



The West Boylston Water District

Meeting Date and Time: October 21, 2019; 5:00pm

Members Present: Robert Bryngelson, Jr., James LaMountain, Gary Flynn, Michael Mard

Also Present: Michael Coveney, Heather Isaacs, Lori Renzoni, Carol McGuiggan, Jay Billings

Mr. LaMountain called the meeting to order at 5:02pm.

ITEM 1: TREASURER'S REPORT given by Heather Isaacs, Treasurer. See attachments.

Monthly Water Charges: Water charges for month of September 2019 provided income over budget by about \$14,000.00, which is also about \$37,000.00 above revenues from September 2018. AR balance remains consistent at \$70,000.00. No further questions on this report.

Profit & Loss (P&L) Budget vs. Actual through September 2019. Mrs. Isaacs noted that Income accounts remain over projected budget. Cell tower revenues (rental) are caught up and back on budget. Total income is over budget by about \$150,000. Expense accounts noted: Admin and Salary was affected by an adjustment in accounting is under budget. Over budget accounts noted: heating, water treatment chemicals. Capital improvement expenses remain the same. Total expenses remain under budget by about \$38K. No further questions on this report.

Balance Sheet through September 30, 2019. Mrs. Isaacs has informed Bartholomew investment firm to hold any matured assets for access when necessary. Total current assets are \$5.7 million. Current short-term liabilities are \$41,000.00 and there are \$2.5 million in long term liabilities. Mrs. Isaacs advised the Board to pay attention to the SRF funding (loans) to be paid January. No further questions on this schedule.

ITEM 2: SUPERINTENDENT'S REPORT (see attached)

Additional comments/questions:

- 1.) See new business.
- 2.) End of year approval is expected.
- 3.) See e-mail attachment. Mass DeP SRF funding program approval expected in January 2020. Mr. Flynn wanted to know if the proposed site remains by the old rail cars (at the rail trail)-yes, size to be determined.
- 4.) Nothing has been received yet.
- 5.) FlaggRV is being addressed.
- 6.) No further questions/comments.
- 7.) No further questions/comments.
- 8.) No further questions/comments.

ITEM 3: NEW BUSINESS

- 1.) Corporate Environmental, Inc is working on the concept design for the Oakdale Treatment plant whose size will determine the land needed for building. RFPs (request for proposals) will follow with Northeast GeoScience assisting with wording as they do not provide this engineering service but can help with getting the right bids requested.

- 2.) Mr. Bryngelson questioned work at the WB Municipal Light Department; Mr. Coveney reported that a new fire sprinkler line is being installed as part of renovations to the building to cover over 7,500 square feet.

ITEM 4: APPROVAL OF MEETING MINUTES

Mr. Flynn moved to accept the September 23, 2019 meeting minutes; Mr. Mard seconded the motion; all voted in favor.

ITEM 4: OLD BUSINESS

- 1.) Jay Billings from Northeast GeoScience, Inc. (NGI) reported on the plans for Pleasant Valley Well #2. Specifications for the well are complete for a 18x24 gravel packed well and are ready to go out for bid on construction after the easement gets deeded. Mr. Billings advises the bidding process will take approximately two months and the Board has two options on how to proceed: the bids can be requested, reviewed, and then awarded once the easement is deeded, or the Board can wait for the easement to be deeded, then request the bids. The Board will proceed with advertising the bid and add language to cover any delays in the deed process. NGI will handle advertising for bids starting on 12/6/19. Mr. Billings is recommending the 18" perimeter casing of the well be 304L stainless steel be included in the bid as there has been failures at the weld in the older perimeter casings. Mr. Billings is recommending that direct discharge into reservoir during testing be included in the bid after discussion with Mass Department of Recreation and Conservation (DCR).
- 2.) Mr. Billings will be assisting in getting quotes for the engineering of the new water treatment plant. Mr. Billings will be requesting a qualifications proposal and a pricing proposal from each bidder based on recent requests by Auburn Water District and other recent local bid requests. Discussion followed as to whether to test for emerging contaminant in order to be prepared for future treatment. Mr. Billings advised to test at Oakdale and new well. Mr. LaMountain questioned process of treatment; Mr. Billings indicated that additional vessels would be required for different treatment processes (more space). Mr. Billings is advising that a professional testing firm be hired for testing and will forward a recent bid he procured for the town of Westborough. Mr. Billings will procure bids for testing treated water at Oakdale (not required) as an immediate and the new well (being required by the Commonwealth) at the end of the pump test.

