



The West Boylston Water District

Meeting Date and Time: Monday November 14, 2022; 5:00pm

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

Members Absent: Stanley Szczurko, Jr.

Also Present: Michael Coveney, Heather Isaacs, Lori Renzoni, Michael Ohl, Robert Lopez,

Mr. LaMountain called the meeting to order at 5:07pm.

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

Treasurer Heather Isaacs reviewed the Water District Water Billing income, Balance Sheet, and Profit & Loss Report through ending 10/31/22. Noted that AR balances has increased in conjunction with revenue. Mrs. Isaacs advised that Worcester Regional Retirement System would be issuing their report very soon and she would adjust the long term liabilities based on it. Mr. LaMountain questioned timing of next meeting for Heather to help with Christmas bonus discussions; Mr. Isaacs noted timing worked fine. No further questions on these schedules.

ITEM 2: SUPERINTENDENT'S REPORT (see attachments)

- 1.) Mr. Coveney anticipates the well will remain offline for an additional one to two weeks.
- 2.) No further questions or comments.
- 3.) No further questions or comments.
- 4.) No further questions or comments.
- 5.) Mr. Coveney anticipates that this reading will decrease with the treatment plant in operation. Mr. Mard questioned why the reading had increased; Mr. Coveney surmises that with more pumping due to Oakdale Well being down has led to higher output of minerals. Mr. Ohl pointed out that central Massachusetts was in a regional pocket of manganese.
- 6.) No further questions or comments.

ITEM 3: OLD BUSINESS

OAKDALE WATER TREATMENT PLANT: Michael Ohl of Comprehensive Environmental (CEI) updated the Board on construction progress of the Oakdale Water Treatment Plant. Approximately 95% of work has been completed and invoiced. Emergency generator test passed. Filter backwash waste pump test passed. Mr. Ohl anticipates a 12/31 completion date with Department of Environmental Protection approval to follow. Noted the Oakdale Well pump has caused a delay. Presented a change order to the Board in the amount of approximately \$6500 as the West Boylston plumbing inspector is requesting protective safety bollards be installed in front of the vaporizer, propane tank and generator. Mr. Coveney will be meeting with the West Boylston Fire Chief to discuss further. Mr. Lopez suggested using timber posts; Mr. Bryngelson suggested using surplus pipe; jersey barriers were also suggested. A time extension on project completion was also on the change order. The Board agreed wait to make any approvals until Mr. Coveney did some more research. Mr. Ohl anticipates that another change order regarding the time extension for the contractor will be presented in December. Mr. Mard questioned the last change order approval for

the moving of the flow meters; Mr. Ohl indicated that the additional engineering costs could be lessened in consideration for this minor engineering flaw.

LEE STREET MAIN REPLACEMENT: Mr. Ohl updated the Board on progress of engineering the replacement/moving of the water main on Lee Street. Found that the paved road appeared to be out of the right of way. Mr. Flynn questioned whether the (town of West Boylston) DPW director was aware. Intent of the project included moving the existing main into the paved road; the town may need to take land by imminent domain to do this. Mr. Ohl noted the survey would be complete and draft specs should be submitted to the Board by 12/31/22, next State SRF funding list would be out in January. Noted that the plan to move main straight up the right side of Lee Street may need to be adjusted.

PLAQUE FOR OAKDALE WATER TREATMENT PLANT: Brief discussion on wording and style; entire Board present prefers example #7 provided by Mr. Coveney. Mr. Coveney will notify the contractors who will order the plaque.

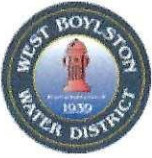
ITEM 4: NEW BUSINESS – No new business.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. Bryngelson made a motion to accept the October 17, 2022 meeting minutes as presented; Mr. Flynn seconded the motion, all voted in favor; motion carried.

ITEM 7: OTHER BUSINESS- No other business.

Mr. Flynn made a motion to adjourn; Mr. Mard seconded the motion; all voted in favor. Mr. LaMountain adjourned the meeting at 6:06 PM. Next meeting scheduled for December 12, 2022 at 5pm.



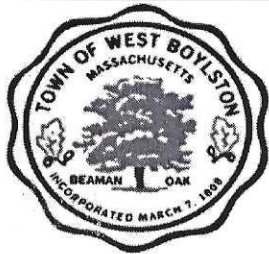
Meeting Minutes of the West Boylston Water District

November 14, 2022

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

Date of Approval: _____ December 12, 2022 _____

<i>Michael Mard</i>
<i>James LaMountain</i>
<i>Robert Bryngelson</i>
<i>Gary Flynn</i>



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

Board of Water Commissioners

November 7, 2022

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

November 14 2022

Monday 5:00 p.m.

