



The West Boylston Water District

Meeting Date and Time: February 13, 2023; 5:00pm

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

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

Mr. LaMountain called the meeting to order at 5:05pm.

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 1/31/23. Mrs. Isaacs noted that pension liabilities should be adjusted in March. No questions/comments on these schedules.

Mrs. Isaacs presented the updated capital spending forecast that now includes estimated payments for new loans. Discussion regarding rate increases, temporary suspension of investment funding and possible use of investment funds that Mrs. Isaacs advises are necessary to cover expenses, which were additionally outlined. Presented plan on how to rebuild investments over five years. Mr. LaMountain questioned whether a larger rate increase would be in order; Mrs. Isaacs feels that 10% increases should be sufficient and if there were unforeseen large expenses in the event of an emergency situation, using investments or borrowing funds would be an option without depleting assets. Mrs. Isaacs also advised that capital projects may need to be extended over longer periods of time. Further discussion planned for next meeting.

ITEM 2: SUPERINTENDENT'S REPORT (see attachments)

- 1.) No further questions or comments.
- 2.) No further questions or comments.
- 3.) No further questions or comments.
- 4.) No further questions or comments.
- 5.) No further questions or comments.
- 6.) Mr. Coveney noted that he would like to add the replacement of the Beaman Street main from the DCR driveway to Route 12 (2,000+/- feet) to the Capital Improvement project list, noted that Bowen Street would also be a priority after Lee Street.

ITEM 3: OLD BUSINESS-

No old business discussed.

ITEM 4: NEW BUSINESS –

Mr. LaMountain proposed a token gift of appreciation to Michael Ohl for the work done on behalf of the District for the past few years. Mr. LaMountain will research ethics restrictions for this sort of gifting and report back to the Board.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. Flynn made a motion to accept the January 23, 2023 meeting minutes as presented; Mr. Mard seconded the motion, all voted in favor; motion carried.

ITEM 7: OTHER BUSINESS- No other business.

Mr. Bryngelson made a motion to adjourn; Mr. Mard seconded the motion; all voted in favor. Mr. LaMountain adjourned the meeting at 5:56 PM. Next meeting scheduled for March 20, 2023 at 5pm.



Meeting Minutes of the West Boylston Water District

February 13, 2023

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

Date of Approval: _____ March 20, 2023 _____

Michael Mard

Gary Flynn



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

Board of Water Commissioners

February 8, 2023

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

February 13, 2023
Monday 5:00 p.m.

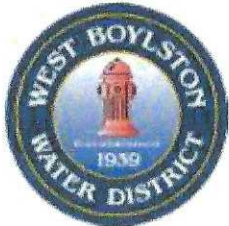
Robert Bryngelson

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 – Current reports and spending forecast- 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			FY22			FY21			AR		
	FY23 Actual	FY23 Budget	variance	months	AR Balance	FY22 Actual	FY22 Budget	variance	AR Balance	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
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
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
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
Nov-22	154,894.66	130,000.00	24,894.66	Aug, Sept, Oct	120,000.00	129,151.13	140,000.00	(10,848.87)	84,000.00	141,907.42	122,000.00	19,907.42
Dec-22	133,090.80	125,000.00	8,090.80	Sept, Oct, Nov	107,000.00	123,250.46	125,000.00	(1,709.54)	93,000.00	125,192.99	107,000.00	18,192.99
Jan-23	157,400.93	150,000.00	7,400.93	Oct, Nov, Dec	99,000.00	138,734.92	140,000.00	(1,265.08)	100,000.00	139,747.55	124,000.00	15,747.55
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
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
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
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)
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
Totals	1,224,797.95	1,738,000.00	131,797.95			1,621,420.37	1,680,000.00	(58,579.63)		1,505,610.00	1,428,000.00	175,621.87

