



# The West Boylston Water District

**Meeting Date and Time:** November 18, 2019; 5:00pm

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

**Also Present:** Michael Coveney, Lóri Renzoni, Jim Jardine, Paul Lenkarski, Paul Lenkarski, Jr.

Mr. Szczurko called the meeting to order at 5:03pm.

**ITEM 1: TREASURER'S REPORT** given by James LaMountain, Assistant Treasurer. See attachments.

Monthly Water Charges: Water charges for month of October 2019 provided income over budget by almost \$21,000.00. AR balance high at \$98,000.00. Higher rates have driven number up and there is about \$6,200.00 that needs to be written off to bad debt. Board recommends putting a lien on the property owing this amount. No further questions on this report.

Profit & Loss (P&L) Budget vs. Actual through October 2019. Mr. LaMountain noted that Income accounts remain over projected budget by \$45,000.00 in October; total income is over budget by about \$115,000-Mr. Coveney notes that this is billing for summer usage on our larger billing routes and higher than anticipated user/connection fees. Expense accounts noted: electricity slightly over budget, legal over by around \$6,000.00 but will taper off, Service and Distribution under budget. Total expenses through October are under budget by almost \$68,000.00 with income netting \$185,000.00 over anticipated profit. No further questions on this report.

Balance Sheet through October 31, 2019. Mr. LaMountain noted that current assets are up slightly from last month with no changes to fixed assets. Total assets are approximately \$5.7 million. Accounts payable are up slightly and long-term liabilities remain unchanged. No further questions on this schedule.

## **ITEM 2: NEW BUSINESS**

Paul Lenkarski and Paul Lenkarski, Jr. presented plans for proposed residential units for initial comments from the District before presenting to the West Boylston Planning Board for site plan approval. Two buildings with four residential units each were outlined. WBWD advised a hydrant flow test be performed for fire protection engineering. Mr. Lenkarski questioned the Board's willingness to move an existing fire hydrant at Mr. Lenkarski's own expense, which was acceptable to the Board with the required fee being paid and the District updating the hydrant with a new model. Mr. Lenkarski reviewed the fee schedule with the Board and will proceed with going in front of the Planning Board.

## **ITEM 3: SUPERINTENDENT'S REPORT (see attached)**

### **Additional comments/questions:**

- 1.) See attached.
- 2.) No further questions/comments.
- 3.) No further questions/comments.

- 4.) Mr. Coveney noted sediment of about 1" at Beaman St. tank; 1/16" at Stockwell tank, and that schedule outlined by Mass. Dept. of Environmental Protection being adhered to. Lawrence tank #1 remains off line and other cover options were discussed with quotes pending.
- 5.) Repaving is anticipated for the spring.
- 6.) No further questions/comments.
- 7.) No further questions/comments.
- 8.) Mr. Szczurko questioned whether there was anyone else certified to inspect backflow prevention devices; no, current employees have expressed no interest in acquiring certification. Anthony DiPietro will shadow Mr. Lopez during testing.

**ITEM 4: OLD BUSINESS- *See attached***

- 1.) Mr. Coveney approached Northeast Geoscience Inc. (NGI) for design services for the Oakdale Treatment Plant, who referred him to Resilient Engineering (see attached). Mr. Coveney noted that Resilient Engineering recently provided similar services to find a design services engineer for the town of Milford. Board agreed unanimously to hire Resilient Engineering to provide services described in attached.

**ITEM 5: APPROVAL OF MEETING MINUTES**

Mr. LaMountain moved to accept the October 21, 2019 meeting minutes; Mr. Bryngelson seconded the motion; all voted in favor.

Mr. Bryngelson moved to adjourn the meeting; Mr. Flynn seconded the motion; Mr. Szczurko adjourned the meeting at 6:07pm.