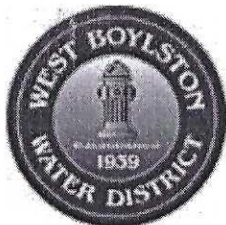
Robert Bryngelson

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 Projects (Mike - CEI)
- 5:45 P.M. NEW BUSINESS
- 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			months	FY22			months	FY21			months	AR Balance	
	FY23 Actual	FY23 Budget	variance		AR Balance	FY22 Actual	FY22 Budget		variance	FY21 Actual	FY21 Budget			FY21 variance
Jul-22	184,531.29	180,000.00	4,531.29	April, May, June	122,000.00	180,187.29	165,000.00	15,187.29	99,000.00	163,671.00	125,000.00	38,671.00	April, May, June	95,000.00
Aug-22	166,820.86	148,000.00	18,820.86	May, June, July	108,000.00	144,220.84	135,000.00	9,220.84	104,000.00	134,710.20	120,000.00	14,710.20	May, June, July	90,000.00
Sep-22	178,386.80	160,000.00	18,386.80	June, July, Aug	110,000.00	147,595.80	155,000.00	(7,404.20)	99,000.00	152,535.92	119,000.00	33,535.92	June, July, Aug	95,500.00
Oct-22	249,672.61	200,000.00	49,672.61	July, Aug, Sept	129,000.00	175,242.80	205,000.00	(29,757.20)	106,000.00	198,470.06	170,000.00	28,470.06	July, Aug, Sept	96,000.00
Nov-22		130,000.00		Aug, Sept, Oct		129,151.13	140,000.00	(10,848.87)	84,000.00	141,907.42	122,000.00	19,907.42	Aug, Sept, Oct	94,000.00
Dec-22		125,000.00		Sept, Oct, Nov		123,290.46	125,000.00	(1,709.54)	93,000.00	125,192.99	107,000.00	18,192.99	Sept, Oct, Nov	93,000.00
Jan-23		150,000.00		Oct, Nov, Dec		138,734.92	140,000.00	(1,265.08)	100,000.00	139,747.55	124,000.00	15,747.55	Oct, Nov, Dec	94,000.00
Feb-23		120,000.00		Nov, Dec, Jan		107,751.56	115,000.00	(7,248.44)	91,000.00	106,386.73	100,000.00	6,386.73	Nov, Dec, Jan	87,000.00
Mar-23		120,000.00		Dec, Jan, Feb		113,045.28	115,000.00	(1,954.72)	90,000.00	102,084.83	100,000.00	2,084.83	Dec, Jan, Feb	66,000.00
Apr-23		140,000.00		Jan, Feb, Mar		137,337.67	130,000.00	7,337.67	110,000.00	136,147.59	121,000.00	15,147.59	Jan, Feb, Mar	63,000.00
May-23		125,000.00		Feb, Mar, April		106,333.47	125,000.00	(18,666.53)	86,000.00	104,755.71	120,000.00	(15,244.29)	Feb, Mar, April	65,000.00
Jun-23		140,000.00		Mar, April, May		118,529.15	130,000.00	(11,470.85)	94,000.00	115,312.87	100,000.00	15,312.87	Mar, April, May	
Totals	779,411.56	1,738,000.00	91,411.56			1,621,420.37	1,680,000.00	(58,579.63)		1,505,610.00	1,428,000.00	175,621.87		

4:27 PM
11/14/22
Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July through October 2022

\$ Over Budget % of Budget

Ordinary Income/Expense

Income

4175 · Interest Charges	1,954.64	1,650.00	304.64	118.46%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-2,472.50	0.00	-2,472.50	100.0%
4250 · Water Charges & Services - Other	813,665.48	688,000.00	125,665.48	118.27%
Total 4250 · Water Charges & Services	811,192.98	688,000.00	123,192.98	117.91%
4260 · User Fee	72,000.00	36,000.00	36,000.00	200.0%
4261 · Back Flow	0.00	5,700.00	-5,700.00	0.0%
4262 · Fire Line	9,756.80	9,756.00	0.80	100.01%
4270 · Merchandise & Jobbing	555.62			
4275 · Meters	4,100.00	2,400.00	1,700.00	170.83%
4320 · Rental Income	46,239.92	45,000.00	1,239.92	102.76%
4820 · Investment Income				
4821 · Net investment income	414.67	0.00	414.67	100.0%
4820 · Investment Income - Other	1,761.08	2,500.00	-738.92	70.44%
Total 4820 · Investment Income	2,175.75	2,500.00	-324.25	87.03%
4840 · Miscellaneous Revenue	2,803.95	2,620.00	183.95	107.02%
Total Income	950,779.66	793,626.00	157,153.66	119.8%
Cost of Goods Sold				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	950,779.66	793,626.00	157,153.66	119.8%

