



The West Boylston Water District

Meeting Date and Time: Monday October 23, 2023; 5:00pm

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

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

Mr. Szczurko called the meeting to order at 5:03pm. Mr. Szczurko called for a moment of silence in honor of Gary Flynn.

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

Treasurer Heather Isaacs reviewed the Water District Water Billing income, Balance Sheet, and Profit & Loss reports through 9/30/23. Mrs. Isaacs recommends delaying repairs to equipment, facilities, and properties unless deemed necessary as a precaution, as well as any capital projects. Noted that still waiting on Worcester Regional Retirement System to make actuarial valuations for adjustments. Indicated that the process free cash certification would begin in the coming weeks. No further questions/comments.

ITEM 2: SUPERINTENDENT'S REPORT *(see attachments)*

- 1.) Investigating wireless technology.
- 2.) All items are relatively minor and do not affect the day to day operations.
- 3.) No further questions/comments.
- 4.) See new business.
- 5.) No further questions/comments.
- 6.) No further questions/comments.

ITEM 3: OLD BUSINESS-

Michael Ohl of Comprehensive Environmental reviewed a short list of repairs that his team was working on with Waterline Industries at the Oakdale Water Treatment Plant. Mr. Ohl is now working with some of the higher ups in the company and has a 10/24 meeting scheduled with them. Mr. Ohl indicated that he wanted to push for the proper repairs being covered by Waterline on the failed sewer discharge line. Board gave approval for him to pursue this. Mr. Lopez, through the Chair, questioned whether there would be any charge for labor; Mr. Ohl indicated that there should be no charge incurred.

ITEM 4: NEW BUSINESS –

Mr. Coveney outlined the background of the prospective new hire; the Board questioned Mr. Coveney and Mr. Lopez as to whether he approved of the candidate, which they do. Mr. Szczurko moved to hire Collin McKee to the position of Water Operator Trainee; Mr. Mard seconded the motion; all voted in favor.

Discussion around appointing a replacement Board member for Gary Flynn or leave vacant until June 2024 elections. Discussion tabled until next meeting.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. LaMountain made a motion to accept the September 18, 2023 meeting minutes as presented; Mr. Mard seconded the motion; all voted in favor, motion carried.

ITEM 6: OTHER BUSINESS- No other business presented.


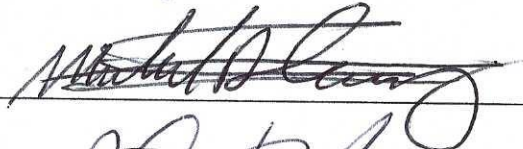
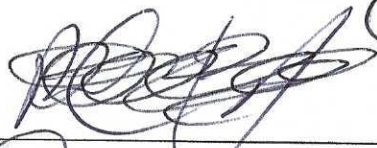
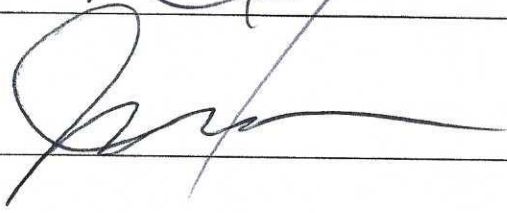

Mr. LaMountain made a motion to adjourn; Mr. Mard seconded the motion; all voted in favor. Mr. Szczurko adjourned the meeting at 6:00 PM. Next meeting scheduled for November 20, 2023.

