



The West Boylston Water District

Meeting Date and Time: Monday April 24, 2023; 5:00pm

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

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

Mr. Szczurko 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 reports through 3/30/23. No questions/comments on these schedules.

Mrs. Isaacs indicated that transfers to the stabilization and reserve funds would be completed in May. She also reported that health insurance costs were increased by approximately 6% for FY2024.

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 response from Massachusetts Department of Environmental Protection.
- 5.) Three bids were received.

ITEM 3: OLD BUSINESS-

Michael Ohl of CEI updated the Board on the Oakdale Water Treatment plant. Waterline Industries finished the insulation installation that was not completed.

Discussion regarding requested contract amendment by CEI. District counsel reviewed original contract. Mr. Szczurko read counsel response and requests complete breakdown of work/hours that payment is being requested for. Counsel noted that contract indicated all additional work to before commencing. Mr. Ohl indicated approvals were not requested. Mr. Ohl will provide Board with break down of all work after November 1 end of contract. Board will then consult with District counsel and return with opinions and options. Mr. Ohl and Mr. Coveney will work towards an equitable adjustment.

Lee Street Main Replacement: Mr. Coveney spoke with a representative of the Massachusetts Rural Water Association in regards to procuring funding for the project. Noted that the Department of Public Works is comfortable with holding off on their anticipated work until the District is ready to proceed with the replacement.

ITEM 4: NEW BUSINESS –

Sale of spare truck: Mr. Bryngelson made a motion to accept the highest bid of \$2500.00 for the sale of the spare truck. Mr. Mard seconded the motion. All voted in favor.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. LaMountain made a motion to accept the March 20, 2023 meeting minutes as presented; Mr. Mard seconded the motion; all voted in favor, motion carried.

ITEM 7: OTHER BUSINESS-

No other business presented.

Mr. Flynn made a motion to adjourn; Mr. Bryngelson seconded the motion; all voted in favor. Mr. Szczurko adjourned the meeting at 6:05 PM. Next meeting scheduled for May 15, 2023

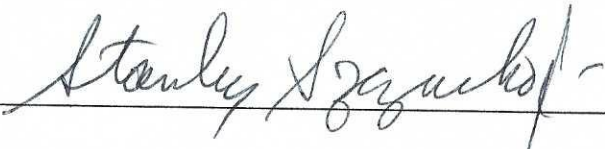


Meeting Minutes of the West Boylston Water District

April 24, 2023

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

Date of Approval: _____ May 15, 2023 _____









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

Board of Water Commissioners

March 19, 2023

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

April 24, 2023
Monday 5:00 p.m.

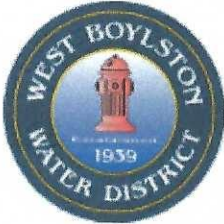
Robert Bryngelson

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

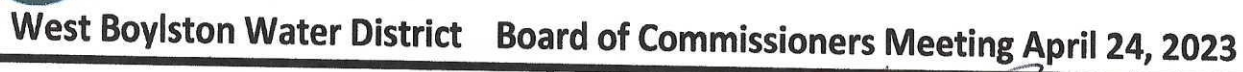
Meeting canceled/Postponed to: _____

Date of cancelation/Postponement _____



Agenda

- 5:00 PM CONVENE MEETING
- 5:05 PM TREASURER'S REPORT – Heather Isaacs
- 5:20 PM SUPERINTENDENT'S REPORT – Mike Coveney
- 5:30 P.M. OLD BUSINESS – Update on Oakdale WTP/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	months	Balance
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	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	Aug, Sept, Oct	94,000.00
Dec-22	133,090.80	125,000.00	8,090.80	Sept, Oct, Nov	107,000.00	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	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	Oct, Nov, Dec	94,000.00
Feb-23	114,894.59	120,000.00	-5,105.41	Nov, Dec, Jan	101,000.00	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	118,443.66	120,000.00	-1,556.34	Dec, Jan, Feb	87,000.00	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	1,458,136.20	1,738,000.00	125,136.20			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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04/24/23