West Boylston Water District Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4175 - Interest Charges	3,437.40	2,600.00	837.40	132.2%
4250 - Water Charges & Services				
4251 - Worcester Corporate Water Chrg	-3,455.00	0.00	-3,455.00	100.0%
4250 - Water Charges & Services - Other	1,258,823.27	1,093,000.00	165,823.27	115.2%
Total 4250 - Water Charges & Services	1,255,368.27	1,093,000.00	162,368.27	114.9%
4260 - User Fee	126,000.00	42,000.00	84,000.00	300.0%
4261 - Back Flow	3,420.00	5,700.00	-2,280.00	60.0%
4262 - Fire Line	16,360.20	15,959.00	401.20	102.5%
4270 - Merchandise & Jobbing	555.62			
4275 - Meters	7,700.00	2,800.00	4,900.00	275.0%
4320 - Rental Income	81,031.83	78,750.00	2,281.83	102.9%
4325 - DEP Grant Income	0.00	0.00	0.00	0.0%
4820 - Investment Income				
4821 - Net investment income	12,117.66	0.00	12,117.66	100.0%
4820 - Investment Income - Other	5,592.29	5,000.00	592.29	111.8%
Total 4820 - Investment Income	17,709.95	5,000.00	12,709.95	354.2%
4840 - Miscellaneous Revenue	4,953.95	4,600.00	353.95	107.7%
Total Income	1,516,537.22	1,250,409.00	266,128.22	121.3%
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	1,516,537.22	1,250,409.00	266,128.22	121.3%
Expense				
5000 - Operation & Maintenance				
5130A - Salaries & Employee Benefits				
5130 - Admin & Salaries				
5143 - Overtime Wages	7,338.38	11,436.85	-4,098.47	64.2%
5130 - Admin & Salaries - Other	212,613.30	208,083.48	4,529.82	102.2%
Total 5130 - Admin & Salaries	219,951.68	219,520.33	431.35	100.2%
5131 - Superintendent's Salary	65,114.00	60,566.54	4,547.46	107.5%
5132 - Commissioners Salaries	2,500.00	2,500.00	0.00	100.0%
5133 - Moderator Salary	0.00	0.00	0.00	0.0%
5134 - Payroll Processing Expense	1,035.70	985.85	49.85	105.1%
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	50,085.56	62,293.00	-12,207.44	80.4%
5137 - Retiree's	6,528.00	7,768.25	-1,240.25	84.0%
5136A - Health Insurance - Other	106.26			
Total 5136A - Health Insurance	56,719.82	70,061.25	-13,341.43	81.0%
5136B - OPEB Expense	0.00	0.00	0.00	0.0%
5138 - Life Insurance	383.40	415.92	-32.52	92.2%
5139 - Uniforms	3,681.00	3,673.09	7.91	100.2%
5140 - Workers' Comp Insurance	8,813.00	9,002.00	-189.00	97.9%
5141 - Employee Training	786.00	3,500.00	-2,714.00	22.5%
5142 - Payroll Taxes	4,359.24	4,375.00	-15.76	99.6%
Total 5130A - Salaries & Employee Benefits	448,726.84	459,982.98	-11,256.14	97.6%
5200 - Bank Service Charge	0.00	210.00	-210.00	0.0%
5210 - Heating	3,534.72	2,925.00	609.72	120.8%
5215 - Telephone	6,057.22	6,301.17	-243.95	96.1%
5220 - Electricity				
5221 - Beaman Street	54.96	89.00	-34.04	61.8%
5222 - Lawrence Street	91.20	190.00	-98.80	48.0%
5223 - Lee Street	10,042.00	11,600.00	-1,558.00	86.6%
5224 - Prospect Street	46.84	87.50	-40.66	53.5%
5225 - Temple Street	22,398.41	23,000.00	-601.59	97.4%
5226 - Thomas Street	4,333.18	2,700.00	1,633.18	160.5%
5227 - West Boylston Street	10,148.84	9,150.00	998.84	110.9%
5228 - Western Avenue	1,876.89	2,100.00	-223.11	89.4%
5229 - Worcester Street	1,166.15	1,500.00	-333.85	77.7%