Mr. Bryngelson made a motion to adjourn the meeting, Mr. Flynn seconded, all voted in favor. Mr. LaMountain adjourned the meeting at 5:52 pm.


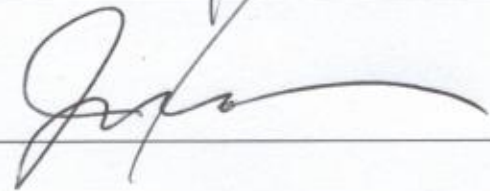
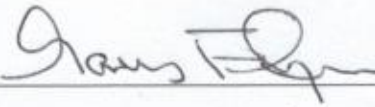
Next meeting scheduled for November 18, 2019; 5:00pm.



Meeting Minutes: West Boylston Water District; **October 21, 2019**

Members Present: Robert Bryngelson, Jr., James LaMountain, Gary Flynn, Michael Mard

Date of Approval November 18, 2019




MEETING POSTING
IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§ 18-25

WEST BOYLSTON WATER DISTRICT

October 16, 2019

Board/Committee Name

Date of Notice

183 WORCESTER STREET

COMMISSIONER'S ROOM

Meeting Place

Conference Rm. No.

October 21, 2019
Monday 5:00 p.m.

Robert Brynjelsson

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: _____

Date of cancelation/Postponement _____



Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of the Town Clerk's Office to ensure that your posting has satisfied this requirement.

List of the topics that the chair reasonably anticipates will be discussed at the meeting below and submit to the Town Clerk. Use additional sheets if required.

Agenda

5:00 PM CONVENE MEETING

5:05 PM TREASURER'S REPORT – Heather Isaacs

5:20 PM SUPERINTENDENT'S REPORT – Mike Coveney

5:30 P.M. OLD BUSINESS – Pleasant Valley Well #2 Update - NGI attending

6:00 P.M. NEW BUSINESS – Oakdale Well Mn Pilot Study/Conceptual Design

6:05 P.M. READING/APPROVAL OF MINUTES

6:10 P.M. ANY OTHER BUSINESS NOT REASONABLY ANTICIPATED

6:15 P.M. CLOSE MEETING

W.B. Water District
 Monthly Water Charges
 FY20

	FY20 Actual	FY20 Budget	FY20 variance	months	AR Balance	FY19 actual	FY19 budget	FY18 actual	Fluctuation From PY	FY17 Actual Billing	FY16 actual billing
Jul-19	126,127.48	120,000.00	6,127.48	April, May, June	69,000.00	109,532.03	100,000.00	101,981.91	16,595.45	102,821.50	105,821.34
Aug-19	121,789.40	115,000.00	6,789.40	May, June, July	71,000.00	101,967.21	95,000.00	89,695.33	19,822.19	102,939.03	100,339.83
Sep-19	119,201.74	105,000.00	14,201.74	June, July, August	70,000.00	94,176.51	85,000.00	85,240.70	25,025.23	95,905.51	79,181.53
Oct-19	150,000.00	150,000.00	(150,000.00)	July, August, Sept		133,628.56	120,000.00	111,425.00	(133,628.56)	126,013.92	121,033.02
Nov-19	109,000.00	109,000.00	(109,000.00)	Aug, Sept, Oct		94,941.47	96,000.00	101,502.56	(94,941.47)	99,420.46	97,844.64
Dec-19	83,000.00	83,000.00	(83,000.00)	Sept, Oct, Nov		82,395.21	72,000.00	76,104.88	(82,395.21)	69,940.71	76,862.25
Jan-20	97,000.00	97,000.00	(97,000.00)	Oct, Nov, Dec		99,423.05	80,000.00	100,641.15	(99,423.05)	82,719.32	82,141.07
Feb-20	77,000.00	77,000.00	(77,000.00)	Nov, Dec, Jan		77,997.60	72,000.00	78,228.28	(77,997.60)	73,931.58	75,227.47
Mar-20	80,000.00	80,000.00	(80,000.00)	Dec, Jan, Feb		76,808.01	65,000.00	70,771.33	(76,808.01)	68,705.01	65,506.41
Apr-20	97,000.00	97,000.00	(97,000.00)	Jan, Feb, Mar		94,592.31	82,000.00	91,216.87	(94,592.31)	82,275.33	84,777.96
May-20	82,000.00	82,000.00	(82,000.00)	Feb, Mar, April		78,388.11	68,000.00	75,155.54	(78,388.11)	70,327.02	68,509.98
Jun-20	85,000.00	85,000.00	(85,000.00)	Mar, April, May		77,973.85	65,000.00	73,394.50	(77,973.85)	68,501.62	70,285.63
Totals		1,200,000.00				\$ 1,121,823.92	\$ 1,000,000.00	1,055,358.05	(754,705.30)	1,043,501.01	1,027,531.13