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2022 through March 2023

	Jul '22 - Mar...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
4175 · Interest Charges	4,749.19	3,600.00	1,149.19	131.9%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-4,437.50	0.00	-4,437.50	100.0%
4250 · Water Charges & Services - Other	1,487,768.07	1,333,000.00	154,768.07	111.6%
Total 4250 · Water Charges & Services	1,483,330.57	1,333,000.00	150,330.57	111.3%
4260 · User Fee	130,500.00	42,000.00	88,500.00	310.7%
4261 · Back Flow	5,940.00	5,700.00	240.00	104.2%
4262 · Fire Line				
4262 · Fire Line - Other	19,010.20	18,609.00	401.20	102.2%
Total 4262 · Fire Line	19,010.20	18,609.00	401.20	102.2%
4270 · Merchandise & Jobbing	555.62			
4275 · Meters				
4275 · Meters - Other	9,790.00	2,800.00	6,990.00	349.6%
Total 4275 · Meters	9,790.00	2,800.00	6,990.00	349.6%
4320 · Rental Income				
4325 · DEP Grant Income	104,428.64	101,250.00	3,178.64	103.1%
4820 · Investment Income	0.00	0.00	0.00	0.0%
4821 · Net investment income	18,158.58	0.00	18,158.58	100.0%
4820 · Investment Income - Other	8,912.61	7,500.00	1,412.61	118.8%
Total 4820 · Investment Income	27,071.19	7,500.00	19,571.19	360.9%
4840 · Miscellaneous Revenue	6,845.15	5,900.00	945.15	116.0%
Total Income	1,792,220.56	1,520,359.00	271,861.56	117.9%
Cost of Goods Sold				
50000 · Cost of Goods Sold	-88.40	0.00	-88.40	100.0%
Total COGS	-88.40	0.00	-88.40	100.0%
Gross Profit	1,792,308.96	1,520,359.00	271,949.96	117.9%
Expense				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	9,520.42	14,704.51	-5,184.09	64.7%
5130 · Admin & Salaries - Other	267,395.06	263,572.40	3,822.66	101.5%
Total 5130 · Admin & Salaries	276,915.48	278,276.91	-1,361.43	99.5%
5131 · Superintendent's Salary	83,060.00	76,717.62	6,342.38	108.3%

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04/24/23

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2022 through March 2023

	Jul '22 - Mar...	Budget	\$ Over Bud...	% of Budget
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	1,280.34	1,267.51	12.83	101.0%
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	71,339.73	80,091.00	-8,751.27	89.1%
5137 · Retiree's	9,792.00	9,987.75	-195.75	98.0%
Total 5136A · Health Insurance	81,131.73	90,078.75	-8,947.02	90.1%
5136B · OPEB Expense	0.00	0.00	0.00	0.0%
5138 · Life Insurance	567.00	534.75	32.25	106.0%
5139 · Uniforms	3,944.06	4,137.46	-193.40	95.3%
5140 · Workers' Comp Insurance	8,813.00	9,002.00	-189.00	97.9%
5141 · Employee Training	1,431.00	4,500.00	-3,069.00	31.8%
5142 · Payroll Taxes	5,588.93	5,625.00	-36.07	99.4%
Total 5130A · Salaries & Employee Ben...	550,614.54	558,023.00	-7,408.46	98.7%
5200 · Bank Service Charge				
5200 · Bank Service Charge - Other	0.00	270.00	-270.00	0.0%
Total 5200 · Bank Service Charge	0.00	270.00	-270.00	0.0%
5210 · Heating	5,762.46	4,575.00	1,187.46	126.0%
5215 · Telephone	8,092.56	8,101.51	-8.95	99.9%
Total 5215 · Telephone	8,092.56	8,101.51	-8.95	99.9%
5220 · Electricity				
5221 · Beaman Street	83.21	114.00	-30.79	73.0%
5222 · Lawrence Street	137.40	235.00	-97.60	58.5%
5223 · Lee Street	13,071.12	14,750.00	-1,678.88	88.6%
5224 · Prospect Street	80.67	112.50	-31.83	71.7%
5225 · Temple Street	27,097.48	28,750.00	-1,652.52	94.3%
5226 · Thomas Street	5,494.50	3,500.00	1,994.50	157.0%
5227 · West Boylston Street	12,930.78	11,750.00	1,180.78	110.0%
5228 · Western Avenue	3,004.88	3,100.00	-95.12	96.9%
5229 · Worcester Street	1,477.99	1,850.00	-372.01	79.9%
5229A · Laurel Street	1,627.91	2,250.00	-622.09	72.4%
5220 · Electricity - Other	0.00	0.00	0.00	0.0%
Total 5220 · Electricity	65,005.94	66,411.50	-1,405.56	97.9%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	3,205.00	4,500.00	-1,295.00	71.2%
5233 · Legal Expense	25,897.00	18,500.00	7,397.00	140.0%

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Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2022 through March 2023

