WATER DISTRICT
VIRTUAL

I. CALL TO ORDER – Chairman McGinn called the meeting to order at 7:02 P.M.

The following were in attendance:

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

II. District Member Forum – Chairman McGinn opened to the District Member Forum. There were no questions or comments from the listening audience or the board. Commissioner Lemieux motioned to close the District Member Forum. Seconded by Chairman McGinn. All in Favor. Approved.

III. APPROVE MINUTES

December 17, 2024, Meeting Minutes – Commissioner Lemieux motioned to approve the December 17, 2024, minutes. Seconded by Chairman McGinn. All in favor. Approved.

IV. FINANCE

A. Approve 12/16/2024, 12/23/2024, 12/30/2024, 1/06/2025 warrants.

Chairman McGinn motions to approve all the above warrants in the amount of \$175,237.56. Seconded by Commissioner Lemieux. All in favor. Approved.

B. December bank transfer – Commissioner Lemieux motions to transfer from the water checking account to the sewer account in the amount of \$56,167.43. Seconded by Chairman McGinn. All in favor. Approved.

C. Treasurer Report – Per Treasurer Wood as of the month of December the total spent is \$698,374.96 with a remainder of \$615,155.74 and after reimbursements, we will have \$697,188.70. Special projects Lead & Copper are reimbursed by a grant, Muni link (billing software) completed, OPEB fully funded. \$21,905.00 has been spent from the stabilization account and \$4,800 from Revolving Construction. Water revenue to date is \$698,374.96, brought in \$675,094.98. This is a deficit of \$23,282.98 that is spot on six months into the budget year. Chairman McGinn asked if this includes bills for the water main break. Per Treasurer Wood no that is a separate item, the invoices for that have been paid and not part of the operating budget. Commissioner Lemieux asked is there anything in the report causing the deficit. Per Treasurer Wood it is due to the timing of what has come in for bills and what has been paid. Not unusual at this time of the year and currently not doing collections.

V. Administrative

A. Personnel - Per Superintendent Morris we have been contacted by Commissioner

Levesque's daughter who has stated he currently is in a rehabilitation facility for an extended period and when leaving the facility, he may move in with her who lives out of town. As a result, we may not see him in the district office for a very long time or at all. We are waiting for more information as he may need to step down and we need to have attendance from both commissioners.

Water Operator Christian Leblanc will be leaving us. He has a tentative offer letter with the Worcester Fire Department and the Superintendent will be posting for his job replacement. It is a tough time and will try hard to get someone licensed and bring them up to speed quickly. Mr. LeBlanc was curious to know if he would be able to be on call or coverage. If so, he would not be available to do this for 6 months. The Superintendent wanted to discuss it further with the Commissioners at another meeting. Chairman McGinn agrees it would be good to have something in writing for coverage. Per the Superintendent needs to get someone in as soon as possible while Christian is still on board.

Chairman McGinn wanted to know if everyone had completed their Ethics. Per Treasure Wood mentioned that Commissioner Lemieux needs to complete. Per Commissioner Lemieux will have done in next couple of days.

VI. Operations - Superintendent Report

With the cold weather, keeping an eye on leak codes and possible frozen meters.

Working on the leaking vessel. One of the bulkhead fittings sprung a leak and unsure how when we do not touch this. A marine grade silicone is being used to seal it and if it does not work will need to remove the media, fix it and still not be sure if it will work. For now, will get it sealed with it full. When the next clean out and change out of the media will try to fix. This is also the recommendations from the treatment system company.

Capital Strategic Solutions: They are ready to review a draft of the financial forecasts for the district.

Rural Development Grant: Nothing to report currently.

Kettle Brook Crossing: Soil borings done before Christmas. Should be seeing draft plans soon and discuss plans for funding the construction.

Lead Service Line inventory: nothing to report currently. Will be busy with it in the Spring.

There were no questions or comments from the commissioners or the listening audience.

VII. Date of Next Meeting: Commissioner Lemieux motions to have the next two meetings virtual February 11, 2025, and March 11, 2025, at 7:00 p.m. Seconded by Chairman McGinn. All in favor. Approved.

VIII. Adjournment: Commissioner Lemieux motioned to adjourn. Seconded by Chairman McGinn. All in favor. Approved. The meeting was adjourned at 7:39 p.m.