West Boylston Water District Profit & Loss Budget vs. Actual July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4175 · Interest Charges	1,721.65	1,650.00	71.65	104.3%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-3,062.00	-1,490.00	-1,572.00	205.5%
4250 · Water Charges & Services - Other	365,494.28	315,000.00	50,494.28	116.0%
Total 4250 · Water Charges & Services	362,432.28	313,510.00	48,922.28	115.6%
4260 · User Fee	30,000.00	25,200.00	4,800.00	119.0%
4261 · Back Flow	0.00	0.00	0.00	0.0%
4262 · Fire Line	6,113.12	6,235.00	-121.88	98.0%
4270 · Merchandise & Jobbing	0.00	701.65	-701.65	0.0%
4275 · Meters	1,600.00	1,600.00	0.00	100.0%
4320 · Rental Income	29,356.94	28,338.39	1,018.55	103.6%
4820 · Investment Income				
4821 · Net investment income	4,538.43	3,088.45	1,449.98	146.9%
4820 · Investment Income - Other	685.20	999.99	-314.79	68.5%
Total 4820 · Investment Income	5,223.63	4,088.44	1,135.19	127.8%
4840 · Miscellaneous Revenue	3,090.69	1,600.00	1,490.69	193.2%
Total Income	439,538.31	382,923.48	56,614.83	114.8%
Gross Profit	439,538.31	382,923.48	56,614.83	114.8%
Expense				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	3,218.02	4,071.59	-853.57	79.0%
5130 · Admin & Salaries - Other	69,906.18	78,941.75	-9,035.57	88.6%
Total 5130 · Admin & Salaries	73,124.20	83,013.34	-9,889.14	88.1%
5131 · Superintendent's Salary	21,902.40	25,552.96	-3,650.56	85.7%
5132 · Commissioners Salaries	0.00	0.00	0.00	0.0%
5133 · Moderator Salary	0.00	0.00	0.00	0.0%
5134 · Payroll Processing Expense	273.80	321.05	-47.25	85.3%
5135 · Worcester Retirement System	65,426.00	65,426.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	23,708.84	23,279.49	429.35	101.8%
5137 · Retiree's	4,173.81	4,304.25	-130.44	97.0%
Total 5136A · Health Insurance	27,882.65	27,583.74	298.91	101.1%
5138 · Life Insurance	75.60	178.23	-102.63	42.4%
5139 · Uniforms	3,151.77	2,584.13	567.64	122.0%
5140 · Workers' Comp Insurance	5,903.00	7,340.00	-1,437.00	80.4%
5141 · Employee Training	200.00	475.00	-275.00	42.1%
5142 · Payroll Taxes	1,406.89	1,700.01	-293.12	82.8%
5130A · Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 5130A · Salaries & Employee Benefits	199,346.31	214,174.46	-14,828.15	93.1%
5210 · Heating	824.22	155.00	669.22	531.8%
5215 · Telephone	2,690.10	2,697.51	-7.41	99.7%
5220 · Electricity				
5221 · Beaman Street	25.09	39.00	-13.91	64.3%
5222 · Lawrence Street	49.60	120.00	-70.40	41.3%
5223 · Lee Street	4,805.68	5,500.00	-694.32	87.4%
5224 · Prospect Street	47.92	115.00	-67.08	41.7%
5225 · Temple Street	12,113.73	9,500.00	2,613.73	127.5%
5226 · Thomas Street	1,146.43	1,525.00	-378.57	75.2%
5227 · West Boylston Street	3,452.19	2,600.00	852.19	132.8%
5228 · Western Avenue	714.55	925.00	-210.45	77.2%

