CHERRY VALLEY SEWER DISTRICT BOARD OF SEWER COMMISSIONERS' MEETING

MEETING MINUTES September 1, 2022 7:00 P.M.

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

1- Subscriber 1- Nonsubscriber

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

II. APPROVAL OF MINUTES

A. **July 21, 2022 -** Commissioner Cusolito motioned to approve the meeting minutes of July 21, 2022. Seconded by Chairman Manseau. All in favor. Approved.

III. FINANCE

- A. **Approve Warrant of July 28, 2022 -** Commissioner Cusolito motioned to approve the warrant of July 28, 2022. Seconded by Chairman Manseau. All in favor. Approved.
- B. Approve Warrant of August 4, 2022 Commissioner Cusolito motioned to approve the warrant of August 4, 2022. Seconded by Chairman Manseau. All in favor. Approved.
- C. **Approve Warrant of August 18, 2022 –** Commissioner Cusolito motions to approve the warrant of August 18, 2022. Seconded by Chairman Manseau. All in favor. Approved.

IV. ADMINISTRATION

A. **Public records request policy** - CVSD does not have an actual policy, Commissioner Cusolito did review for many utilities and wrote a draft for the sewer district. It is a required policy and the district should have one in place. Per Commissioner Cusolito you are not supposed to take the state guideline and just change the name on it. It needs to be adjusted to the individual district, municipality etc...

Non-Subscriber Buteau asked what brought it up to have this done. Per Commissioner Cusolito since he came to the board there was a discussion to have one in place for the sewer district. Subscriber Lennon asked if CVWRD has this policy. Per the Superintendent there currently is not one and this one that has been drafted could easily be changed to CVRWD. Subscriber Lennon asked if CVSD is considering having a District Member Forum like CVRWD. Per the board CVSD is not.

B. Capitalization Policy update – The purpose of the policy is to establish guidance in identifying, capitalizing, depreciation, and account for the district's fixed assets. Due to inflation the auditor's recommendation is to increase.

System infrastructure is at \$5,000.00 – Per Commissioner Cusolito motions to remain at the \$5,000.00. Seconded by Chairman Manseau. All in favor. Approved. Building improvement is at \$1,000.00 – Per Commissioner Cusolito motions to increase to \$5,000.00. Seconded by Chairman Manseau. All in favor. Approved. Office computers, software is at \$1,000.00. Commissioner Cusolito motions to increase to \$2,000.00. Seconded by Chairman Manseau. All in favor. Approved.

C. Drain Layer Application Approval – Per Superintendent Morris the contractor is doing work to two properties on Main St. This contractor had done prior work in the district and had been approved. References and the required insurance on file. Commissioner Cusolito motions to approve the drain layer application. Seconded by Chairman Manseau. All in favor. Approved.

V. Operations -

Helgerson was brought in for two days to clean the entire line of Auburn St. We could not do it because some of the manholes are 30 feet deep. Several bricks creating blockages. In the 13 years that the Superintendent has been here does not recall it being done.

Did cleaning of the wet wells and found several issues in the Towtaid station. Pump company out today to do diagnostics. The bracket that holds the air bubbler broke off. Will need to have it cleaned and reattach the device. It is currently in bypass.

Sewer meter is not working. We had a power outage in the beginning of August. The screen is showing 1 number, Scada is showing something different. Company coming out next week to run diagnostics of the meter. We are going to review what the usage is after the customer meters are read next week and compare to what the sewer meter is reading.

The Town of Holden has had an ongoing lawsuit and sued the City of Worcester for unjust enrichment, and it appears to be leaning towards the Town of Holdens favor. The judge has not made his decision yet. Asked our council if he could get something from the court system because whatever the outcome we will want to pursue.

Billing of Special Assessments / tax liens: Per the Superintendent Commissioner Cusolito put together a letter to go to the selectboard to inform of the situation. We also sent out letters to our customers that would have been affected. Town response that MGL does not allow them to reissue the bills with the corrected amounts. They made internal corrections on their end. We asked them to issue corrected bills. They apologize that this may result short cash flow problems. Per Commissioner Cusolito who attends every Board of Selectmen's meeting, and it was not brought up at any of their meetings.

VI. DATE OF NEXT MEETING

Approval of Next Meeting Date Commissioner Cusolito motioned to hold the next Sewer Meeting October 13, 2022, at 7:00 P.M at 148 Henshaw St Leicester, MA. Seconded by Chairman Manseau. All in favor. Approved.

VII. ADJOURNMENT Commissioner Cusolito motioned to adjourn the meeting. Seconded by Chairman Manseau. All in favor. Approved. Meeting adjourned at 7:58 P.M.