



Meeting Date and Time: Monday September 16, 2024; 5:00pm

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

Also Present: Michael Coveney, Heather Isaacs, Lori Renzoni

Mr. Szczurko called the meeting to order at 5:01pm. Mr. Coveney notified the participants the meeting would be audio recorded.

ITEM 1: ELECTION OF OFFICERS

Mr. Lamountain nominated Stanley Szczurko for the position of Chair of the West Boylston Water District Board of Commissioners, Mr. Mard seconded the motion. Mr. Szczurko accepted the nomination. All voted in favor, Mr. Szczurko elected as Chair.

Mr. Bryngelson nominated James LaMountain as Vice-Chair of the West Boylston Water District Board of Commissioners, Mr. Mard seconded the motion. Mr. LaMountain accepted the nomination. All voted in favor; Mr. LaMountain elected as Vice-Chair.

Mr. LaMountain nominated Michael Mard as representative for the Town of West Boylston Earth Removal Board, Mr. Mard accepted the nomination. All voted in favor; Mr. Mard elected as Earth Removal Board Representative.

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

Treasurer Heather Isaacs has submitted documentation to the State for free cash certification and preliminary estimates are approximately \$570K in free cash to be certified. She will start working on submitting the numbers for FY24 to the state in October/November. Mrs. Isaacs reviewed the Water District's Water Billing income, Balance Sheet, and Profit & Loss reports through 8/31/24. Noted that health insurance billing by Town delayed and there would be adjustments to depreciable assets and pension accounts would occur later in the year. Mr. Szczurko questioned the appropriation for \$535K for Well Exploration; Mrs. Isaacs clarified that this was set aside for Main Replacement and the remainder of the Lee Street expense would be funded by free cash or taken out of the Reserve Fund. Mr. Muscente asked for clarification on fluctuation of the Accounts Receivables, Mrs. Isaacs clarified that it does not fluctuate greatly.

ITEM 3: SUPERINTENDENT'S REPORT

- 1.) Oakdale Treatment Plant update: Project closed out.
- 2.) Leak Survey: Completed by JMR Services, working on fixing a number of items.
- 3.) PFAs Testing: All samples for FFAS and Lithium were "Not Detected". Another sample collection slated for September. Mr. Coveney clarified that if no detections, will only monitor/test annually, a detection would be every 6 months.
- 4.) Office Interior: Rugs replaced, walls repainted.
- 5.) 2024 LCRR Inventory work: Service line inventory is due October 2024; compilation of list of all 2700 +/- water services almost complete.
- 6.) Lee Street Water Main Replacement: see old business

ITEM 4: OLD BUSINESS

Procuring an engineering firm for the replacement of water mains on Lee Street discussed. Mr. Coveney recommended Corporate Environment Engineering (CEI), who engineered and oversaw the construction of the Oakdale Water Treatment

Facility, and have designed Lee Street already. Mr. LaMountain questioned pricing. Engineering firm would put the project out to bid but the firm the District hires does not need follow rules under SRF funding as we are not getting a State loan. Discussion followed about using other firms but all commissioners were comfortable with continuing to work with CEI. Mr. Coveney will get a written proposal from CEI. Mr. Bryngelson and Muscente questioned the approximate remaining cost for this project; Mr. Coveney anticipates an additional 500k over the already appropriated 500k, but hoping not to exceed this amount.

Oakdale Treatment Facility completion discussed. Mr. Coveney confirmed that all issues have been resolved.

Mr. Coveney confirmed the delivery of Truck #24. The truck that this replaces will remain as a back up truck.

ITEM 5: NEW BUSINESS

Ms. Renzoni proposed offering District customers a \$1.00 discount per billing cycle to receive electronic invoicing as printing, paper and postage costs are more than \$1.00 per bill. Clarified that this has no impact on how a customer wants to pay the bill. All voted in favor.

Mr. LaMountain motioned to grant to Mr. Lopez and Ms. Renzoni a small token of appreciation in the form of a gift card for their additional labor to update the office. Mr. Bryngelson seconded the motion, all voted in favor, motion carried.

ITEM 6: READING & APPROVAL OF MINUTES

Mr. Bryngelson made a motion to accept the May 13, 2024 meeting minutes as presented; Mr. LaMountain seconded the motion; all voted in favor; motion carried.

Mr. Bryngelson made a motion to accept the June 3, 2024 meeting minutes as presented; Mr. LaMountain seconded the motion; all voted in favor; motion carried.

Mr. LaMountain made a motion to accept the June 3, 2024 annual meeting minutes as presented; Mr. Bryngelson seconded the motion; all voted in favor; motion carried.

ITEM 7: FUTURE AGENDA ITEMS

None presented.

Mr. LaMountain made a motion to adjourn; Mr. Bryngelson seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 6:06pm. Next regular meeting scheduled for October 21, 2024 at 5:00pm.

Meeting Minutes of the West Boylston Water District

September 16, 2024

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

Date of Approval: October 21, 2024
