



The West Boylston Water District

Meeting Date and Time: Monday August 15, 2022; 5:00pm

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

Also Present: Michael Coveney, Heather Isaacs, Michael Carmasine

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

ITEM 1: TREASURER'S REPORT- (see attachments)

Treasurer Heather Isaacs reviewed the Water District Balance Sheet, and Profit and Loss Report through ending 6/30/2022 and 7/31/2022. Mrs. Isaacs noted that adjustments were pending. Mrs. Isaacs also clarified that income from cell towers was not budgeted correctly due to a loss of a tower antenna lease in FY22. Mr. LaMountain questioned whether capital assets would be reclassified to the balance sheet; Mrs. Isaacs confirmed yes, and expenses would be reduced for FY22. No further questions on these schedules.

Mrs. Isaacs requested authorization from the Board to diversify and move current bank accounts; brief discussion followed. Mr. LaMountain moved to allow Mrs. Isaacs make banking decisions for the Water District, Mr. Bryngelson seconded the motion; all voted in favor; motion passed.

ITEM 2: OAKDALE WATER TREATMENT PLANT UPDATE (see attachments)

Michael Carmasine of Comprehensive Environmental (CEI) updated the Board on construction progress of the Oakdale Water Treatment Plant with current pictures. Waterline Industries continues with work, estimates the project is between 60 and 70% complete with the target date of 12/31 completion. No significant delays. Mr. Coveney clarified that testing for state approval would be needed before the plant could go online. Mr. Carmasine list of change orders that needs approval from the Board (including roof changes). Mr. Flynn moved to approve the changes, Mr. Mard seconded the motion; all voted in favor. The Board signed the change order.

Mr. Carmasine updated the Board on the plan for water main replacement on Lee Street; Mr. Carmasine reported that CEI was beginning to survey the street and take test borings. Mr. Coveney reported that Michael Ohl of CEI had re-submitted the request for funding to the State. Mr. Coveney noted that work would need to be done to ensure the main was placed on Town property and not private property, including some places where the town may need to take over and submit deeds for the road where they hadn't done so properly in the past, even though they have been maintaining the properties.

ITEM 2: SUPERINTENDENT'S REPORT (see attachments)

- 1.) No further questions or comments.
- 2.) Mr. Coveney reported the finish roof panels were to be delivered on or about 8/19/22.
- 3.) No further questions or comments.
- 4.) No further questions or comments.
- 5.) Mr. Coveney noted that insurance claim had a \$10K per occurrence limit. Requested authorization from the Board to submit the billing to the insured rather than putting in a claim on the District's insurance. Mr. LaMountain also suggested consulting the District's attorney. Mr. Flynn seconded the motion; all voted in favor.

- 6.) Mr. Mard requested confirmation that Walmart was responsible according to the lease; Mr. Coveney confirmed.
- 7.) Mr. Coveney clarified that there were no detections in January through April. Mr. LaMountain questioned whether the reservoir has manganese present; Mr. Coveney thinks yes, noted that Mass DeP anticipated some detection in new well. Mr. Mard wondered why this was a health advisory; Mr. Coveney clarified that it was not a federal advisory, just in some states including Massachusetts and mainly for infants; Mr. LaMountain shared concern for private well supplies with no testing required.

ITEM 3: OLD BUSINESS

No old business discussed.

ITEM 4: NEW BUSINESS (attachments)

Mr. Coveney presented the Board with information regarding PFAS litigation. Mr. Coveney received recommendation from the District attorney to join. Mr. Bryngelson had Mr. Coveney clarify the fee structure; which is noted as 25% of any total monies recovered, no fee if none recovered and outlined in the contract. Mr. Coveney also noted that Mass Water Works Association and Mass Rural Water Works Association are supporting this litigation. Mr. Bryngelson moved to sign the contract, Mr. Flynn seconded the motion; all in favor, motion passed. The Board authorized Mr. Coveney to sign the contract and represent the Water District.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. Bryngelson made a motion to accept the May 16, 2022 meeting minutes as presented; Mr. Flynn seconded the motion, motion carried.