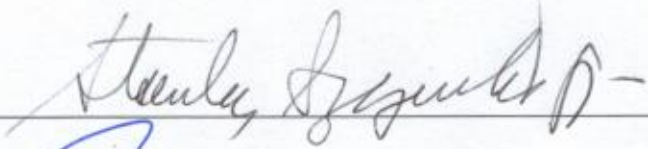
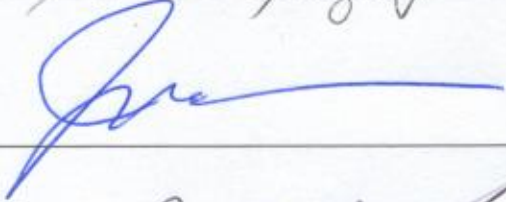
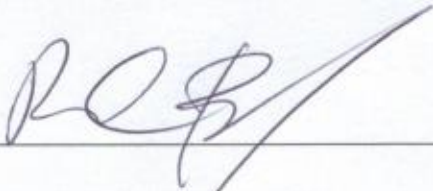


Next meeting scheduled for December 16, 2019; 5:00pm.



# Meeting Minutes: West Boylston Water District; **November 18, 2019**

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

Date of Approval \_\_\_\_\_



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

WEST BOYLSTON WATER DISTRICT

November 13, 2019

Board/Committee Name

Date of Notice

183 WORCESTER STREET

COMMISSIONER'S ROOM

Meeting Place

Conference Rm. No.

**November 18, 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. NEW BUSINESS – Paul Lenkarski; Holt Street Project (8 condo units)
- 6:00 P.M. OLD BUSINESS – Oakdale Well Treatment - Designer Selection Process
- 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	170,949.19	150,000.00	20,949.19	July, August, Sept	98,000.00	133,628.56	120,000.00	111,425.00	37,320.63	126,013.92	121,033.02
Nov-19	109,000.00	109,000.00	(109,000.00)	Aug, Sept, Oct	94,941.47	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	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	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	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	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	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	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	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	(583,756.11)	1,043,501.01	1,027,531.13

