

**CHERRY VALLEY SEWER DISTRICT  
BOARD OF SEWER COMMISSIONERS' MEETING**

**MEETING MINUTES**

**January 12, 2023**

**7:00 P.M.**

I. CALL TO ORDER Chairman Manseau called the meeting to order at 7:00 pm

Donald Manseau, Chairman  
Robert H. Lemieux, Sr. Commissioner  
Peter Cusolito, Commissioner- absent  
Benjamin J. Morris, Superintendent  
Jennifer Wood, Treasurer  
Cheryl Balkus, Recording Secretary

Subscriber: Tom Lennon  
Nonsubscriber: Greg Buteau

II. APPROVAL OF MINUTES

- A. **November 10, 2022** - Commissioner Lemieux motioned to approve the meeting minutes of November 10, 2022. Seconded by Chairman Manseau. All in favor. Approved.

III. FINANCE –

A. **Approve Warrant of November 16, 2022**

B. **Approve Warrant of December 1, 2022**

C. **Approve Warrant of December 8, 2022**

D. **Approve Warrant of January 12, 2023**

Commissioner Lemieux motioned to approve all warrants listed above. Seconded by Chairman Manseau. All in favor. Approved.

- E. **November bank transfer** - Commissioner Lemieux motioned to approve the November bank transfer. Seconded by Chairman Manseau. All in favor. Approved.

IV. ADMINISTRATION

- A. **Public Request Policy** – Per the Superintendent previously received a draft of public records request policy. Asked the board if there are any changes to be made or if satisfied to implement it. Non-Subscriber Greg Buteau handed the board a comments cover letter and the attached proposed draft policy. He commented that there is in place an 83-page document “A Guide to the Massachusetts Public Records Law” and the draft closely mimics the guide. He states that he asked a member of the public records division if it is required for those to have a public record policy and was told it is not a requirement and does not know what prompted all of this. Per Commissioner Lemieux we are taking the policy one step further and put it into our bylaws. All it is if some is to ask for records that they pay for them. As an example, someone had asked for information that involved 200 pages of documents that a lot of time was spent to research then the person who requested decided that they did not need it. We want to enforce a policy and with their request there is going to be a fee. They would need to make the request as specific as it can be to save time and money. Per Mr. Buteau the draft is redundant and may complicate things. Commissioner Lemieux motions that we table the approval of the draft review and reschedule for another meeting. Seconded by Chairman Manseau. All in favor. Approved.

B. Operations –

Per Superintendent Morris tried to line up sewer rehab and with weather and contractor availability it was not possible and put off till the spring.

There is a potential to receive a grant for the sanitary overflow that we have applied for with the assistance of Tata & Howard. This can be used for updating the web site and controls into the sewer stations. The controls would allow for a pump to be shut off or switched remotely.

We will know by February and if received all work would need to be completed by June. To prepare we have reached out to a website company to be ready. The estimated website price is \$10,000.00 and the SCADA system is approximately \$100,000.00.

Another grant that is available is the MVP grant. The superintendent is working with the assistance of Commissioner Cusolito to price stand by power for the locations. If there was an event that there was lack of backup power at a sewer station.

Ordering parts to replace pump impellers for the stations and work to be done in next couple of months.

March will be manhole inspections and possible smoke testing.

Year end flow was 10,000 less and we are still in the savings side. Sewer flows have been manageable. For FY23 Q2 billed out for 7.4 million gallons that equals \$47,000.00 and we budget \$58,000.00. The last I/I study was in 2015. The system had a camera put through there were no issues with the pipes.

V. Date of Next Meeting:

- A. Approval of Next Meeting Date Commissioner Lemieux motioned to hold the next Sewer Meeting February 9, 2023, at 7:00 P.M at 148 Henshaw St Leicester, MA. Seconded by Chairman Manseau. All in favor. Approved.

VI. Executive Session

- A. To discuss and vote of the release of the prior executive session minutes.

I Commissioner Lemieux move to close the regular commissioners meeting and further move to open executive session for the purpose of discussion of executive session meeting minutes. I further state that at the conclusion of the executive session, tonight's meeting will adjourn, and no further business will be discussed. Seconded by Chairman Manseau. All in Favor. Approved. Executive session began at 8:09 pm

VII. ADJOURNMENT Commissioner Lemieux motioned to adjourn the meeting. Seconded by Chairman Manseau. All in favor. Approved. Meeting adjourned at 8:22 pm

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