



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 Man 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

Stanley Szczurko, Jr.

Michael Mard

Steph Muscente

RCB

James LaMountain



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

Board of Water Commissioners

September 12, 2024

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

September 16, 2024

Robert Bryngelson

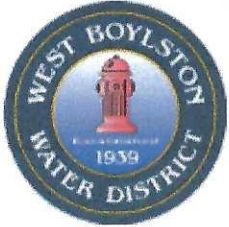
Monday 5:00 p.m.

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; Profit & Loss, Water Income, Balance Sheet
- 5:20 PM SUPERINTENDENT'S REPORT – Mike Coveney; Updates on repairs, maintenance and issues of wells, properties and equipment; updates on system repairs/maintenance/issues.
- 5:30 P.M. OLD BUSINESS - Oakdale WTF completion, Lee Street Water Main Consultant 2025
- 5:45 P.M. NEW BUSINESS - Electronic Invoicing Incentive
- 5:55 P.M. READING/APPROVAL OF MINUTES – May 13, June 3, 2024 - Meeting Minutes
- 6:00 P.M. FUTURE AGENDA ITEMS
- 6:05 P.M. CLOSE MEETING

[illegible]

W.B. Water District
Monthly Water Charges
FY25

| | FY25 | | | months | FY24 | | | FY24 variance | AR Balance |
|--------|-------------|--------------|---------------|------------------|--------------|--------------|---------------|---------------|------------|
| | FY25 Actual | FY25 Budget | FY25 variance | | FY24 Actual | FY24 Budget | FY24 variance | | |
| Jul-24 | 208,865.84 | 205,500.00 | 3,365.84 | April, May, June | 200,980.72 | 198,000.00 | 2,980.72 | \$109,000.00 | |
| Aug-24 | 185,140.77 | 181,000.00 | 4,140.77 | May, June, July | 171,457.18 | 180,000.00 | -8,542.82 | \$99,000.00 | |
| Sep-24 | | 185,500.00 | | June, July, Aug | 162,924.35 | 192,000.00 | -29,075.65 | \$110,000.00 | |
| Oct-24 | | 220,000.00 | | July, Aug, Sept | 202,868.10 | 268,000.00 | -65,131.90 | \$113,000.00 | |
| Nov-24 | | 185,000.00 | | Aug, Sept, Oct | 171,398.56 | 134,000.00 | 37,398.56 | \$102,000.00 | |
| Dec-24 | | 143,500.00 | | Sept, Oct, Nov | 135,808.17 | 132,000.00 | 3,808.17 | \$105,000.00 | |
| Jan-25 | | 173,500.00 | | Oct, Nov, Dec | 167,177.56 | 155,000.00 | 12,177.56 | \$117,000.00 | |
| Feb-25 | | 132,500.00 | | Nov, Dec, Jan | 128,119.11 | 123,000.00 | 5,119.11 | \$113,000.00 | |
| Mar-25 | | 124,500.00 | | Dec, Jan, Feb | 121,335.98 | 118,000.00 | 3,335.98 | \$84,000.00 | |
| Apr-25 | | 165,500.00 | | Jan, Feb, Mar | 163,211.54 | 155,000.00 | 8,211.54 | \$99,000.00 | |
| May-25 | | 137,500.00 | | Feb, Mar, April | 129,675.04 | 116,000.00 | 13,675.04 | \$85,000.00 | |
| Jun-25 | | 144,000.00 | | Mar, April, May | 137,720.80 | 129,000.00 | 7,836.74 | | |
| Totals | | 1,998,000.00 | 7,506.61 | | 1,892,677.11 | 1,900,000.00 | -8,206.95 | | |

