



The West Boylston Water District

Meeting Date and Time: Monday February 26, 2024; 5:00pm

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

Also Present: Heather Isaacs, Lori Renzoni, Robert Lopez, Stephen Muscente

Absent: Michael Coveney

Mr. Szczurko called the meeting to order at 5:06pm.

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

Treasurer Heather Isaacs reviewed the Water District's Water Billing income, Balance Sheet, and Profit & Loss reports through 1/31/24. Mr. Szczurko questioned whether more spending on infrastructure repairs would be happening, including hydrants. Mr. Lopez and Ms. Isaacs anticipate some paving and small projects would be tackled in the spring, and some budgeted for fiscal year 2025. Mr. Lopez noted that some work revolved around DPW work, which has been paused to accommodate the new director. No further questions or comments.

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

- 1.) Mr. Lopez clarified that suction work to day tank was complete but there are still transponder issues on the tank level indicator. Mr. Szczurko & Mr. LaMountain questioned what responsibility the contractor (Waterline) had; there is an agreement in place that this and all other issues be repaired and costs covered by Waterline. Mr. Bryngelson & Mr. Szczurko questioned whether tank could be modified; space is limited. Mr. Coveney and Mr. Lopez will continue to work with Waterline on addressing all agreed-upon repairs.
- 2.) No further questions/comments.
- 3.) Mr. Szczurko thinks that form to reduce testing even further has been submitted to MassDeP.
- 4.) Mr. Szczurko mentioned that this area may want to get moved up on the master plan or replacement.

ITEM 3: OLD BUSINESS

No old business discussed.

ITEM 4: NEW BUSINESS

No new business discussed.

ITEM 5: APPROVAL OF MEETING MINUTES

Mr. LaMountain made a motion to accept the January 8, 2024 meeting minutes as presented; Mr. Mard seconded the motion; all voted in favor; motion carried.

ITEM 6: OTHER BUSINESS-

Mr. Lopez reminded the Board that the New England Water Works Association Spring Conference was being held April 3rd & 4th at the DCU Center. Interested attendees should contact Mike Coveney.

Mr. Mard made a motion to adjourn; Mr. LaMountain seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 5:46pm. Next meeting scheduled for March 18, 2024 at 5:00pm.

Meeting Minutes of the West Boylston Water District

February 26, 2024

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

Date of Approval: March 18, 2024

RCB

[Signature]

Michael Mard

Stanley Szczurko Jr.



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

Board of Water Commissioners

February 21, 2024

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

February 26, 2024
Monday 5:00 p.m.

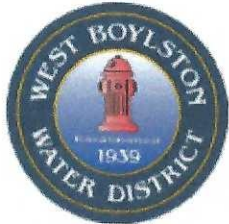
Robert Bryngelson

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
- 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
FY24

	FY24			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	202,868.10	268,000.00	-65,131.90	July, Aug, Sept	\$113,000.00	249,672.61	200,000.00	49,672.61	129,000.00
Nov-23	171,398.56	134,000.00	37,398.56	Aug, Sept, Oct	\$102,000.00	154,894.66	130,000.00	24,894.66	120,000.00
Dec-23	135,808.17	132,000.00	3,808.17	Sept, Oct, Nov	\$105,000.00	133,090.80	125,000.00	8,090.80	107,000.00
Jan-24	167,177.56	155,000.00	12,177.56	Oct, Nov, Dec	\$117,000.00	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	-46,385.36			1,842,821.59	1,738,000.00	104,821.59	