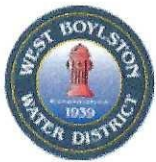
Mr. Flynn made a motion to accept the June 2, 2022 meeting minutes as presented; Mr. Mard seconded the motion, motion carried.

Mr. Flynn made a motion to accept the June 2, 2022 special meeting minutes as presented; Mr. Mard seconded the motion, motion carried.

ITEM 7: OTHER BUSINESS

No other business presented.

Mr. Bryngleson made a motion to adjourn; Mr. Mard seconded the motion; Mr. LaMountain adjourned the meeting at 6:19 PM. Next meeting scheduled for September 12, 2022 at 5pm.



Meeting Minutes of the West Boylston Water District

August 15, 2022

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

Date of Approval: _____ September 12, 2022 _____

Michael Mard

Robert Bryngelson

Gary Flynn



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

Board of Water Commissioners

August 10, 2022

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

August 15, 2022
Monday 5:00 p.m.

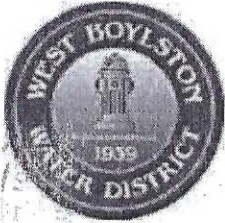
Robert Bryngelson

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: _____

Date of cancelation/Postponement _____



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 – Update on Oakdale WTF/Lee St Water Main (Mike C. - CEI)
- 5:45 P.M. NEW BUSINESS – Vote on joining PFAS litigation, Insurance claim for Hydrant
- 5:50 P.M. READING/APPROVAL OF MINUTES
- 5:55 P.M. ANY OTHER BUSINESS NOT REASONABLY ANTICIPATED
- 6:00 P.M. CLOSE MEETING

[illegible]

W.B. Water District
Monthly Water Charges
FY22

	FY23			FY22			FY21			AR Balance
	Actual	Budget	variance	Actual	Budget	variance	Actual	Budget	variance	
months										
Jul-22	184,531.29	180,000.00	4,531.29	180,187.29	165,000.00	15,187.29	163,671.00	125,000.00	38,671.00	95,000.00
Aug-22		148,000.00								90,000.00
Sep-22		160,000.00								95,500.00
Oct-22		200,000.00								96,000.00
Nov-22		130,000.00								94,000.00
Dec-22		125,000.00								93,000.00
Jan-23		150,000.00								94,000.00
Feb-23		120,000.00								87,000.00
Mar-23		120,000.00								66,000.00
Apr-23		140,000.00								63,000.00
May-23		125,000.00								65,000.00
Jun-23		140,000.00								
Totals	184,531.29	1,738,000.00		1,621,420.37	1,680,000.00	(58,579.63)	1,505,610.00	1,428,000.00	175,621.87	

