



**Meeting Date and Time:** Monday October 21, 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, Don Varney

Mr. Szczurko called the meeting to order at 5:00pm. Mr. Coveney notified the participants the meeting would be audio recorded.

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

Mrs. Isaacs reviewed the Water District's Water Billing income, Balance Sheet, and Profit & Loss reports through September 30, 2024. Mrs. Isaacs noted that the retiree insurance premiums will increase January 1. Current insurance costs are running a little under budget which Mrs. Isaacs will look into. Mrs. Isaacs anticipates doing the fiscal year end adjustments as soon as the Worcester County Retirement System reports is issues by Nov. 30. Mrs. Isaacs discussed getting a quote from an actuary to do a post retirement benefits study, which is only required if a GAP financial statement is needed (for grants). Mrs. Isaacs recommends the Board start to think about budgeting and funding the post retirement benefits liabilities based on the study, if done. Mr. Muscente asked for clarification on monies to be set aside; Mrs. Isaacs clarified that the amounts are based on what is voted on at annual meeting, and expanded on how funding can be used/moved.

## **ITEM 3: SUPERINTENDENT'S REPORT**

- 1.) Mr. Coveney noted that well capacity has been reduced and anticipates winter work.
- 2.) No other questions or comments.
- 3.) See old business
- 4.) The water main was accidentally surged by the Fire Department and took about a week to clear the water.
- 5.) No other questions or comments.
- 6.) No other questions or comments.

## **ITEM 3: NEW BUSINESS**

Mr. Don Varney of 243 Lancaster Street introduced himself and expressed interest in attending future meetings.

## **ITEM 4: OLD BUSINESS**

Mr. Coveney procured a quote from Corporate Environment Engineering (CEI) to engineer and oversee the replacement of the Lee Street water main of \$73,000.00, clarifying that the original quote obtained but not presented lacked the provision of the As-Built Drawings, the Tie Card measurements, and some field resident hours, which seemed originally insufficient. Mr. Szczurko questioned whether additional quotes would be wise. Mr. Bryngelson fears that another firm would not find CEI's designs acceptable and would want to charge/re-design after already spending \$40,000.00. Mr. Coveney will ask Tata & Howard and Wright Pierce for opinions. Mr. Mard questioned whether a delay on our end would in turn delay work the Town has planned on Lee Street. Mr. Coveney noted that work was anticipated on starting before the spring. Mr. LaMountain wanted Mr. Coveney to explain the variables in price; Mr. Coveney had CEI give a higher quote for on-site staffing to make sure there are not unanticipated costs like the N. Main Street project created to under-budgeting. Mr. LaMountain also recommended seeing if CEI had any wiggle room on the price.

**ITEM 5: READING & APPROVAL OF MINUTES**

Mr. Bryngelson made a motion to accept the September 16, 2024 meeting minutes as presented; Mr. Muscente seconded the motion; all voted in favor; motion carried.

**ITEM 7: FUTURE AGENDA ITEMS**

None presented.

Mr. LaMountain made a motion to adjourn; Mard seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 5:51pm. Next regular meeting scheduled for November 18, 2024 at 5:00pm.

**Meeting Minutes of the West Boylston Water District**

**October 21, 2024**

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

Date of Approval: November 18, 2024