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

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4175 · Interest Charges	2,273.11	2,200.00	73.11	103.3%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-3,062.00	-2,276.00	-786.00	134.5%
4250 · Water Charges & Services - Other	536,735.97	440,000.00	96,735.97	122.0%
<b>Total 4250 · Water Charges &amp; Services</b>	<b>533,673.97</b>	<b>437,724.00</b>	<b>95,949.97</b>	<b>121.9%</b>
4260 · User Fee	42,000.00	25,200.00	16,800.00	166.7%
4261 · Back Flow	0.00	0.00	0.00	0.0%
4262 · Fire Line	9,516.52	9,710.00	-193.48	98.0%
4270 · Merchandise & Jobbing	0.00	701.65	-701.65	0.0%
4275 · Meters	1,600.00	2,000.00	-400.00	80.0%
4320 · Rental Income	38,840.01	37,784.52	1,055.49	102.8%
4820 · Investment Income				
4821 · Net Investment Income	4,538.43	3,088.45	1,449.98	146.9%
4820 · Investment Income - Other	922.95	1,333.32	-410.37	69.2%
<b>Total 4820 · Investment Income</b>	<b>5,461.38</b>	<b>4,421.77</b>	<b>1,039.61</b>	<b>123.5%</b>
4840 · Miscellaneous Revenue	4,110.69	2,150.00	1,960.69	191.2%
<b>Total Income</b>	<b>637,475.68</b>	<b>521,891.94</b>	<b>115,583.74</b>	<b>122.1%</b>
<b>Gross Profit</b>	<b>637,475.68</b>	<b>521,891.94</b>	<b>115,583.74</b>	<b>122.1%</b>
<b>Expense</b>				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	4,042.39	5,971.59	-1,929.20	67.7%
5130 · Admin & Salaries - Other	92,941.69	101,396.84	-8,455.15	91.7%
<b>Total 5130 · Admin &amp; Salaries</b>	<b>96,984.08</b>	<b>107,368.43</b>	<b>-10,384.35</b>	<b>90.3%</b>
5131 · Superintendent's Salary	29,203.20	32,853.81	-3,650.61	88.9%
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	364.70	413.05	-48.35	88.3%
5135 · Worcester Retirement System	65,426.00	65,426.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	31,468.09	31,039.32	428.77	101.4%
5137 · Retiree's	5,272.13	5,739.00	-466.87	91.9%
<b>Total 5136A · Health Insurance</b>	<b>36,740.22</b>	<b>36,778.32</b>	<b>-38.10</b>	<b>99.9%</b>
5138 · Life Insurance	97.20	237.64	-140.44	40.9%
5139 · Uniforms	3,226.77	2,772.56	454.21	116.4%
5140 · Workers' Comp Insurance	5,903.00	7,391.19	-1,488.19	79.9%
5141 · Employee Training	200.00	475.00	-275.00	42.1%
5142 · Payroll Taxes	1,858.72	2,266.68	-407.96	82.0%
5130A · Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%
<b>Total 5130A · Salaries &amp; Employee Benefits</b>	<b>240,003.89</b>	<b>255,982.68</b>	<b>-15,978.79</b>	<b>93.8%</b>
5210 · Heating	887.20	255.00	632.20	347.9%
5215 · Telephone	3,625.80	3,596.68	29.12	100.8%
5220 · Electricity				
5221 · Beaman Street	33.49	51.50	-18.01	65.0%
5222 · Lawrence Street	62.34	158.00	-95.66	39.5%
5223 · Lee Street	6,085.73	6,950.00	-864.27	87.6%
5224 · Prospect Street	60.20	140.00	-79.80	43.0%
5225 · Temple Street	15,962.75	13,750.00	2,212.75	116.1%
5226 · Thomas Street	1,382.22	1,775.00	-392.78	77.9%
5227 · West Boylston Street	4,557.47	3,600.00	957.47	126.6%
5228 · Western Avenue	971.11	1,250.00	-278.89	77.7%