West Boylston Water District Profit & Loss Budget vs. Actual July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
5229 · Worcester Street	509.73	700.00	-190.27	72.8%
5229A · Laurel Street	294.11	190.00	104.11	154.8%
Total 5220 · Electricity	23,159.03	21,214.00	1,945.03	109.2%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	1,152.00	2,800.00	-1,648.00	41.1%
5233 · Legal Expense	4,290.00	4,500.00	-210.00	95.3%
5234 · Consulting Expense	60,029.33	37,500.00	22,529.33	160.1%
Total 5230 · Legal & Accounting	65,471.33	44,800.00	20,671.33	146.1%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	1,963.81	3,000.00	-1,036.19	65.5%
5242 · Repairs & Maintenance	276.46	1,500.00	-1,223.54	18.4%
5240 · Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
Total 5240 · Auto & Truck Expense	2,240.27	4,500.00	-2,259.73	49.8%
5300 · Property and Liability Insuranc	12,167.00	10,821.00	1,346.00	112.4%
5420 · Office Expense				
5421 · Office Supplies	589.16	950.00	-360.84	62.0%
5422 · Postage	657.35	1,400.00	-742.65	47.0%
Total 5420 · Office Expense	1,246.51	2,350.00	-1,103.49	53.0%
5423 · Computer/Tech	2,138.04	2,750.00	-611.96	77.7%
5430 · Pump Station Supplies	767.45	1,249.99	-482.54	61.4%
5435 · Water Quality Control Expense	2,874.46	1,750.00	1,124.46	164.3%
5440 · Water Treatment Chemicals	20,191.74	13,400.00	6,791.74	150.7%
5500 · Tools	546.91	1,250.00	-703.09	43.8%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	3,746.20	2,500.00	1,246.20	149.8%
5602 · Facility Repairs	809.92	2,499.99	-1,690.07	32.4%
Total 5600 · Repairs & Maintenance	4,556.12	4,999.99	-443.87	91.1%
5625 · Property Maintenance	584.06	2,500.00	-1,915.94	23.4%
5790 · State & District Expense	3,235.42	1,500.00	1,735.42	215.7%
5791 · GIS Projects	0.00	0.00	0.00	0.0%
5795 · DEP Primacy Fees	0.00	0.00	0.00	0.0%
5840 · Serv & Distr. Improve.				
5840E- Emergency Repair Costs	3,148.50	0.00	3,148.50	100.0%
5840 · Serv & Distr. Improve. - Other	39,596.58	58,000.00	-18,403.42	68.3%
Total 5840 · Serv & Distr. Improve.	42,745.08	58,000.00	-15,254.92	73.7%
5950 · District Improvements				
5951 · District Improvements (Capital)	0.00	4,100.00	-4,100.00	0.0%
5950 · District Improvements - Other	0.00	30,750.00	-30,750.00	0.0%
Total 5950 · District Improvements	0.00	34,850.00	-34,850.00	0.0%
Total 5000 · Operation & Maintenance	384,784.05	422,961.95	-38,177.90	91.0%
5195 · Bad Debt Expense	120.00			
Total Expense	384,904.05	422,961.95	-38,057.90	91.0%
Net Ordinary Income	54,634.26	-40,038.47	94,672.73	-136.5%
Other Income/Expense				
Other Income				
8400 · Insurance Reimbursement	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
8000 · Interest Expense				

West Boylston Water District Profit & Loss Budget vs. Actual July through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
8050 · DSRF Earnings	0.00	1,535.73	-1,535.73	0.0%
8060 · Contract Assistance	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	3,780.11	3,780.00	0.11	100.0%
Total 8000 · Interest Expense	3,780.11	5,315.73	-1,535.62	71.1%
Total Other Expense	3,780.11	5,315.73	-1,535.62	71.1%
Net Other Income	-3,780.11	-5,315.73	1,535.62	71.1%
Net Income	50,854.15	-45,354.20	96,208.35	-112.1%

West Boylston Water District
Balance Sheet
 As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	289,457.51
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
1050 · Clinton Savings Capital Account	233,692.42
Total Checking/Savings	<u>523,399.93</u>
Accounts Receivable	
1201 · User Charges	268,633.67
Total Accounts Receivable	<u>268,633.67</u>
Other Current Assets	
1159 · Investments	1,135,576.97
1499 · Undeposited Funds	-2,739.78
Total Other Current Assets	<u>1,132,837.19</u>
Total Current Assets	<u>1,924,870.79</u>
Fixed Assets	
1998 · Capital Assets - Depreciable	3,392,723.44
1999 · Capital Assets - Nondepreciable	316,996.42
Total Fixed Assets	<u>3,709,719.86</u>
Other Assets	
2860 · Deferred Outflows of Resources	78,921.00
Total Other Assets	<u>78,921.00</u>
TOTAL ASSETS	<u><u>5,713,511.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	22,067.97
Total Accounts Payable	<u>22,067.97</u>
Other Current Liabilities	
2100 · Payroll Withholdings	1,006.49
2430 · Accrued Vacation Pay	18,434.80
Total Other Current Liabilities	<u>19,441.29</u>
Total Current Liabilities	<u>41,509.26</u>
Long Term Liabilities	
1750 · Deferred Inflows of Resources	116,660.00
2600 · N/P - DEP (SRF Funding)	517,180.30
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	735,586.00
Total Long Term Liabilities	<u>2,449,623.30</u>