9:06 AM

03/19/24

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4175 · Interest Charges	5,844.53	3,150.00	2,694.53	185.5%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Charg	-4,475.56	0.00	-4,475.56	100.0%
4250 · Water Charges & Services - Other	1,214,530.86	1,259,000.00	-44,469.14	96.5%
Total 4250 · Water Charges & Services	1,210,055.30	1,259,000.00	-48,944.70	96.1%
4260 · User Fee	0.00	16,000.00	-16,000.00	0.0%
4261 · Back Flow	10,020.00	6,375.00	3,645.00	157.2%
4262 · Fire Line	17,410.20	15,959.00	1,451.20	109.1%
4275 · Meters	200.00	1,500.00	-1,300.00	13.3%
4320 · Rental Income	83,710.94	82,687.50	1,023.44	101.2%
4325 · DEP Grant Income	0.00	0.00	0.00	0.0%
4820 · Investment Income				
4821 · Net investment income	31,487.54	0.00	31,487.54	100.0%
4820 · Investment Income - Other	15,908.18	14,583.35	1,324.83	109.1%
Total 4820 · Investment Income	47,395.72	14,583.35	32,812.37	325.0%
4840 · Miscellaneous Revenue	5,065.00	5,400.00	-335.00	93.8%
Total Income	1,379,701.69	1,404,654.85	-24,953.16	98.2%
Cost of Goods Sold	-139.20	0.00	-139.20	100.0%
Gross Profit	1,379,840.89	1,404,654.85	-24,813.96	98.2%
Expense				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	15,625.67	13,190.00	2,435.67	118.5%
5130 · Admin & Salaries - Other	209,171.93	217,201.15	-8,029.22	96.3%
Total 5130 · Admin & Salaries	224,797.60	230,391.15	-5,593.55	97.6%
5131 · Superintendent's Salary	64,508.00	65,908.46	-1,400.46	97.9%
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	1,031.30	1,075.00	-43.70	95.9%
5135 · Worcester Retirement System	95,845.00	95,845.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	43,844.84	47,335.15	-3,490.31	92.6%
5137 · Retiree's	7,684.12	7,749.00	-64.88	99.2%
5136A · Health Insurance - Other	0.00	0.00	0.00	0.0%
Total 5136A · Health Insurance	51,528.96	55,084.15	-3,555.19	93.5%
5138 · Life Insurance	459.00	415.90	43.10	110.4%
5139 · Uniforms	3,279.20	3,850.00	-570.80	85.2%
5140 · Workers' Comp Insurance	8,699.00	8,482.00	217.00	102.6%
5141 · Employee Training	4,178.66	3,500.00	678.66	119.4%
5142 · Payroll Taxes	4,440.63	4,375.00	65.63	101.5%
5130A · Salaries & Employee Benefits - Other	327.26			
Total 5130A · Salaries & Employee Benefits	461,594.61	471,426.66	-9,832.05	97.9%
5200 · Bank Service Charge	0.00	0.00	0.00	0.0%
5210 · Heating	2,773.52	5,350.00	-2,576.48	51.8%
5215 · Telephone	6,265.76	6,476.15	-210.39	96.8%
5220 · Electricity				
5221 · Beaman Street	64.82	87.50	-22.68	74.1%
5222 · Lawrence Street	104.22	175.00	-70.78	59.6%
5223 · Lee Street	12,255.58	11,650.00	605.58	105.2%

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03/19/24

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
5224 · Prospect Street	58.40	87.50	-29.10	66.7%
5225 · Temple Street	9,949.82	20,500.00	-10,550.18	48.5%
5226 · Thomas Street	7,803.28	11,650.00	-3,846.72	67.0%
5227 · West Boylston Street	7,138.59	10,500.00	-3,361.41	68.0%
5228 · Western Avenue	1,842.12	2,625.00	-782.88	70.2%
5229 · Worcester Street	1,151.29	1,475.00	-323.71	78.1%
5229A · Laurel Street	854.23	1,750.00	-895.77	48.8%
Total 5220 · Electricity	41,222.35	60,500.00	-19,277.65	68.1%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	1,626.00	3,050.00	-1,424.00	53.3%
5233 · Legal Expense	0.00	14,600.00	-14,600.00	0.0%
5234 · Consulting Expense	24,179.60	59,000.00	-34,820.40	41.0%
Total 5230 · Legal & Accounting	25,805.60	76,650.00	-50,844.40	33.7%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	7,131.89	10,500.00	-3,368.11	67.9%
5242 · Repairs & Maintenance	3,198.01	5,700.00	-2,501.99	56.1%
5240 · Auto & Truck Expense - Other	0.00	0.00	0.00	0.0%
Total 5240 · Auto & Truck Expense	10,329.90	16,200.00	-5,870.10	63.8%
5300 · Property and Liability Insuranc	27,859.01	25,765.00	2,094.01	108.1%
5420 · Office Expense				
5421 · Office Supplies	1,891.39	2,080.00	-188.61	90.9%
5422 · Postage	3,770.61	3,725.00	45.61	101.2%
Total 5420 · Office Expense	5,662.00	5,805.00	-143.00	97.5%
5423 · Computer/Tech	11,582.63	13,750.00	-2,167.37	84.2%
5430 · Pump Station Supplies	777.56	3,500.00	-2,722.44	22.2%
5435 · Water Quality Control Expense	8,360.84	8,750.00	-389.16	95.6%
5440 · Water Treatment Chemicals	47,595.74	48,800.00	-1,204.26	97.5%
5500 · Tools	1,670.93	2,300.00	-629.07	72.6%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	9,365.36	14,600.00	-5,234.64	64.1%
5602 · Facility Repairs	7,278.65	14,600.00	-7,321.35	49.9%
Total 5600 · Repairs & Maintenance	16,644.01	29,200.00	-12,555.99	57.0%
5625 · Property Maintenance	3,584.72	14,600.00	-11,015.28	24.6%
5790 · State & District Expense	17,033.33	10,250.00	6,783.33	166.2%
5791 · GIS Projects	0.00	3,500.00	-3,500.00	0.0%
5795 · DEP Primacy Fees	1,756.07	2,000.00	-243.93	87.8%
5840 · Serv & Distr. Improve.				
5840E- Emergency Repair Costs	1,972.00	0.00	1,972.00	100.0%
5840 · Serv & Distr. Improve. - Other	75,569.06	87,500.00	-11,930.94	86.4%
Total 5840 · Serv & Distr. Improve.	77,541.06	87,500.00	-9,958.94	88.6%
5950 · District Improvements				
5951 · District Improvements (Capital)	0.00	0.00	0.00	0.0%
5950 · District Improvements - Other	0.00	29,166.66	-29,166.66	0.0%
Total 5950 · District Improvements	0.00	29,166.66	-29,166.66	0.0%
Total 5000 · Operation & Maintenance	768,059.64	921,489.47	-153,429.83	83.3%
5195 · Bad Debt Expense	0.00	0.00	0.00	0.0%
Total Expense	768,059.64	921,489.47	-153,429.83	83.3%
Net Ordinary Income	611,781.25	483,165.38	128,615.87	126.6%
Other Income/Expense				
Other Income				