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

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
5229 · Worcester Street	641.65	890.00	-248.35	72.1%
5229A · Laurel Street	386.38	265.00	121.38	145.8%
<b>Total 5220 · Electricity</b>	<b>30,143.34</b>	<b>28,829.50</b>	<b>1,313.84</b>	<b>104.6%</b>
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	1,152.00	3,650.00	-2,498.00	31.6%
5233 · Legal Expense	4,290.00	6,000.00	-1,710.00	71.5%
5234 · Consulting Expense	60,029.33	50,000.00	10,029.33	120.1%
<b>Total 5230 · Legal &amp; Accounting</b>	<b>65,471.33</b>	<b>59,650.00</b>	<b>5,821.33</b>	<b>109.8%</b>
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	2,703.96	4,000.00	-1,296.04	67.6%
5242 · Repairs & Maintenance	605.30	2,000.00	-1,394.70	30.3%
5240 · Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
<b>Total 5240 · Auto &amp; Truck Expense</b>	<b>3,309.26</b>	<b>6,000.00</b>	<b>-2,690.74</b>	<b>55.2%</b>
5300 · Property and Liability Insuranc	12,167.00	10,821.00	1,346.00	112.4%
5420 · Office Expense				
5421 · Office Supplies	649.27	1,250.00	-600.73	51.9%
5422 · Postage	1,557.35	1,900.00	-342.65	82.0%
<b>Total 5420 · Office Expense</b>	<b>2,206.62</b>	<b>3,150.00</b>	<b>-943.38</b>	<b>70.1%</b>
5423 · Computer/Tech	2,198.03	3,000.00	-801.97	73.3%
5430 · Pump Station Supplies	767.45	1,666.66	-899.21	46.0%
5435 · Water Quality Control Expense	3,115.46	2,333.34	782.12	133.5%
5440 · Water Treatment Chemicals	20,490.99	18,300.00	2,190.99	112.0%
5500 · Tools	616.19	1,666.68	-1,050.49	37.0%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	3,746.20	3,333.34	412.86	112.4%
5602 · Facility Repairs	2,599.92	3,333.32	-733.40	78.0%
<b>Total 5600 · Repairs &amp; Maintenance</b>	<b>6,346.12</b>	<b>6,666.66</b>	<b>-320.54</b>	<b>95.2%</b>
5625 · Property Maintenance	775.36	3,333.33	-2,557.97	23.3%
5790 · State & District Expense	3,247.42	2,000.00	1,247.42	162.4%
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	4,916.00	0.00	4,916.00	100.0%
5840 · Serv & Distr. Improve. - Other	49,859.47	82,000.00	-32,140.53	60.8%
<b>Total 5840 · Serv &amp; Distr. Improve.</b>	<b>54,775.47</b>	<b>82,000.00</b>	<b>-27,224.53</b>	<b>66.8%</b>
5950 · District Improvements				
5950C · Well Exploration (\$35K)	16,357.28			
5951 · District Improvements (Capital)	0.00	4,100.00	-4,100.00	0.0%
5950 · District Improvements - Other	0.00	41,000.00	-41,000.00	0.0%
<b>Total 5950 · District Improvements</b>	<b>16,357.28</b>	<b>45,100.00</b>	<b>-28,742.72</b>	<b>36.3%</b>
<b>Total 5000 · Operation &amp; Maintenance</b>	<b>466,504.21</b>	<b>534,351.53</b>	<b>-67,847.32</b>	<b>87.3%</b>
5195 · Bad Debt Expense	120.00			
<b>Total Expense</b>	<b>466,624.21</b>	<b>534,351.53</b>	<b>-67,727.32</b>	<b>87.3%</b>
<b>Net Ordinary Income</b>	<b>170,851.47</b>	<b>-12,459.59</b>	<b>183,311.06</b>	<b>-1,371.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8400 · Insurance Reimbursement	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				



3:19 PM

11/18/19

Accrual Basis

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

	<u>Jul - Oct 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8000 · Interest Expense				
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%
<b>Total 8000 · Interest Expense</b>	<u>3,780.11</u>	<u>5,315.73</u>	<u>-1,535.62</u>	<u>71.1%</u>
<b>Total Other Expense</b>	<u>3,780.11</u>	<u>5,315.73</u>	<u>-1,535.62</u>	<u>71.1%</u>
<b>Net Other Income</b>	<u>-3,780.11</u>	<u>-5,315.73</u>	<u>1,535.62</u>	<u>71.1%</u>
<b>Net Income</b>	<u>167,071.36</u>	<u>-17,775.32</u>	<u>184,846.68</u>	<u>-939.9%</u>