Expense

5000 · Operation & Maintenance

5130A · Salaries & Employee Benefits

5130 · Admin & Salaries

5143 · Overtime Wages	3,864.97	6,535.36	-2,670.39	59.14%
5130 · Admin & Salaries - Other	113,005.25	110,977.86	2,027.39	101.83%
Total 5130 · Admin & Salaries	116,870.22	117,513.22	-643.00	99.45%
5131 · Superintendent's Salary	31,904.00	32,302.16	-398.16	98.77%
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	494.28	563.34	-69.06	87.74%
5135 · Worcester Retirement System	85,383.00	85,383.00	0.00	100.0%
5135A · Pension Expense	0.00	0.00	0.00	0.0%
5136A · Health Insurance				
5136 · Employee's	32,928.20	35,596.00	-2,667.80	92.51%
5137 · Retiree's	4,352.00	4,439.00	-87.00	98.04%
5136A · Health Insurance - Other	106.26			
Total 5136A · Health Insurance	37,386.46	40,035.00	-2,648.54	93.38%
5136B · OPEB Expense	0.00	0.00	0.00	0.0%
5138 · Life Insurance	205.20	237.67	-32.47	86.34%
5139 · Uniforms	689.31	2,976.55	-2,287.24	23.16%
5140 · Workers' Comp Insurance	8,586.00	9,002.00	-416.00	95.38%
5141 · Employee Training	125.00	2,000.00	-1,875.00	6.25%
5142 · Payroll Taxes	2,157.22	2,500.00	-342.78	86.29%
Total 5130A · Salaries & Employee Benefits	283,800.69	292,512.94	-8,712.25	97.02%
5200 · Bank Service Charge	0.00	120.00	-120.00	0.0%

West Boylston Water District

Profit & Loss Budget vs. Actual

Profit & Loss Budget vs. Actual			\$ Over Budget	% of Budget
	July 2022	Budget		
5210 · Heating	378.89	425.00	-146.14	65.61%
5215 · Telephone	3,351.95	3,600.66	-248.71	93.09%
5220 · Electricity				
5221 · Beaman Street	27.00	54.00	-27.00	50.0%
5222 · Lawrence Street	44.56	125.00	-80.44	35.65%
5223 · Lee Street	5,586.35	7,400.00	-1,813.65	75.49%
5224 · Prospect Street	18.47	50.00	-31.53	36.94%
5225 · Temple Street	12,893.20	14,750.00	-1,856.80	87.41%
5226 · Thomas Street	1,216.78	2,000.00	-783.22	60.84%
5227 · West Boylston Street	5,889.22	5,400.00	1,489.22	109.06%
5228 · Western Avenue	920.97	1,300.00	-379.03	70.84%
5229 · Worcester Street	728.22	1,000.00	-271.78	72.82%
5229A · Laurel Street	332.33	800.00	-467.67	41.54%
5220 · Electricity - Other	0.00	0.00	0.00	0.0%
Total 5220 · Electricity	27,657.10	32,879.00	-5,221.90	84.12%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	1,013.00	2,000.00	-987.00	50.65%
5233 · Legal Expense	25,697.50	8,000.00	17,697.50	321.22%
5234 · Consulting Expense	20,632.50	32,500.00	-11,867.50	63.49%
Total 5230 · Legal & Accounting	47,343.00	42,500.00	4,843.00	111.4%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	5,296.23	5,800.00	-503.77	91.31%
5242 · Repairs & Maintenance	3,029.47	3,300.00	-270.53	91.8%
5240 · Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
Total 5240 · Auto & Truck Expense	8,325.70	9,100.00	-774.30	91.49%
5300 · Property and Liability Insuranc	15,888.00	18,565.00	-2,677.00	85.58%
5420 · Office Expense				
5421 · Office Supplies	447.83	1,150.00	-702.17	38.94%
5422 · Postage	1,969.20	2,000.00	-30.80	98.46%
Total 5420 · Office Expense	2,417.03	3,150.00	-732.97	76.73%
5423 · Computer/Tech	3,654.34	4,000.00	-345.66	91.36%
5430 · Pump Station Supplies	823.72	2,000.00	-1,176.28	41.19%
5435 · Water Quality Control Expense	6,891.00	5,500.00	1,391.00	125.29%
5440 · Water Treatment Chemicals	27,354.64	24,000.00	3,354.64	113.98%
5500 · Tools	1,067.27	1,325.00	-257.73	80.55%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	4,093.79	4,250.00	-156.21	96.32%
5602 · Facility Repairs	82.36	4,250.00	-4,167.64	1.94%
Total 5600 · Repairs & Maintenance	4,176.15	8,500.00	-4,323.85	49.13%
5625 · Property Maintenance	1,769.97	4,250.00	-2,480.03	41.65%
5790 · State & District Expense	4,604.76	4,650.00	-45.24	99.03%
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	1,856.00	0.00	1,856.00	100.0%
5840 · Serv & Distr. Improve. - Other	44,127.81	85,000.00	-40,872.19	51.92%
Total 5840 · Serv & Distr. Improve.	45,983.81	85,000.00	-39,016.19	54.1%
5950 · District Improvements				