Meeting Minutes of the West Boylston Water District

October 23, 2023

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

Date of Approval: _____ November 20, 2023 _____



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

Board of Water Commissioners

October 18, 2023

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

October 23, 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
- 5:01 PM MOMENT OF SILENCE FOR GARY FLYNN
- 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 (closeout) – Mike Ohl - CEI
- 5:45 P.M. NEW BUSINESS – Water Operator Trainee position, Open seat on Board
- 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]

	FY24			FY23					
	FY24 Actual	FY24 Budget	variance	months	AR Balance	FY23 Actual	FY23 Budget	variance	AR Balance
Jul-23	200,980.72	198,000.00	2,980.72	April, May, June	\$109,000.00	184,531.29	180,000.00	4,531.29	122,000.00
Aug-23	171,457.18	180,000.00	-8,542.82	May, June, July	\$99,000.00	166,820.86	148,000.00	18,820.86	108,000.00
Sep-23	162,924.35	192,000.00	-29,075.65	June, July, Aug	\$110,000.00	178,386.80	160,000.00	18,386.80	110,000.00
Oct-23		268,000.00		July, Aug, Sept		249,672.61	200,000.00	49,672.61	129,000.00
Nov-23		134,000.00		Aug, Sept, Oct		154,894.66	130,000.00	24,894.66	120,000.00
Dec-23		132,000.00		Sept, Oct, Nov		133,090.80	125,000.00	8,090.80	107,000.00
Jan-24		155,000.00		Oct, Nov, Dec		157,400.93	150,000.00	7,400.93	99,000.00
Feb-24		123,000.00		Nov, Dec, Jan		114,894.59	120,000.00	-5,105.41	101,000.00
Mar-24		118,000.00		Dec, Jan, Feb		118,443.66	120,000.00	-1,556.34	87,000.00
Apr-24		155,000.00		Jan, Feb, Mar		147,445.63	140,000.00	7,445.63	87,000.00
May-24		116,000.00		Feb, Mar, April		116,191.66	125,000.00	-8,808.34	77,000.00
Jun-24		129,000.00		Mar, April, May		121,048.10	140,000.00	-18,951.90	76,000.00
Totals		1,900,000.00	-34,637.75			1,842,821.59	1,738,000.00	104,821.59	

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10/23/23

Accrual Basis

West Boylston Water District Profit & Loss Budget vs. Actual July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
5223 · Lee Street	5,010.85	4,950.00	60.85	101.2%
5224 · Prospect Street	18.44	37.50	-19.06	49.2%
5225 · Temple Street	4,677.57	8,800.00	-4,122.43	53.2%
5226 · Thomas Street	4,280.05	4,950.00	-669.95	86.5%
5227 · West Boylston Street	2,992.45	4,500.00	-1,507.55	66.5%
5228 · Western Avenue	790.76	1,125.00	-334.24	70.3%
5229 · Worcester Street	516.67	600.00	-83.33	86.1%
5229A · Laurel Street	311.53	750.00	-438.47	41.5%
Total 5220 · Electricity	18,666.90	25,825.00	-7,158.10	72.3%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	626.00	1,275.00	-649.00	49.1%
5233 · Legal Expense	0.00	6,300.00	-6,300.00	0.0%
5234 · Consulting Expense	12,539.60	26,000.00	-13,460.40	48.2%
Total 5230 · Legal & Accounting	13,165.60	33,575.00	-20,409.40	39.2%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	3,389.14	4,500.00	-1,110.86	75.3%
5242 · Repairs & Maintenance	382.06	2,450.00	-2,067.94	15.6%
5240 · Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
Total 5240 · Auto & Truck Expense	3,771.20	6,950.00	-3,178.80	54.3%
5300 · Property and Liability Insurance	27,859.01	25,665.00	2,194.01	108.5%
5420 · Office Expense				
5421 · Office Supplies	643.68	920.00	-276.32	70.0%
5422 · Postage	2,226.61	1,550.00	676.61	143.7%
Total 5420 · Office Expense	2,870.29	2,470.00	400.29	116.2%
5423 · Computer/Tech	3,357.01	3,750.00	-392.99	89.5%
5430 · Pump Station Supplies	530.95	1,500.00	-969.05	35.4%
5435 · Water Quality Control Expense	4,639.84	3,750.00	889.84	123.7%
5440 · Water Treatment Chemicals	18,144.02	21,600.00	-3,455.98	84.0%
5500 · Tools	395.39	1,000.00	-604.61	39.5%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	3,969.23	6,275.00	-2,305.77	63.3%
5602 · Facility Repairs	421.30	6,200.00	-5,778.70	6.8%
Total 5600 · Repairs & Maintenance	4,390.53	12,475.00	-8,084.47	35.2%
5625 · Property Maintenance	818.94	6,300.00	-5,481.06	13.0%
5790 · State & District Expense	9,957.72	4,400.00	5,557.72	226.3%
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	0.00	0.00	0.00	0.0%
5840 · Serv & Distr. Improve. - Other	35,493.65	37,500.00	-2,006.35	94.6%
Total 5840 · Serv & Distr. Improve.	35,493.65	37,500.00	-2,006.35	94.6%
5950 · District Improvements				
5951 · District Improvements (Capital)				
5951H · Oakdale WTP 2021-22	0.00	0.00	0.00	0.0%
5951G- N.Main St. Main Replace	0.00	0.00	0.00	0.0%
5951F · Well Exploration - PV2	0.00	0.00	0.00	0.0%
5951 · District Improvements (Capital) - O...	0.00	0.00	0.00	0.0%
Total 5951 · District Improvements (Capital)	0.00	0.00	0.00	0.0%
5950 · District Improvements - Other	0.00	12,500.00	-12,500.00	0.0%
Total 5950 · District Improvements	0.00	12,500.00	-12,500.00	0.0%
Total 5000 · Operation & Maintenance	397,341.55	453,056.99	-55,715.44	87.7%