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03/19/24

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
8400 · Insurance Reimbursement	0.00			
Total Other Income	0.00			
Other Expense				
8000 · Interest Expense	197,546.19	197,547.00	-0.81	100.0%
Total Other Expense	197,546.19	197,547.00	-0.81	100.0%
Net Other Income	-197,546.19	-197,547.00	0.81	100.0%
Net Income	414,235.06	285,618.38	128,616.68	145.0%

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02/26/24

Accrual Basis

West Boylston Water District

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,666,209.51
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
Total Checking/Savings	1,666,459.51
Accounts Receivable	
1201 · User Charges	291,238.57
Total Accounts Receivable	291,238.57
Other Current Assets	
1159 · Investments	1,684,134.75
1499 · Undeposited Funds	4,301.39
Total Other Current Assets	1,688,436.14
Total Current Assets	3,646,134.22
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	17,674,070.72
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	32,726.79
Total Accounts Payable	32,726.79
Other Current Liabilities	
2100 · Payroll Withholdings	75.03
2430 · Accrued Vacation Pay	18,738.45
Total Other Current Liabilities	18,813.48
Total Current Liabilities	51,540.27
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	9,973,388.83
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	11,951,627.83
Total Liabilities	12,003,168.10

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02/26/24

Accrual Basis

West Boylston Water District
Balance Sheet
As of January 31, 2024

	Jan 31, 24
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	1,447,890.20
Net Income	414,235.06
Total Equity	5,670,902.62
TOTAL LIABILITIES & EQUITY	17,674,070.72



West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: 2/26/2024

Re: Superintendents Report

- 1.) Oakdale Treatment Facility: Waterline was on site on February 15th to fix the camera system. They were able to get a few of the cameras back online, but there are still issues with the others and they will need to come back again. The other issues with the KOH feed system were repaired on February 5th.
 - 2.) 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 January monthly sample result was 0.17mg/L and February was 0.16mg/L. This level is trending down from 0.20 mg/L in December. We have decreased the run time for Pleasant Valley some more to see if this will keep trending down.
 - 3.) Lead and Copper rule (LCR): MassDEP has approved our request to reduce down to 40 samples per year instead of 40 samples 2x per year. I have also submitted another request to reduce down even more to 20 samples per year. This is due to the fact that we have been in compliance with the LCR for many years and we were always on a 20 sample plan every 3 years. Andrea Lemerise from MassDEP is helping us with this submittal request to Boston. The sample amount increase was required due to both the new Pleasant Valley Well going online in 2022 and the Oakdale Treatment Facility in 2023. Now that we have proved that we can still be in compliance with these new facilities online I am hopeful that MassDEP will allow us to reduce down.
 - 4.) Water Main Break: On Sunday February 18th at 5:30pm there was a water main break on Franklin St near Bowen St. This is the 8" high pressure main that feeds the Bowen and Henry St area exclusively. Anthony was able to respond immediately and shut it down in less than 30mins after receiving the call. This was a major blowout of the pipe and would have created a much larger washout if it was allowed to run much longer. The junior crew did a great job working with BBC excavation and myself to dig and repair this section of pipe overnight Sunday into the Monday holiday to get the water restored for this area of Bowen and Henry St.
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