	Jul '22 - Mar...	Budget	\$ Over Bud...	% of Budget
5234 - Consulting Expense				
5234D - Lee Street	10,500.00			
5234 - Consulting Expense - Other	64,305.40	72,500.00	-8,194.60	88.7%
Total 5234 - Consulting Expense	74,805.40	72,500.00	2,305.40	103.2%
Total 5230 - Legal & Accounting	103,907.40	95,500.00	8,407.40	108.8%
5240 - Auto & Truck Expense				
5241 - Gasoline & Oil	10,970.19	13,200.00	-2,229.81	83.1%
5242 - Repairs & Maintenance	6,384.72	7,600.00	-1,215.28	84.0%
5240 - Auto & Truck Expense - Other	70,759.00	80,000.00	-9,241.00	88.4%
Total 5240 - Auto & Truck Expense	88,113.91	100,800.00	-12,686.09	87.4%
5300 - Property and Liability Insurance				
5420 - Office Expense	18,592.00	18,565.00	27.00	100.1%
5421 - Office Supplies	1,668.23	2,600.00	-931.77	64.2%
5422 - Postage	4,094.20	4,500.00	-405.80	91.0%
5420 - Office Expense - Other	10.99			
Total 5420 - Office Expense	5,773.42	7,100.00	-1,326.58	81.3%
5423 - Computer/Tech	9,234.38	9,000.00	234.38	102.6%
5430 - Pump Station Supplies	2,515.04	4,500.00	-1,984.96	55.9%
5435 - Water Quality Control Expense	10,286.00	12,375.00	-2,089.00	83.1%
5440 - Water Treatment Chemicals	54,505.85	54,000.00	505.85	100.9%
5500 - Tools				
5500 - Tools - Other	1,943.85	2,950.00	-1,006.15	65.9%
Total 5500 - Tools	1,943.85	2,950.00	-1,006.15	65.9%
5600 - Repairs & Maintenance				
5601 - Equipment Repairs	4,864.66	9,250.00	-4,385.34	52.6%
5602 - Facility Repairs	6,079.19	9,250.00	-3,170.81	65.7%
Total 5600 - Repairs & Maintenance	10,943.85	18,500.00	-7,556.15	59.2%
5625 - Property Maintenance	9,568.49	9,250.00	318.49	103.4%
5790 - State & District Expense	6,664.99	6,350.00	314.99	105.0%
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	85,988.26	125,000.00	-39,011.74	68.8%
Total 5840 - Serv & Distr. Improve.	92,020.26	125,000.00	-32,979.74	73.6%
5950 - District Improvements				
5950C - Well Exploration (\$35K)	0.00	0.00	0.00	0.0%

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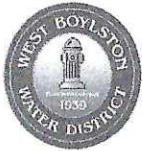
Accrual Basis

West Boylston Water District

Balance Sheet

As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,905,465.66
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
Total Checking/Savings	1,905,715.66
Accounts Receivable	
1201 · User Charges	292,942.42
Total Accounts Receivable	292,942.42
Other Current Assets	
1159 · Investments	1,385,686.54
1499 · Undeposited Funds	2,755.66
Total Other Current Assets	1,388,442.20
Total Current Assets	3,587,100.28
Fixed Assets	
1998 · Capital Assets - Depreciable	5,127,077.97
1999 · Capital Assets - Nondepreciable	8,721,833.53
Total Fixed Assets	13,848,911.50
Other Assets	
2860 · Deferred Outflows of Resources	96,920.00
Total Other Assets	96,920.00
TOTAL ASSETS	17,532,931.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	111,967.69
Total Accounts Payable	111,967.69
Other Current Liabilities	
2100 · Payroll Withholdings	74.93
2430 · Accrued Vacation Pay	18,738.45
Total Other Current Liabilities	18,813.38
Total Current Liabilities	130,781.07
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	10,333,952.96
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	12,312,191.96
Total Liabilities	12,442,973.03



West Boylston Water District

To: Board of Water Commissioners
From: Michael Coveney
Date: 4/24/2023
Re: Superintendents Report

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- 1.) Oakdale Treatment Facility: The filters have been online for two months and pumping filtered water into the distribution system. Filter #2 was offline with a valve issue but is now back online. Mike Ohi from CEI will be able to attend the meeting today for an update and discussion on additional engineering costs. We ran a full backwash on the filters last month without any issues.
 - 2.) Lee Street Water Main project: The project is currently on hold until we investigate other funding.
 - 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 received the settlement payment from Geico Insurance and the driver is making monthly payments to cover the rest of the claim.
 - 4.) 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 0.20 mg/L. We will continue to sample and monitor this each month for any changes. A response was sent to MassDEP about this issue that was indicated in the sanitary survey.
 - 5.) Truck 17 Bids: The 2008 Chevrolet truck was advertised on Municibid and the winning bidder is Jimmy Tiza for the amount of \$2500. This will need to be approved by the board under new business.
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