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10/23/23

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West Boylston Water District

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Total 5000 · Operation & Maintenance	397,341.55	453,056.99	-55,715.44	87.7%

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10/23/23

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
5195 · Bad Debt Expense	0.00	0.00	0.00	0.0%
Total Expense	397,341.55	453,056.99	-55,715.44	87.7%
Net Ordinary Income	211,640.73	185,633.53	26,007.20	114.0%
Other Income/Expense				
Other Income				
8400 · Insurance Reimbursement				
8410 · Lighting Strike Expenses	0.00			
Total 8400 · Insurance Reimbursement	0.00			
Total Other Income	0.00			
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	105,853.22	98,773.50	7,079.72	107.2%
Total 8000 · Interest Expense	105,853.22	98,773.50	7,079.72	107.2%
Total Other Expense	105,853.22	98,773.50	7,079.72	107.2%
Net Other Income	-105,853.22	-98,773.50	-7,079.72	107.2%
Net Income	105,787.51	86,860.03	18,927.48	121.8%

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10/23/23

Accrual Basis

West Boylston Water District Balance Sheet

As of September 30, 2023

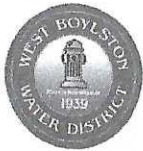
	Sep 30, 23
Total Other Current Liabilities	20,647.02
Total Current Liabilities	53,502.04
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	10,262,913.58
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	12,241,152.58
Total Liabilities	12,294,654.62
Equity	
3300 · Reserved for office renovations	2,195.07
3301 · Reserved for Well Exploration	535,328.84
3775 · Investment in PP&E-District	3,271,253.45
3900 · Retained Earnings	1,447,950.20
Net Income	105,787.51
Total Equity	5,362,515.07
TOTAL LIABILITIES & EQUITY	17,657,169.69

West Boylston Water District

Balance Sheet

As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,657,267.44
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
Total Checking/Savings	1,657,517.44
Accounts Receivable	
1201 · User Charges	289,215.83
Total Accounts Receivable	289,215.83
Other Current Assets	
1159 · Investments	1,675,601.34
1499 · Undeposited Funds	6,898.58
Total Other Current Assets	1,682,499.92
Total Current Assets	3,629,233.19
Fixed Assets	
1998 · Capital Assets - Depreciable	5,127,077.97
1999 · Capital Assets - Nondepreciable	8,803,938.53
Total Fixed Assets	13,931,016.50
Other Assets	
2860 · Deferred Outflows of Resources	96,920.00
Total Other Assets	96,920.00
TOTAL ASSETS	17,657,169.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	32,855.02
2000 · Accounts Payable	32,855.02
Total Accounts Payable	32,855.02
Other Current Liabilities	
2100 · Payroll Withholdings	1,908.57
2430 · Accrued Vacation Pay	18,738.45