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08/15/22

Accrual Basis

West Boylston Water District Profit & Loss Budget vs. Actual July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4175 · Interest Charges	5,966.16	6,000.00	-33.84	99.4%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-5,420.00	0.00	-5,420.00	100.0%
4250 · Water Charges & Services - Other	1,626,892.87	1,680,000.00	-53,107.13	96.8%
Total 4250 · Water Charges & Services	1,621,472.87	1,680,000.00	-58,527.13	96.5%
4260 · User Fee	54,000.00	60,000.00	-6,000.00	90.0%
4261 · Back Flow	7,800.00	10,200.00	-2,400.00	76.5%
4262 · Fire Line	24,038.60	24,412.00	-373.40	98.5%
4275 · Meters				
4276 · 2nd meter	400.00			
4275 · Meters - Other	5,200.00	4,000.00	1,200.00	130.0%
Total 4275 · Meters	5,600.00	4,000.00	1,600.00	140.0%
4320 · Rental Income	140,275.67	153,217.99	-12,942.32	91.6%
4820 · Investment Income				
4821 · Net investment income	11,569.50	0.00	11,569.50	100.0%
4820 · Investment Income - Other	1,106.28	5,000.00	-3,893.72	22.1%
Total 4820 · Investment Income	12,675.78	5,000.00	7,675.78	253.5%
4840 · Miscellaneous Revenue	10,001.40	8,750.00	1,251.40	114.3%
Total Income	1,881,830.48	1,951,579.99	-69,749.51	96.4%
Gross Profit	1,881,830.48	1,951,579.99	-69,749.51	96.4%
Expense				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	15,676.69	24,321.00	-8,644.31	64.5%
5130 · Admin & Salaries - Other	336,178.32	331,419.99	4,758.33	101.4%
Total 5130 · Admin & Salaries	351,855.01	355,740.99	-3,885.98	98.9%
5131 · Superintendent's Salary	100,636.40	100,745.00	-108.60	99.9%
5132 · Commissioners Salaries	5,000.00	5,000.00	0.00	100.0%
5133 · Moderator Salary	50.00	50.00	0.00	100.0%
5134 · Payroll Processing Expense	1,724.36	1,300.00	424.36	132.6%
5135 · Worcester Retirement System	76,511.00	76,511.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	97,547.10	95,256.00	2,291.10	102.4%
5137 · Retiree's	13,055.76	14,784.00	-1,728.24	88.3%
5136A · Health Insurance - Other	592.99			
Total 5136A · Health Insurance	111,195.85	110,040.00	1,155.85	101.1%
5136B · OPEB Expense	0.00	0.00	0.00	0.0%
5138 · Life Insurance	750.60	713.00	37.60	105.3%
5139 · Uniforms	3,635.20	4,280.00	-644.80	84.9%
5140 · Workers' Comp Insurance	9,470.50	9,341.00	129.50	101.4%
5141 · Employee Training	3,058.00	6,000.00	-2,942.00	51.0%
5142 · Payroll Taxes	7,029.76	7,500.00	-470.24	93.7%
5130A · Salaries & Employee Benefits - Other	0.00	0.00	0.00	0.0%
Total 5130A · Salaries & Employee Benefits	670,916.68	677,220.99	-6,304.31	99.1%
5200 · Bank Service Charge	0.00	360.00	-360.00	0.0%
5210 · Heating	3,451.48	5,000.00	-1,548.52	69.0%
5215 · Telephone	10,653.04	11,090.00	-436.96	96.1%