West Boylston Water District
Balance Sheet
 As of September 30, 2019

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 Account Book

	<u>Sep 30, 19</u>
Total Liabilities	2,491,132.56
Equity	
3300 · Reserved for office renovations	2,444.75
3301 · Reserved for Well Exploration	847,688.22
3775 · Investment in PP&E-District	3,220,993.96
3900 · Retained Earnings	-899,601.99
Net Income	50,854.15
Total Equity	3,222,379.09
TOTAL LIABILITIES & EQUITY	5,713,511.65



West Boylston Water District

To: Board of Water Commissioners
From: Mike Coveney
Date: 10/21/2019
Re: Superintendents Report

- 1.) New Well at PV: We are still working with our attorney and DCAMM on the final steps for the easement registration. DCAMM is now requiring that a title search be done to verify that the title is clear of any issues. DCAMM will be using their own contracted title search vendor to perform this task.
- 2.) North Main St: The construction loan application for the SRF loan for the North Main St water main project, along with the plans and specs were submitted to MassDEP on October 15th by our engineering consultants CEI.
- 3.) Manganese Pilot Study: Our engineer CEI is currently working on the Conceptual Design of the Oakdale Well Treatment Plant based on the information from the pilot study. They hope to have a draft available for the Board to review at their next meeting. See attached email from CEI.
- 4.) Lawrence Tank #1: I have asked DN Tanks to provide us with some alternate repair methods for the roof of the tank along with a cost estimate.
- 5.) Leak Survey: JMR Water Services of Holden has completed a leak survey of the entire water system. There are two more small leaks that need to be repaired this year and that will complete the list.
- 6.) Annual Hydrant Flushing: The annual hydrant flushing program has been completed. According to our crew the black particles were not as prevalent as last year, but there were also more rust particles than in previous years. The increased frequency of rust particles is probably due to the permanent addition of chlorine to the water system.
- 7.) Sanitary Survey: MassDEP will be conducting a sanitary survey of the water system on Thursday 10/24 of this week. This is done by them every three years. I will be conducting the survey with them while they are here.
- 8.) Personnel: Rob Lopez injured himself at home recently and has been out of work since then. He is hoping to come back soon on a limited basis, with some restrictions, until he is fully recovered. Anthony DiPietro has transitioned into taking Rob's on-call duty until further notice.

Mike Coveney

From: Michael Ohl <mohl@ceiengineers.com>
Sent: Monday, September 23, 2019 11:58 AM
To: Mike Coveney
Subject: RE: [EXTERNAL] WBWD Meeting

Mike,

The Blue Leaf Pilot Study report looks good. May have some minor corrections/edits, but don't expect to have any issues with getting Blue Leaf to take care of this stuff.

Overall, the Blue Leaf invoice seems reasonable based on the time spent onsite and extent of testing.

In terms of the next steps (all of which will need to occur by the end of this year, per the ACO schedule):

- Develop initial building layout for the treatment facility, based on the design parameters established through the Pilot Study and discussions between CEI and the District.
- Develop preliminary site layout for the tentative site on Town property along the Quinepoxet rail trail, just west of the Fire Training structures, using MassGIS Lidar data for contours, with detailed site survey to be completed once property has been acquired.
- Work with the District to obtain property for the proposed treatment facility, ideally with some agreement reached by the end of year (2019) so that detailed design can be undertaken in 2020.
- Anticipate that MassDEP will issue the draft IUP list in January 2020, for projects to be funded through the SRF loan program; PEF already submitted in August for District.

Separately, we are pulling together the detailed SRF application for the North Main Street Water Main project, as this will need to be submitted in mid-October.

Let me know if you have any questions or need anything else.

Mike

Michael P. Ohl, P.E., CFM | Comprehensive Environmental Inc.
Principal, Senior Engineer
Direct: 508.281.5177
Mobile: 774.573.8973

From: Mike Coveney [mailto:mcoveney@westboyistonwater.org]
Sent: Friday, September 20, 2019 4:29 PM
To: Michael Ohl <mohl@ceiengineers.com>
Subject: RE: [EXTERNAL] WBWD Meeting

Mike, I didn't put you on the agenda so no need to attend. If you could put together a short email with the next few steps that need to be done that would be helpful for the meeting. Also, did you see any issues with the Blue Leaf invoice? I was hoping to get that paid on Monday also.
Hope you have a good weekend.