West Boylston Water District

Profit & Loss Budget vs. Actual

	July through October 2022	Budget	\$ Over Budget	% of Budget
5950C · Well Exploration (\$35K)	0.00	0.00	0.00	0.0%
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	2,011,520.25			
OWTP to be moved to Long Term Liab	-2,011,250.25			
5951G · N.Main St. Main Replace	0.00	0.00	0.00	0.0%
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)	270.00	0.00	270.00	100.0%
5950 · District Improvements - Other	0.00	19,000.00	-19,000.00	0.0%
Total 5950 · District Improvements	270.00	19,000.00	-18,730.00	1.42%
Total 5000 · Operation & Maintenance	485,657.99	561,077.60	-75,419.61	86.56%
Total Expense	485,657.99	561,077.60	-75,419.61	86.56%
Net Ordinary Income	465,121.67	232,548.40	232,573.27	200.01%
Other Income/Expense				
Other Income				
8400 · Insurance Reimbursement	0.00	0.00	0.00	0.0%
8500 · Bond premium amortization	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
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	16,753.71	16,671.50	82.21	100.49%
Total 8000 · Interest Expense	16,753.71	16,671.50	82.21	100.49%
Total Other Expense	16,753.71	16,671.50	82.21	100.49%
Net Other Income	-16,753.71	-16,671.50	-82.21	100.49%
Net Income	448,367.96	215,876.90	232,491.06	207.7%

4:26 PM

11/14/22

Accrual Basis

West Boylston Water District

Balance Sheet

As of October 31, 2022

Oct 31, 22**ASSETS****Current Assets****Checking/Savings**

1000 · Cash-Checking & Savings

1,562,091.74

1020 · Petty Cash

125.00

1025 · Cash on Hand

125.00

Total Checking/Savings1,562,341.74**Accounts Receivable**

1201 · User Charges

341,508.59**Total Accounts Receivable**341,508.59**Other Current Assets**

1159 · Investments

1,367,942.63

1499 · Undeposited Funds

17,902.78**Total Other Current Assets**1,385,845.41**Total Current Assets**3,289,695.74**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**14,194,312.24**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

2000 · Accounts Payable

595,400.07**Total Accounts Payable**595,400.07**Other Current Liabilities**

2100 · Payroll Withholdings

2,308.94

2430 · Accrued Vacation Pay

18,738.45**Total Other Current Liabilities**21,047.39**Total Current Liabilities**616,447.46**Long Term Liabilities**

1750 · Deferred Inflows of Resources

69,040.00

2600 · N/P - DEP (SRF Funding)

8,781,519.96

2800 · Other Post Employment Benefits

1,080,197.00

2850 · Net Pension Liability

829,002.00**Total Long Term Liabilities**10,759,758.96**Total Liabilities**11,376,206.42

	<u>Oct 31, 22</u>
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	571,961.07
Net Income	<u>-1,562,882.29</u>
Total Equity	<u>2,818,105.82</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,194,312.24</u></u>



West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: 11/14/2022

Re: Superintendents Report

-
- 1.) Oakdale Treatment Facility: The contractor is currently working on the interior electrical, mechanical and SCADA. The Training for the WBWD crew is ongoing with the contractor. The filter supplier (Roberts) will be arriving on site this week to start the process of testing the filter system. The Oakdale Well was shut down for cleaning and upgrades starting on October 24th. Mike Ohl from CEI will be able to attend the meeting today for an update. Pay requisition #16 is included on the warrant to be signed today. We need to discuss the dedication plaque wording. I have provided a copy of some examples of these for review. There is also a change order to discuss.
 - 2.) Lee Street Water Main project: CEI is working on the survey for the Lee St. project. They will be working on GPS locating the existing system this week.
 - 3.) Hydrant Claim: The hydrant at the intersection of Woodland St and Pierce St has been replaced and the driver of the vehicle has been billed. We have been working with our attorney on this to recover our expenses from Geico Insurance and the driver. They are working out an agreement to proceed.
 - 4.) Rte. 12 Pump Station Flooding: I have contacted the owner of the development and Walmart about this issue. Walmart has agreed to repair the collapsed 48" drain under the entrance to the Scarlett Brook Marketplace. Their contractor is delayed with other work, and they are looking into other local contractors to proceed with this project.
 - 5.) Pleasant Valley Well #2: Manganese update, the detection levels are below the health advisory of 0.30 mg/L but above the secondary MCL of 0.05 mg/L. The average monthly sample result is 0.12 mg/L. We will continue to sample and monitor this each month for any changes.
 - 6.) Happy Thanksgiving!
-