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02/13/23

Accrual Basis

West Boylston Water District Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
5229A - Laurel Street	786.20	1,500.00	-713.80	52.4%
5220 - Electricity - Other	0.00	0.00	0.00	0.0%
Total 5220 - Electricity	50,944.67	51,916.50	-971.83	98.1%
5230 - Legal & Accounting				
5231 - Audit Expenses	0.00	0.00	0.00	0.0%
5232 - Accounting Expense	2,149.00	3,500.00	-1,351.00	61.4%
5233 - Legal Expense	25,855.50	14,500.00	11,355.50	178.3%
5234 - Consulting Expense				
5234D - Lee Street	8,100.00			
5234 - Consulting Expense - Other	44,454.00	57,500.00	-13,046.00	77.3%
Total 5234 - Consulting Expense	52,554.00	57,500.00	-4,946.00	91.4%
Total 5230 - Legal & Accounting	80,558.50	75,500.00	5,058.50	106.7%
5240 - Auto & Truck Expense				
5241 - Gasoline & Oil	8,557.23	10,250.00	-1,692.77	83.5%
5242 - Repairs & Maintenance	5,726.70	5,900.00	-173.30	97.1%
5240 - Auto & Truck Expense - Other	0.00	80,000.00	-80,000.00	0.0%
Total 5240 - Auto & Truck Expense	14,283.93	96,150.00	-81,866.07	14.9%
5300 - Property and Liability Insurance	15,888.00	18,565.00	-2,677.00	85.6%
5420 - Office Expense				
5421 - Office Supplies	608.78	2,000.00	-1,391.22	30.4%
5422 - Postage	3,644.20	3,500.00	144.20	104.1%
Total 5420 - Office Expense	4,252.98	5,500.00	-1,247.02	77.3%
5423 - Computer/Tech	7,977.63	7,000.00	977.63	114.0%
5430 - Pump Station Supplies	1,439.52	3,500.00	-2,060.48	41.1%
5435 - Water Quality Control Expense	9,212.00	9,625.00	-413.00	95.7%
5440 - Water Treatment Chemicals	45,488.95	42,000.00	3,488.95	108.3%
5500 - Tools	1,593.30	2,300.00	-706.70	69.3%
5600 - Repairs & Maintenance				
5601 - Equipment Repairs	4,854.70	7,250.00	-2,395.30	67.0%
5602 - Facility Repairs	1,944.48	7,250.00	-5,305.52	26.8%
Total 5600 - Repairs & Maintenance	6,799.18	14,500.00	-7,700.82	46.9%
5625 - Property Maintenance	6,084.97	7,250.00	-1,165.03	83.9%
5790 - State & District Expense	6,537.99	6,250.00	287.99	104.6%
5791 - GIS Projects	3,150.00	3,500.00	-350.00	90.0%
5795 - DEP Primacy Fees	1,940.36	1,929.00	11.36	100.6%
5840 - Serv & Distr. Improve.				
5840E - Emergency Repair Costs	6,032.00	0.00	6,032.00	100.0%
5840 - Serv & Distr. Improve. - Other	67,732.36	110,000.00	-42,267.64	61.6%
Total 5840 - Serv & Distr. Improve.	73,764.36	110,000.00	-36,235.64	67.1%
5950 - District Improvements				
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	3,041,623.00			
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%
5951 - District Improvements (Capital) - Other	0.00	0.00	0.00	0.0%
Total 5951 - District Improvements (Capital)	3,041,623.00	0.00	3,041,623.00	100.0%
5950 - District Improvements - Other	925.00	29,500.00	-28,575.00	3.1%
Total 5950 - District Improvements	3,042,548.00	29,500.00	3,013,048.00	10,313.7%
Total 5000 - Operation & Maintenance	3,830,783.12	954,404.65	2,876,378.47	401.4%
5195 - Bad Debt Expense	0.00	0.00	0.00	0.0%
Total Expense	3,830,783.12	954,404.65	2,876,378.47	401.4%
Net Ordinary Income	-2,314,245.90	296,004.35	-2,610,250.25	-781.8%
Other Income/Expense				
Other Income				
8400 - Insurance Reimbursement	0.00	0.00	0.00	0.0%

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02/13/23

Accrual Basis

West Boylston Water District Profit & Loss Budget vs. Actual

July 2022 through January 2023

	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
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	33,322.62	33,343.00	-20.38	99.9%
Total 8000 · Interest Expense	33,322.62	33,343.00	-20.38	99.9%
Total Other Expense	33,322.62	33,343.00	-20.38	99.9%
Net Other Income	-33,322.62	-33,343.00	20.38	99.9%
Net Income	-2,347,568.52	262,661.35	-2,610,229.87	-893.8%

