

**CHERRY VALLEY SEWER DISTRICT
BOARD OF SEWER COMMISSIONERS' MEETING
HYBRID
MEETING MINUTES
March 19, 2026
6:30 P.M.**

I. CALL TO ORDER Chairman Manseau called the meeting to order at 6:30 p.m.

Donald Manseau, Chairman	1 - in person subscriber
Robert H. Lemieux, Sr. Commissioner	1- in person nonsubscriber
Peter Cusolito, Commissioner - online	0- online
Benjamin J. Morris, Superintendent	
Jennifer Wood, Treasurer	
Cheryl Balkus, Recording Secretary	

II. APPROVAL OF MINUTES

- A. **January 15, 2026** – Commissioner Lemieux motioned to approve the meeting minutes of January 15, 2026. Second, by Chairman Manseau. All in favor. Approved.

III. FINANCE

- A. DPC Engineering, LLC Presentation – online
Dave Prickett, P.E., Justin Skelly P.E. & James Hanna

Sewer Asset Management Program (Phase 1) Grant funded what findings were made.
In Phase 1 investigated 293 manholes and 4,000 LF of the sewer mains

Topics: What are CVSD's sewer assets, what does the project include, observations, and next steps.

The CVSD system is 99.9% PVC pipe, 10.3 miles of gravity sewer mains, 293 manholes, 450 sewer customers, 4 pump stations and force mains that is discharged into the Worcester collections system. The estimated current day replacement value for this system is \$45 million. CVSD was very proactive in obtaining the asset planning grant and the Superintendent did great work going after this grant. MassDEP used to fund but in recent years did not look promising for funding and may not be available in the future. The grant requirement and commitment to the rate payers is to stay on top of the system.

Every manhole and pipe was mapped, GIS mapping, information loaded on an iPad and a lot easier when digitized instead of referring to paper. The operators have been doing manholes investigations and finding issues to address extra gallons of flow (I/I) Inflow & Infiltration. The goal is to move away from reactive methods and not wait for a problem to happen before it happens.

DPC to work with the district to set goals and hold accountability. Per DPC they have done approximately 20 projects and out of ones that have been done CVSD district is in the top 20 maintaining the system and being well taken care of by the superintendent.

Commissioner Lemieux asked about the cost of purchasing a camera to do this work. Presenters' response approximately \$30,000.00.

Upcoming/Future Phase 2 work

CCTV Inspections – remaining sewers 50,600 LF
Updates to asset management database to prioritize highest needs
Phase 2 implemented via future grant opportunities or creative funding/financing strategies

The report is intended to be a way of life for the sewer district. The future price for the program is an estimated \$50,000.00, not knowing if grant funds will be available, will be working with the Superintendent to further discuss.

- B. Approve warrants of 12/11/2025, 1/22/2026, 2/12/2026, 3/5/2026, 3/12/2026. Commissioner Lemieux motions to approve the warrants. Seconded by Chairman Manseau. All In favor. Approved.
- C. February bank transfer - Commissioner Lemieux motions to transfer \$22.27 from the sewer district to the water district. Seconded by Chairman Manseau. All in favor. Approved.
- D. Treasurer Report – Treasurer Wood

Operating Budget

FY26 approved budget: \$845,714.50
Amount spent as of 2/28/2026: \$373,649.91
Balance: \$472,064.59

SSO (Sanitary Sewer Overflows) Grant: \$50,625.00 Balance: \$17,619.77
Truck purchase: \$80,000.00 Balance: \$7,868.95
Sewer Station Stabilization Account: \$30,000 Balance: \$30,000.00
ARPA (American Rescue Plan Act): \$1,006,339.50 Balance: \$527,553.31

Expenditure:

February \$58,203.01 Total to date: \$522,520.87
Betterment payments to date: \$27,574.48
Lien payments to date: \$10,560.40
Totals received to date: \$560,655.75

The district is in good shape with a positive balance.

- E. Audit review – This is an independent auditor's report conducted by Goulet, Salvidio & Associates, P.C. June 30, 2025 and 2024 of financial statements and an Internal Control report. The reporting is required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we were identified during the audit. It covers outstanding debts, revenues and expenses and takes our depreciation.

Financial Statement

The district is not in deficit. The final budget did not change from the original budget. Expenditures overall were under budget by \$246,304.00.

The district maintains operating cash in two bank accounts that are monitored by the district's Treasurer. The balances in these accounts are sufficient to cover the district's liabilities.

The capital assets amounted to \$2,578,223 and \$2,965,265 (net of depreciation). The investments in capital assets include land, buildings, machinery and equipment, vehicles and water and sewer lines.

Total debt outstanding \$2,041,015 and \$2,156,083 that consists of three bonds with USDA and is backed by full faith and credit of the district.

Internal Control Report

Drafting of Financial Statements Findings: The district does not have an internal control system designed to provide preparation of the financial statements and related financial statement disclosures being audited. **The circumstance is not unusual for an entity of this size.**

Segregation of Duties Findings: Due to the relatively small size of the district, ideal segregation of duties cannot be achieved. **This is not unusual for the size of the district.** While it is recognized it may not be cost effective to justify implementing a full segregation of duties for an extensive system of internal control in areas, it is important that management and

those charged with governance are aware that some weaknesses may exist and that they should continue to apply diligent oversight and monitoring activities.

Detailed Financial Statements and Internal Control reports may be requested at the office

F. FY27 draft budget

The current FY26 budget is \$845,714.50 and the proposed FY27 draft budget is \$930,325.50

Increase \$84,611.00. Most line items remain the same and other line items are increased. Accounting, insurances, I & I (Inflow/ Infiltration), legal, payroll, postage, repair and maintenance, subcontractors and technology. Per the Superintendent the idea is to use free cash to offset the increase and not affect the rates, and this is a plan to cover the I&I (Inflow/Infiltration) issue. If the board or attending audience has any questions to contact Superintendent Morris or Treasurer Wood.

Discussion about purchasing and installing a meter before the next fiscal year and it would be up to the board to approve the metering before using money from the current budget.

Commissioner Lemieux motions to allocate funds immediately available to purchase and install devices to correct the metering issue with a cap of \$20,000.00. Seconded by Chairman Manseau, All in favor. Approved.

G. Stabilization use – A motion is needed to move the money from the stabilization account to replace plug valves and pump cores. Commissioner Lemieux motion to move \$10,000.00 from the stabilization account. Seconded by Chairman Manseau. All in favor. Approved.

IV. Administration – Nothing to report

V. Superintendents Report

Working with Treasurer Wood planning next year's budget and warrant articles.

Maintenance of the sewer pump stations and replacing a plug valve at the Towtaid station. Part is expected to arrive May 20, 2026.

The freeze and thaw cause issues with the flow. Manhole inspections found with several I&I (Inflow/Infiltration) issues.

A printout of the ruling of Holden v. City of Worcester apply to the Cherry Valley Sewer District, If at all.

If there are additional comments or questions, contact the Superintendent.

VI. Date of Next Meeting:

Approval of Next Meeting Date – Per Commissioner Lemieux motioned to hold the next Sewer Meeting, April 16, 2026, 7:00 pm, at 148 Henshaw St Leicester, MA. Second, by Chairman Manseau. All in favor. Approved.

ADJOURNMENT – Commissioner Lemieux motioned to adjourn the meeting. Second, by Chairman Manseau. All in favor. Approved. The meeting was adjourned at 8:23 p.m.