West Boylston Water District

Profit & Loss Budget vs. Actual

July through August 2024

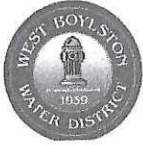
| | Jul - Aug 24 | Budget | \$ Over Budget | % of Budget |
|---|--------------|------------|----------------|-------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4175 · Interest Charges | 2,189.82 | 800.00 | 1,389.82 | 273.7% |
| 4250 · Water Charges & Services | | | | |
| 4251 · Worcester Corporate Water Chrg | -1,490.00 | 0.00 | -1,490.00 | 100.0% |
| 4250 · Water Charges & Services - Other | 394,988.24 | 386,000.00 | 8,988.24 | 102.3% |
| Total 4250 · Water Charges & Services | 393,498.24 | 386,000.00 | 7,498.24 | 101.9% |
| 4260 · User Fee | 55,000.00 | 16,000.00 | 39,000.00 | 343.8% |
| 4261 · Back Flow | 7,125.00 | 6,550.00 | 575.00 | 108.8% |
| 4262 · Fire Line | 6,290.62 | 5,678.00 | 612.62 | 110.8% |
| 4270 · Merchandise & Jobbing | 0.00 | 0.00 | 0.00 | 0.0% |
| 4275 · Meters | 4,496.67 | 1,000.00 | 3,496.67 | 449.7% |
| 4320 · Rental Income | 24,681.52 | 24,500.00 | 181.52 | 100.7% |
| 4820 · Investment Income | 7,673.81 | 5,080.00 | 2,593.81 | 151.1% |
| 4840 · Miscellaneous Revenue | 1,985.00 | 1,220.80 | 764.20 | 162.6% |
| Total Income | 502,940.68 | 446,828.80 | 56,111.88 | 112.6% |
| Cost of Goods Sold | | | | |
| 50000 · Cost of Goods Sold | -28.20 | 0.00 | -28.20 | 100.0% |
| Total COGS | -28.20 | 0.00 | -28.20 | 100.0% |
| Gross Profit | 502,968.88 | 446,828.80 | 56,140.08 | 112.6% |
| Expense | | | | |
| 5000 · Operation & Maintenance | | | | |
| 5130A · Salaries & Employee Benefits | | | | |
| 5130 · Admin & Salaries | | | | |
| 5143 · Overtime Wages | 4,775.61 | 4,403.00 | 372.61 | 108.5% |
| 5130 · Admin & Salaries - Other | 58,780.97 | 58,107.55 | 673.42 | 101.2% |
| Total 5130 · Admin & Salaries | 63,556.58 | 62,510.55 | 1,046.03 | 101.7% |
| 5131 · Superintendent's Salary | 17,417.60 | 17,957.54 | -539.94 | 97.0% |
| 5132 · Commissioners Salaries | 0.00 | 0.00 | 0.00 | 0.0% |
| 5133 · Moderator Salary | 0.00 | 0.00 | 0.00 | 0.0% |
| 5134 · Payroll Processing Expense | 272.39 | 300.00 | -27.61 | 90.8% |
| 5135 · Worcester Retirement System | 107,828.00 | 107,828.00 | 0.00 | 100.0% |
| 5136A · Health Insurance | | | | |
| 5136 · Employee's | 7,243.01 | 17,465.67 | -10,222.66 | 41.5% |
| 5137 · Retiree's | 1,156.12 | 2,381.33 | -1,225.21 | 48.5% |
| 5136A · Health Insurance - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 5136A · Health Insurance | 8,399.13 | 19,847.00 | -11,447.87 | 42.3% |
| 5138 · Life Insurance | 75.60 | 108.00 | -32.40 | 70.0% |
| 5139 · Uniforms | 712.97 | 2,725.00 | -2,012.03 | 26.2% |
| 5140 · Workers' Comp Insurance | 9,025.00 | 9,027.00 | -2.00 | 100.0% |
| 5141 · Employee Training | 662.00 | 1,000.00 | -338.00 | 66.2% |
| 5142 · Payroll Taxes | 1,174.13 | 1,250.00 | -75.87 | 93.9% |
| Total 5130A · Salaries & Employee Benefits | 209,123.40 | 222,553.09 | -13,429.69 | 94.0% |
| 5210 · Heating | 88.99 | 135.00 | -46.01 | 65.9% |
| 5215 · Telephone | 1,950.72 | 1,850.33 | 100.39 | 105.4% |
| 5220 · Electricity | | | | |
| 5221 · Beaman Street | 18.73 | 25.00 | -6.27 | 74.9% |
| 5222 · Lawrence Street | 48.98 | 50.00 | -1.02 | 98.0% |
| 5223 · Lee Street | 3,965.90 | 3,800.00 | 165.90 | 104.4% |
| 5224 · Prospect Street | 12.54 | 25.00 | -12.46 | 50.2% |
| 5225 · Temple Street | 2,122.70 | 4,600.00 | -2,477.30 | 46.1% |
| 5226 · Thomas Street | 5,270.13 | 4,500.00 | 770.13 | 117.1% |
| 5227 · West Boylston Street | 2,362.00 | 3,500.00 | -1,138.00 | 67.5% |