West Boylston Water District

Balance Sheet

As of October 31, 2019

	Oct 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash-Checking & Savings	
1030 · Banknorth - Vendor Acct	196.42
1031 · Banknorth - Depository Acct.	266,862.61
1032 · Banknorth - Money Market	2,540.51
1047 · UniBank Online Collections Acct	108,345.46
<b>Total 1000 · Cash-Checking &amp; Savings</b>	<b>377,945.00</b>
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
1050 · Clinton Savings Capital Account	242,354.74
<b>Total Checking/Savings</b>	<b>620,549.74</b>
<b>Accounts Receivable</b>	
1201 · User Charges	
1200 · Accounts Receivable	89,092.15
1210 · Acct Receivable-Unbilled Water	205,000.00
1220 · Accts Receivable - Rent	2,769.78
<b>Total 1201 · User Charges</b>	<b>296,861.93</b>
<b>Total Accounts Receivable</b>	<b>296,861.93</b>
<b>Other Current Assets</b>	
1159 · Investments	
1160 · Bartholomew - Reserve Fund	171,983.78
1165 · Bartholomew -Stabilization Fund	963,593.19
<b>Total 1159 · Investments</b>	<b>1,135,576.97</b>
1499 · Undeposited Funds	40.00
<b>Total Other Current Assets</b>	<b>1,135,616.97</b>
<b>Total Current Assets</b>	<b>2,053,028.64</b>
<b>Fixed Assets</b>	
1998 · Capital Assets - Depreciable	
1900 · Property, Plant & Equipment	
1901 · Home Connection Pipes	19,365.47
1902 · Curb Stops	42,745.12
1903 · Corporations	41,720.00
1905 · Office Equipment	5,756.17
1907 · Machinery & Equipment	77,148.81
1910 · Motor Vehicles	192,130.99
1915 · Water Mains	2,172,718.38
1916 · Valves	24,206.77
1917 · Hydrants	200,090.51
1918 · Pump Stations	489,171.20
1920 · Water tanks	
1921 · Tank Roads	54,968.53
1920 · Water tanks - Other	9,396.00
<b>Total 1920 · Water tanks</b>	<b>64,364.53</b>
1930 · Water Services (sewer related)	61,486.79
1931 · Water Services	20,376.00
1935 · Oakdale Tank Rehab	148,119.80
1936 · Oakdale Tank Exterior Ladder	14,500.00
1937 · Compressor	10,900.00
1938 · Oakdale Tank Infrastruc. Alarm	9,900.00
1939 · Pump Station Spare Motors	29,440.00
1940 · Crescent Street Water Main	308,605.38
1941 · Laurel St Water Main/8" DI upgr	524,162.98
1942 · Laurel Street Pump Station	405,918.94

**West Boylston Water District**  
**Balance Sheet**  
 As of October 31, 2019

	Oct 31, 19
1945 · SCADA System	308,909.30
1946 · Radio Read Meters	456,417.35
1947 · Water Quality Meters	10,350.96
1948 · Building Improvements	
1948A · Worcester St Office Renovations	256,683.75
1948 · Building Improvements - Other	27,989.00
<b>Total 1948 · Building Improvements</b>	<b>284,672.75</b>
1951 · Stockwell Rd Tank Hatches	16,500.00
1952 · Stockwell Rd Vent	8,900.00
1953 · Stockwell Rd Tank Ladder	14,900.00
1954 · Pleasant Valley Master Meter	7,210.22
1955 · Furn & Fixtures	1,164.49
1900 · Property, Plant & Equipment - Other	104,651.02
<b>Total 1900 · Property, Plant &amp; Equipment</b>	<b>6,076,503.93</b>
1950 · Accumulated Depreciation	-2,683,780.49
<b>Total 1998 · Capital Assets - Depreciable</b>	<b>3,392,723.44</b>
1999 · Capital Assets - Nondepreciable	
1853 · CIP - Well Exploration	309,996.42
1949 · Land	7,000.00
<b>Total 1999 · Capital Assets - Nondepreciable</b>	<b>316,996.42</b>
<b>Total Fixed Assets</b>	<b>3,709,719.86</b>
Other Assets	
2860 · Deferred Outflows of Resources	78,921.00
<b>Total Other Assets</b>	<b>78,921.00</b>
<b>TOTAL ASSETS</b>	<b>5,841,669.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	34,008.58
<b>Total Accounts Payable</b>	<b>34,008.58</b>
Other Current Liabilities	
2100 · Payroll Withholdings	
2172 Vision Insurance Withheld	-4.34
2140 · County Retirement Withheld	1.00
2170 · Altus Dental Withheld	272.88
2171 · Payroll Withholding/Colonial Li	736.98
<b>Total 2100 · Payroll Withholdings</b>	<b>1,006.52</b>
2430 · Accrued Vacation Pay	18,434.80
<b>Total Other Current Liabilities</b>	<b>19,441.32</b>
<b>Total Current Liabilities</b>	<b>53,449.90</b>
Long Term Liabilities	
1750 · Deferred Inflows of Resources	116,660.00
2600 · N/P - DEP (SRF Funding)	
2610 · N/P - DEP for Crescent Street	85,021.70
2620 · N/P - DEP for SCADA	90,318.58
2625 · N/P - Dep for Laurel Street #1	201,706.00
2630 · N/P - DEP for Laurel St Pump #2	134,389.31
2650 · Unamortized Bond Premium	5,744.71
<b>Total 2600 · N/P - DEP (SRF Funding)</b>	<b>517,180.30</b>