West Boylston Water District
Balance Sheet
As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,797,823.13
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
Total Checking/Savings	1,798,073.13
Accounts Receivable	
1201 · User Charges	289,907.12
Total Accounts Receivable	289,907.12
Other Current Assets	
1159 · Investments	1,379,645.62
1499 · Undeposited Funds	17,712.18
Total Other Current Assets	1,397,357.80
Total Current Assets	3,485,338.05
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	14,389,954.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	716,165.69
Total Accounts Payable	716,165.69
Other Current Liabilities	
2100 · Payroll Withholdings	976.86
2430 · Accrued Vacation Pay	18,738.45
Total Other Current Liabilities	19,715.31
Total Current Liabilities	735,881.00
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	9,642,534.96
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	11,620,773.96
Total Liabilities	12,356,654.96
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	571,841.07
Net Income	-2,347,568.52

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02/13/23

Accrual Basis

West Boylston Water District
Balance Sheet
As of January 31, 2023

	Jan 31, 23
Total Equity	2,033,299.59
TOTAL LIABILITIES & EQUITY	<u>14,389,954.55</u>

**West Boylston Water District
Capital Spending Forecast**

Projects:	Total Estimated Costs	FY23	FY24	FY25	FY26
SRF Loan - Treatment plant	\$ 7,603,680.00		\$ -	\$ -	\$ -
Lee Street Water Main	\$ 800,000.00				
Lawrence St Tank #2 Painting	\$ 50,000.00		\$ -		
	\$ 8,453,680.00	\$ -	\$ -	\$ -	\$ -
Bartholomew - Stabilization Fund					
Beginning Balance		\$ 1,125,000.00	\$ 1,299,500.00	\$ 499,500.00	\$ 649,500.00
Annual Transfer In		\$ 174,500.00	\$ -	\$ 150,000.00	\$ 200,000.00
Transfer			\$ (800,000.00)		
Balance after transfer		\$ 1,299,500.00	\$ 499,500.00	\$ 649,500.00	\$ 849,500.00
Current Appropriation for Well Exploration & Other Capital Projects:					
Balance 1/31/23		\$ 535,000.00	\$ 535,000.00	\$ 535,000.00	
Less: Lawrence St Tank #2 Painting		\$ -	\$ -	\$ (50,000.00)	
		\$ 535,000.00	\$ 535,000.00	\$ 485,000.00	
Budgeted Revenue	FY23 budget		10% increase	10% increase	10% increase
Budgeted Revenue	\$ 1,994,892.00	\$ 2,168,692.00	after FY24 10%	after FY24 20%	after FY24 20% & FY25 10%
Budgeted Expenses (w/o capital, transfers & SRF pmts)	\$ (1,342,648.00)	\$ (1,409,780.40)	\$ 2,359,872.00	\$ 2,551,052.00	\$ 2,780,468.00
Budgeted vehicle (operating)	\$ (80,000.00)	\$ -	\$ (1,480,269.42)	\$ (1,480,269.42)	\$ (1,554,282.89)
Budgeted Capital (operating)	\$ (50,000.00)	\$ (100,000.00)	\$ (100,000.00)	\$ (100,000.00)	\$ (100,000.00)
Budgeted SRF loan payments (operating)	\$ (165,574.00)	\$ (659,061.00)	\$ (630,937.00)	\$ (630,937.00)	\$ (619,190.00)
Transfers to Stabilization & Reserve Funds	\$ (261,500.00)	\$ -	\$ (150,000.00)	\$ (325,000.00)	\$ (417,070.20)
	\$ 95,170.00	\$ (149.40)	\$ (1,334.42)	\$ 14,845.58	\$ (10,075.09)



West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: ~~1/23/2023~~ 2/13/23

Re: Superintendents Report

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- 1.) Oakdale Treatment Facility: The filters went online last week and we started pumping filtered water into the distribution system. The contractor is mostly completed with the minor punch list items. The Training for the WBWD crew will be ongoing as hands on with running the filters. Mike Ohl from CEI will be able to attend the meeting today for an update. Pay requisition #19 is included on the warrant to be signed today.
 - 2.) Lee Street Water Main project: CEI is 90% complete with the plans and specifications for the Lee St. project. Unfortunately, we did not receive the funding from the SRF program for 2023. CEI is developing a realistic project cost estimate and Heather is working on the capital forecast to determine if this project can be funded with any District capital funds.
 - 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: *Commonwealth Construction and Utilities* has replaced the collapsed drain under the entrance to the Marketplace. We will see how this improves the drainage from during the next heavy rain event.
 - 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.) We had two water main breaks in the last two months. One in January on Newton St near the Goodale St intersection. One in February on Beaman St about 300 feet East of the DCR driveway on the old 10"AC main that is 8 ft deep.
-