Balance Sheet

As of August 31, 2024

| | <u>Aug 31, 24</u> |
|--|-----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Cash-Checking & Savings | 1,749,693.72 |
| 1025 · Cash on Hand | 125.00 |
| Total Checking/Savings | 1,749,818.72 |
| Accounts Receivable | 320,935.96 |
| Other Current Assets | |
| 1159 · Investments | 1,958,558.01 |
| 1499 · Undeposited Funds | 7,022.13 |
| Total Other Current Assets | 1,965,580.14 |
| Total Current Assets | 4,036,334.82 |
| 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 | <u>18,064,271.32</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 66,520.53 |
| Total Accounts Payable | 66,520.53 |
| Other Current Liabilities | |
| 2100 · Payroll Withholdings | 2,066.26 |
| 2430 · Accrued Vacation Pay | 18,738.45 |
| Total Other Current Liabilities | 20,804.71 |
| Total Current Liabilities | 87,325.24 |
| Long Term Liabilities | |
| 1750 · Deferred Inflows of Resources | 69,040.00 |
| 2600 · N/P - DEP (SRF Funding) | 9,915,300.34 |
| 2800 · Other Post Employment Benefits | 1,080,197.00 |
| 2850 · Net Pension Liability | 829,002.00 |
| Total Long Term Liabilities | 11,893,539.34 |
| Total Liabilities | 11,980,864.58 |

| | |
|--------------------------------------|-----------------------------|
| | <u>Aug 31, 24</u> |
| Equity | |
| 3301 · Reserved for Well Exploration | 535,328.84 |
| 3775 · Investment in PP&E-District | 3,271,253.45 |
| 3900 · Retained Earnings | 2,252,700.45 |
| Net Income | <u>24,124.00</u> |
| Total Equity | <u>6,083,406.74</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>18,064,271.32</u></u> |



West Boylston Water District

To: Board of Water Commissioners
From: Michael Coveney
Date: 9/16/2024
Re: Superintendents Report

- 1.) Oakdale Treatment Facility: Waterline completed the work inside the sewer manhole to replace the pipe clamps with SS on 5/23/24. There are no other items left to complete by Waterline. We have closed out the project with them and they have returned our spare keys to the facility.
 - 2.) Leak Survey 2024: We are working on repairing leaks that were found with the leak survey. Last week we removed a tapping sleeve that was leaking at the intersection of Worcester St and Pierce St (to Rte. 12) and installed a new 8" x 6" tee and valve at this location. The crew did a great job along with our contractor BBC, as this was a large dig with a pipe laid directly on ledge rock.
 - 3.) PFAS testing: In March we collected samples for EPA to test for PFAS and Lithium at all 3 Wells and the Century Drive Business Area that is supplied by Worcester. PFAS and Lithium were "Not Detected" in any of the samples. We will be collecting another round of PFAS/Lithium samples for in September.
 - 4.) Office Interior: Over the summer we have been working on re-painting and having new carpeting installed. Rob and Lori have done all the painting and associated work with moving desks, cabinets etc. for the carpet installation. Many thanks to them for the extra effort with this project, and thanks to the crew for helping to move around the heavy items in the office.
 - 5.) 2024 LCRR Inventory: We are currently working on the Lead and Copper Rule Revisions service line inventory which is due in October of 2024. This rule requires us to list and classify all water services (public and private) on a MassDEP approved spreadsheet with the size, type, year, and any other info, such as a lead gooseneck, that we have on each service line. Lead and Copper samples were collected in July and August with all samples testing below the MCL limits established by the regulators. Most were zero or "no detection".
 - 6.) Lee St Water Main: Discussion under old business to consider this project for a start date in 2025.
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