West Boylston Water District  
**Balance Sheet**  
As of October 31, 2019

	Oct 31, 19
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	735,586.00
<b>Total Long Term Liabilities</b>	<b>2,449,623.30</b>
<b>Total Liabilities</b>	<b>2,503,073.20</b>
<b>Equity</b>	
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	167,071.36
<b>Total Equity</b>	<b>3,338,596.30</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,841,669.50</b>



## West Boylston Water District

To: Board of Water Commissioners  
From: Mike Coveney  
Date: 11/18/2019  
Re: Superintendents Report

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- 1.) New Well at PV: We are still working with our attorney and DCAMM on the final steps for the easement registration. DCAMM has now informed us that a Title Report is not needed. They have added some additional language to the easement deed which is being reviewed by our attorney. See email.
- 2.) North Main St: I am working closely with our consultants CEI to finalize the plans and specifications for this project to be able to go out for bids this winter. I will have additional updates at a future meeting.
- 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 sometime in December.
- 4.) Tank Cleaning: Underwater Solutions performed tank cleanings and inspections on the Beaman and Stockwell Tanks last week. No major issues were found. We will their reports within two weeks.
- 5.) Water Main Break: On Monday 10/21 at 8:30pm we had a major water main break near #6 Maplewood Ave. The digging and repairs were completed overnight, and water was restored by 6am the next morning. Additionally, there was some flooding and road/driveway damage to the home at #6 Maplewood. I have submitted an insurance claim to MIIA.
- 6.) Water Main Leak: On Thursday 11/14 we repaired another leak that surfaced near the last water main break near #6 Maplewood Ave. This leak was found to be a stress crack about 4 feet uphill from the last repair.
- 7.) Sanitary Survey: MassDEP conducted a sanitary survey of the water system on Thursday 10/24. This is done by them every three years. There were no major concerns that were revealed by them. We will wait for their report.
- 8.) Personnel: Rob Lopez is back to work as of today on a limited basis, with some restrictions, until he is fully recovered. He will be working in the office this week, catching up on backflow test reports and station reports.

November 11, 2019

Mr. Michael Coveney, Superintendent  
West Boylston Water District  
183 Worcester St  
West Boylston, MA 01583

RE: Proposal for Owner's Project Manager for Designer Selection Process for Water Treatment Facility

Dear Mr. Coveney:

Resilient Civil Engineering, P.C. (ResilientCE) is pleased to provide this proposal to the West Boylston Water District (District), "the Owner", for Professional Services for Owner's Project Manager for Designer Selection Process for Water Treatment Facility (Project).

### Background

The District's water system is separated into two main zones (Low Service Area and the High Service Area) with wells and storage tanks in both zones. The Oakdale Well and Pleasant Valley Well are located in the Low Service Area. The Lee Street Well is located in the High Service Area. The District's wells have varying levels of manganese. The levels in the Lee Street Well are below both the Secondary Maximum Contaminant Level (SMCL) and Health Advisory Level. The levels in the Pleasant Valley Well are above the SMCL and have been increasing to just above the Health Advisory Level over recent years. The levels in the Oakdale Well are above both the SMCL and Health Advisory Level. At this time, the Massachusetts Department of Environmental Protection (MassDEP) has required the District to implement manganese removal treatment for the Oakdale Well.

Pilot testing was conducted to compare the performance of biological filtration with GreensandPlus filtration. Results of this testing indicate that biological filtration would not be advantageous so the District has decided to utilize GreensandPlus filtration as the primary treatment process. The next step is to select a Designer for the design of the proposed water treatment facility.