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Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
5220 - Electricity				
5221 - Beaman Street	114.43	150.00	-35.57	76.3%
5222 - Lawrence Street	183.28	300.00	-116.72	61.1%
5223 - Lee Street	16,691.17	20,000.00	-3,308.83	83.5%
5224 - Prospect Street	104.55	150.00	-45.45	69.7%
5225 - Temple Street	34,865.17	48,000.00	-13,134.83	72.6%
5226 - Thomas Street	4,099.62	4,200.00	-100.38	97.6%
5227 - West Boylston Street	15,175.97	15,600.00	-424.03	97.3%
5228 - Western Avenue	3,817.89	4,000.00	-182.11	95.4%
5229 - Worcester Street	1,771.03	2,500.00	-728.97	70.8%
5229A - Laurel Street	2,014.24	2,500.00	-485.76	80.6%
Total 5220 - Electricity	78,837.35	97,400.00	-18,562.65	80.9%
5230 - Legal & Accounting				
5231 - Audit Expenses	0.00	0.00	0.00	0.0%
5232 - Accounting Expense	5,531.55	6,000.00	-468.45	92.2%
5233 - Legal Expense	6,426.91	25,000.00	-18,573.09	25.7%
5234 - Consulting Expense	15,002.50	150,000.00	-134,997.50	10.0%
Total 5230 - Legal & Accounting	26,960.96	181,000.00	-154,039.04	14.9%
5240 - Auto & Truck Expense				
5241 - Gasoline & Oil	13,885.22	12,000.00	1,885.22	115.7%
5242 - Repairs & Maintenance	6,668.65	10,000.00	-3,331.35	66.7%
5240 - Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
Total 5240 - Auto & Truck Expense	20,553.87	22,000.00	-1,446.13	93.4%
5300 - Property and Liability Insurance	24,419.50	17,431.00	6,988.50	140.1%
5420 - Office Expense				
5421 - Office Supplies	3,460.22	3,500.00	-39.78	98.9%
5422 - Postage	5,807.00	6,000.00	-193.00	96.8%
Total 5420 - Office Expense	9,267.22	9,500.00	-232.78	97.5%
5423 - Computer/Tech	10,264.20	8,000.00	2,264.20	128.3%
5430 - Pump Station Supplies	3,793.71	8,000.00	-2,206.29	63.2%
5435 - Water Quality Control Expense	12,384.26	8,500.00	3,884.26	145.7%
5440 - Water Treatment Chemicals	43,392.74	56,000.00	-12,607.26	77.5%
5500 - Tools	2,666.90	3,975.00	-1,308.10	67.1%
5600 - Repairs & Maintenance				
5601 - Equipment Repairs	6,370.12	12,500.00	-6,129.88	51.0%
5602 - Facility Repairs	9,306.87	12,500.00	-3,193.13	74.5%
Total 5600 - Repairs & Maintenance	15,676.99	25,000.00	-9,323.01	62.7%
5625 - Property Maintenance	9,739.97	12,500.00	-2,760.03	77.9%
5790 - State & District Expense	5,628.93	6,500.00	-871.07	86.6%
5791 - GIS Projects	3,000.00	3,000.00	0.00	100.0%
5795 - DEP Primacy Fees	2,021.12	2,014.00	7.12	100.4%
5840 - Serv & Distr. Improve.				
5840E - Emergency Repair Costs	0.00	0.00	0.00	0.0%
5840 - Serv & Distr. Improve. - Other	150,950.15	150,000.00	950.15	100.6%
Total 5840 - Serv & Distr. Improve.	150,950.15	150,000.00	950.15	100.6%
5950 - District Improvements				
5950C - Well Exploration (\$35K)	65,090.15			
5950D - Tank Cleaning	0.00	0.00	0.00	0.0%
5950H - Hydrants	0.00	0.00	0.00	0.0%
5951 - District Improvements (Capital)				
5951H - Oakdale WTP 2021-22	0.00			
5951G - N.Main St. Main Replace	28,955.50	0.00	28,955.50	100.0%
5951B - Radio Read Meters	0.00	0.00	0.00	0.0%
5951F - Well Exploration - PV2	0.00	0.00	0.00	0.0%
Total 5951 - District Improvements (Capital)	28,955.50	0.00	28,955.50	100.0%
5950 - District Improvements - Other	43,458.07	50,000.00	-6,541.93	86.9%
Total 5950 - District Improvements	137,503.72	50,000.00	87,503.72	275.0%
Total 5000 - Operation & Maintenance	1,242,082.79	1,352,490.99	-110,408.20	91.8%
Total Expense	1,242,082.79	1,352,490.99	-110,408.20	91.8%
Net Ordinary Income	639,747.69	599,089.00	40,658.69	106.8%

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Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
8000 - Interest Expense				
8050 - DSRF Earnings	0.00	0.00	0.00	0.0%
8060 - Contract Assistance	0.00	0.00	0.00	0.0%
8000 - Interest Expense - Other	26,348.35	26,349.00	-0.65	100.0%
Total 8000 - Interest Expense	26,348.35	26,349.00	-0.65	100.0%
Total Other Expense	26,348.35	26,349.00	-0.65	100.0%
Net Other Income	-26,348.35	-26,349.00	0.65	100.0%
Net Income	613,399.34	572,740.00	40,659.34	107.1%

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Accrual Basis

West Boylston Water District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,294,597.76
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
Total Checking/Savings	1,294,847.76
Accounts Receivable	
1201 · User Charges	258,307.00
Total Accounts Receivable	258,307.00
Other Current Assets	
1159 · Investments	1,367,527.96
1499 · Undeposited Funds	6,118.57
Total Other Current Assets	1,373,646.53
Total Current Assets	2,926,801.29
Fixed Assets	
1998 · Capital Assets - Depreciable	5,127,077.97
1999 · Capital Assets - Nondepreciable	5,680,618.53
Total Fixed Assets	10,807,696.50
Other Assets	
2860 · Deferred Outflows of Resources	96,920.00
Total Other Assets	96,920.00
TOTAL ASSETS	13,831,417.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	807,830.96
Total Accounts Payable	807,830.96
Other Current Liabilities	
2100 · Payroll Withholdings	559.44
2430 · Accrued Vacation Pay	18,738.45
Total Other Current Liabilities	19,297.89
Total Current Liabilities	827,128.85
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	6,645,061.83
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	8,623,300.83
Total Liabilities	9,450,429.68