West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: 10/23/2023

Re: Superintendents Report

-
- 1.) SCADA backup: I am still waiting for a proposal from our SCADA engineer on the backup communications system to support the current Verizon wired system.
 - 2.) Oakdale Treatment Facility: There are still some issues that are being addressed by Waterline and CEI. These include issues with the KOH transfer pump, KOH day tank level sensors, KOH pump valves, 3" effluent valves, camera system and force main clamps in sewer manhole.
 - 3.) 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 September monthly sample result is 0.18 mg/L. This level is trending up from 0.12 mg/L in August. We have decreased the run time for Pleasant Valley some more to see if this will start to trend down again. We had run this well more frequently recently during fall hydrant flushing and this could be attributed to the higher levels of Manganese that were detected.
 - 4.) Personnel: We have interviewed 3 applicants from the 7 applications that were received. The experienced applicant did not accept the offer of the position due to the hourly rate being much lower than what they would accept. The non-experienced applicant did accept, and I would like to have the board's approval to hire Collin McKee to the position of Operator in Training, pending the required physical exam, drug testing, CORI and driving record check.
 - 5.) Leak Survey: JMR Water Services has conducted an independent leak survey of the entire distribution system and has submitted a water loss report to us. There were 10 hydrants with slow leaks that will require a tighter shutdown, there is one valve leak and one service leak. I have a copy of the report available if anyone is interested in reading it.
 - 6.) Gary Flynn: Thank you card from Gary's wife Jeannette to express her thanks to the Water District for the flowers and attendance at Gary's burial.
-

ARTICLE III

OFFICERS

SECTION 1. The Officers of the District shall be elected by ballot at the Annual Meeting. They shall include a Moderator for the term of one year and a Clerk for a term of one year. Commissioners of the West Boylston Water District shall be elected by ballot at the Town of West Boylston Annual town election. Said officers of the Water District shall appear on the same ballot as the elected officers of the Town of West Boylston.

SECTION 2. Any vacancy occurring in an elected position of the Water District may be filled for the remainder of the unexpired term by said District at any legal meeting called for that purpose.

ARTICLE IV

FINANCES

SECTION 1. The financial year shall end June Thirtieth.

SECTION 2. At Special Meetings a two-thirds vote shall be required to appropriate money for any purpose.

SECTION 3. The Treasurer shall pay money from the District treasury only by bank check and by authority of a warrant approved by the Board of Water Commissioners.

ARTICLE V

REPORTS AND RECORDS

SECTION 1. The annual reports of the District shall be issued in printed form by the Board of Water Commissioners. This document shall contain, in addition to the reports required by law; such further information as is designated in the following sections of this article, and other matters, which the Board of Water Commissioners shall consider of interest to the District.

SECTION 2. The District Clerk shall, within one week after the final adjournment, of any District Meeting, submit to the Board of Water Commissioners and the Moderator, a copy of the official record of such meetings. These records shall be published in the Annual report issued by the Board of Water Commissioners.

SECTION 3. The Treasurer shall, in his annual report, furnish a balance sheet showing the assets and liabilities of the District and detailed schedules of receipts and expenditures.

SECTION 4. The essential features of the audit report made by the State Division of Accounts shall be published in the Annual Report of the Board of Water Commissioners.

SECTION 5. All reports, plans, documents, letters, and papers relating to the affairs of the District shall, unless otherwise provided by law, be in the custody or control of the Board of Water Commissioners.