### Scope of Services

ResilientCE proposes the following services to assist the District in selection of a Designer for the proposed water treatment facility:

1. Draft request for qualifications (RFQ) for Designer services and provide to the District for review;
2. Conduct an initial meeting with the District to review the Designer selection process and draft RFQ;
3. Make revisions and finalize RFQ and provide to the District in PDF format for distribution during advertisement period;
4. Develop proposal rating matrix that will be used to help compare and quantify the proposals;

5. Conduct pre-proposal meeting at the District's office and record notes for distribution to plan holders;
6. Review bidders' questions with the District and provide clarifications;
7. Review proposals and provide draft rating matrix to District;
8. Meet with the District to review rating matrix and discuss proposals;
9. Participate in team interviews;
10. Provide the District with recommendation for Designer selection.

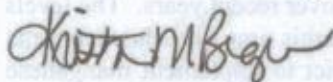
### Proposed Fee and Time for Completion

Compensation for ResilientCE's services will be on a time and materials basis including labor and expenses not to exceed \$5,100 without authorization from the District (total based on 40 hours at \$125/hour and \$100 for reimbursable expenses). ResilientCE will provide Kristen Berger to complete these services at a billing rate of \$125 per hour. Reimbursable expenses on this Project are anticipated to include mileage, which will be charged at the current federal standard mileage rate.

The Project is anticipated to be completed within 90 days following receipt of signed agreement from the Owner.

I look forward to working with the District on this Project. If you have any questions, please contact me at 508-726-2458 or [kberger@resilientce.com](mailto:kberger@resilientce.com).

Sincerely,  
Resilient Civil Engineering, P.C.



Kristen M. Berger, P.E.  
President

Attachments:  
Terms and Conditions

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APPROVED BY:  
WEST BOYLSTON WATER DISTRICT

Michael Coveney, Superintendent

Date (Effective Date)

## Mike Coveney

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**From:** Holland, Spencer B. <sholland@MirickOConnell.com>  
**Sent:** Monday, November 18, 2019 12:18 PM  
**To:** 'Mike Coveney'  
**Cc:** Madaus, Stephen F.  
**Subject:** RE: WBWD Easement - Ch214 of 2018  
**Attachments:** West Boylston Agreement for Relocation of Easement (A6089680-3x7A575) cpk.docx

Mike,

Last week I finally heard back from Carol Kemp of DCAMM, who told me, to my astonishment, that DCAMM no longer needs the title report. After I followed up with more emails and phone calls pushing to finalize the agreement, she sent me a redline of the easement agreement attached to the below email message:

**Dear Spencer:**

I am sorry that I have lost track of this. Attached is your version of 9/11 which I started to revise. Will you please finish the revision by adding the parts in yellow, which I have clipped from another easement, and modifying them to fit this one. All construction and subsequent maintenance has to meet with the approval of the DCR under the existing easement. It should also be subject to DCR's approval under this one, in the form of a permit. They are self-explanatory (they are clipped from my most recent underground electrical easement). Thank you.

Carol Kemp

I have attached Carol's markup to this email. I should be able to finish incorporating Carol's changes today. So far her changes seem pretty innocuous. I'll give you another update later this afternoon once I get through them.

Best,  
Spencer

---

MIRICK O'CONNELL

ATTORNEYS AT LAW

**SPENCER B. HOLLAND**

Associate

Mirick, O'Connell, DeMallie & Lougee, LLP

175 Federal Street, Suite 1220 | Boston | MA | 02110-2210

t 617.391.2165 | f 617.206.9470

sholland@mirickoconnell.com | Bio



Please visit our website: [www.mirickoconnell.com](http://www.mirickoconnell.com)

**From:** Mike Coveney <mcoveney@westboylstonwater.org>

**Sent:** Monday, November 18, 2019 11:03 AM