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Accrual Basis

West Boylston Water District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
Equity	
3300 · Reserved for office renovations	2,444.75
3301 · Reserved for Well Exploration	535,328.84
3775 · Investment in PP&E-District	3,271,253.45
3900 · Retained Earnings	-41,438.27
Net Income	613,399.34
Total Equity	4,380,988.11
TOTAL LIABILITIES & EQUITY	13,831,417.79

Item No.	Item Description	Costs
PCO #1	Cost associated with replacing specified Carbon Steel Nut/Bolt kits for flanged pipe in settling wells, with 304 Stainless Steel Nut/Bolt kits.	\$ 4,843.39
PCO #2	Additional cost for providing Auma Actuators versus Limitorque, per Owner's request (50% cost share).	\$ 26,000.00
PCO #3	Credit for removing Programming/Integration of new PLC and SCADA at new WTP. This work will be provided by Northeast System Controls.	(\$ 10,000.00)
PCO #4	Programming/Integration of new PLC and SCADA at new WTP by Northeast System Controls	\$ 31,442.64
PCO #5	Cost Add/Deduct to change roofing insulation system from Hunter Panels (panels were unattainable due to supply chain) to site constructed system. Price includes insulating the underside of metal decking and covering insulation with intumescent coating (in lieu of rigid insulation that was to be included within the Hunter Panels.	\$ 54,155.25
PCO #6	Additional costs to furnish and install hot and cold water to the sink in the control room.	\$ 8,656.18
PCO #7	Cost associated to re-route plumbing venting up through precast planks, and penetrate up through the north side of the roof (In lieu of the vent running out of the south wall)	\$ 2,547.42
PCO #8	Provide Westfall static mixer for chemical feed mixing downstream of hypochlorite feed and credit assumed value of \$2,000 carried at bid time which was not specified.	\$ 2,190.12
PCO #9	Cost to furnish and install a 4' ID precast concrete manhole at designated location. Two force mains within carrying pipe will head to manhole. Carrying pipe will dead end at the manhole with two HDPE pipes welded with a bend inside manhole to change direction up the street.	\$ 3,204.76
PCO #10	Credit for furnish and installation of concrete duct bank for electrical service to Treatment Plant	(\$ 18,597.50)
PCO #12	Due to current market issues, 3" ductile iron pipe is not available. Residuals pump piping to be replaced with sch80 PVC, the balance of 3" piping on the filter influent and effluent would be done in sch10 stainless steel, with Press-Fit fittings.	\$ 2,138.67
PCO #13	Credit terminal boxes vs. junction boxes provided	(\$ 6,150.00)
	TOTAL CHANGE ORDER NO. 01	\$ 100,430.93
	CONTRACT AMOUNT (AS BID)	\$ 7,927,117.00
	TOTAL ADJUSTED CONTRACT PRICE	\$ 8,027,547.93

SECTION 00820
CHANGE ORDER FORM

Contract Name Oakdale Mn Removal Treatment Plant
Change Order Number 1

Contract Amount (As Bid) \$ 7,927,117.00
Net Change in Contract Price (this change order) \$ 100,430.93
Total Adjusted Contract Price (including this and all other change orders) \$ 8,027,547.93

The completion date is unchanged

This change order checked by Michael Carmasine, P.E. 8-11-22
Project Engineer Date

This change order is requested by: Waterline Industries Corp.

This change order is recommended by: Comprehensive Environmental Inc.

Michael P. Ohl, P.E. 38110 8/11/2022
Engineer, Principal P.E. Number Date

The undersigned agree to the terms of the change order.

Contractor: Waterline Industries Corp.

Paul D. [Signature]
8/11/22
Date

Owner:
West Boylston Water District
By its Board of Water Commissioners

[Signature]
[Signature]
[Signature]

Michael D. [Signature]
Chief Procurement Officer
8/15/2022
Date

Certification of Appropriation under M.G.L. c.44, §31C: Adequate funding in an amount sufficient to cover the total cost of this change order is available.

By: Heath [Signature]
Certification Officer (Accountant)

8/15/22
Date

