



The West Boylston Water District

Meeting Date and Time: Monday ~~January 13~~ ^{February 24}, 2025; 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 and notified the participants that 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 January 31, 2024. Mr. Muscente inquired about the AR balance; Mrs. Isaacs clarified that the balance is mainly current (1-30 days) and all was collectable. Mr. Coveney also expanded on rental units and landlords being responsible for tenant delinquencies per state law as new rental units being proposed was a concern for the Board. Mrs. Isaacs clarified asset depreciation for Mr. Muscente and updated Mr. Szczurko on the submission to the State for free cash certification. Anticipates March/April submission.

ITEM 2: SUPERINTENDENT'S REPORT (attached)

- 1.) Bowen St. Break: The source of break took about 8 hours to locate. Mr. Szczurko commended the staff for their work.
- 2.) Rt. 12 Break: 1" lead gooseneck was removed.
- 3.) Proposed developments: All listed projects are slated to start this year.
- 4.) Truck 24 damage: No further questions or comments.
- 5.) Sanitary Survey scheduled: The survey typically takes a few days and all of the facilities will be inspected/visited.

ITEM 3: OLD BUSINESS- Lee Street Water Main Replacement

Mr. Coveney continues to work with Comprehensive Environmental Protection and the SCADA engineers. Will be meeting with West Boylston Fire to discuss fire hydrant locations and placement. Noted increase to 4 hydrants from 2. Mr. Szczurko questioned whether the work will disrupt any private property; Mr. Coveney clarified that the main will stay in the existing roadway, the removal/replacement of the old hydrants will require being off the road. Mr. Szczurko also inquired about the timing of the project; Mr. Coveney anticipates design work to be complete in another week, the bid process to start in 2-3 weeks and that work should proceed early September and only take about a month to complete. Mr. LaMountain inquired about the existing main, which will be buried per State/Federal guidelines.

ITEM 4: NEW BUSINESS- New Cell Tower Antenna

Dish Network installed an antenna on the Lawrence Street cell tower owned by Crown Castle in July 2023, who rents the land from the District. No payment has been received in the form of additional rent owed by Dish. Crown has offered to collect the rent, including back rent, on the District's behalf. The District's attorney has reviewed the agreement. Mr. Coveney is waiting for details and payment breakdown (per our attorney) and will need the Board to vote and approve the agreement. Mr. Szczurko questioned other recourse for non-payment; Mr. Coveney indicated the attorney would need to intervene, which would be costly.

ITEM 5: READING & APPROVAL OF MINUTES

Mr. Bryngelson made a motion to accept the January 13, 2025 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; Mr. Bryngelson seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 5:51pm. Next regular meeting scheduled for March 24, 2025 at 5:00pm.

Meeting Minutes of the West Boylston Water District

February 24, 2025

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

Date of Approval: March 24, 2025

Stanley Szczurko Jr.
Stephen Muscente
Michael Mard
Robert Bryngelson Jr.
James LaMountain



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

Board of Water Commissioners

February 20, 2025

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

February 24, 2025
Monday 5:00 p.m.

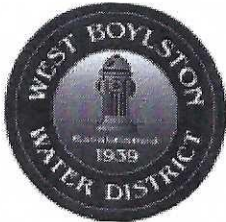
Robert Bryngelson

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; 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 - Lee Street Water Main & Booster Pump replacement design update, Shrewsbury St/Hartwell St. development update
- 5:45 P.M. NEW BUSINESS – Lawrence St. cell tower Dish network contract
- 5:55 P.M. READING/APPROVAL OF MINUTES – January 13, 2025 meeting minutes reading and approval
- 6:00 P.M. FUTURE AGENDA ITEMS
- 6:05 P.M. CLOSE MEETING



ROF

Stanley S. Zuck Jr

[Signature]

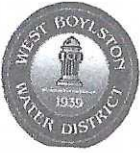
molecular model

~~Stephen~~ Muscutt

Wm. H. Allen

Heather Isaacs

Lucy



West Boylston Water District

To: Board of Water Commissioners
From: Michael Coveney
Date: 2/24/2025
Re: Superintendents Report

- 1.) Water Main Break: On the Monday Holiday February 17, 2025, at 10:00pm there was a major water main break in front of 60 Bowen St. Water was shut down within 30 minutes and the crew was called in for the repairs. It was a below zero 14-hour night and early morning for the crew and our contractor Hydratech. The 18"-24" of frozen soil made the digging and location of the break extremely difficult as the break surfaced more than 100' away from where it was. There is substantial road and private driveway damage that will need to be repaired when the weather is more favorable.
 - 2.) Water Service Break: On Tuesday February 11, 2025, at 11:30am there was a water service break at 341 West Boylston St. Water was shut off to the area and the crew made the repairs along with our contractor BBC Excavating. This was also a very cold day and night. Repairs were completed at around 10pm. Fortunately the digging was limited to the sidewalk and grassy areas, and the travel lane of the roadway was not disturbed except for the curbing.
 - 3.) 2025 Projects: We are still working with private owner project design engineers on three projects that were mentioned at prior meetings.
 1. Gates Brook Place – 80 Units West Boylston St & Pierce St
 2. CSX Railroad – Beaman St & Hartwell St RR Bridges to be raised
 3. Shrewsbury St/Hartwell St commercial buildings development
 - 4.) Truck 24: The 2024 Truck that was damaged on 12/10/24 after hitting a deer is back on the road. Insurance has paid for the estimated repairs of \$8000, less our \$1000 deductible. The truck is completely repaired except for the front strobe lights. A repair appt is scheduled with JC Madigan to install the strobe lights in April.
 - 5.) 2025 Sanitary Survey: MassDEP has contacted us to schedule the sanitary survey for this year. They are currently scheduled to start the survey on March 18, 2025. The last Sanitary Survey was completed in July of 2022.
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W.B. Water District
Monthly Water Charges
FY25

	FY25			FY24		
	FY25 Actual	FY25 Budget	variance	FY24 Actual	FY24 Budget	variance
Jul-24	208,865.84	205,500.00	3,365.84	200,980.72	198,000.00	2,980.72
Aug-24	185,140.77	181,000.00	4,140.77	171,457.18	180,000.00	-8,542.82
Sep-24	174,225.16	185,500.00	-10,774.84	162,924.35	192,000.00	-29,075.65
Oct-24	246,638.02	220,000.00	26,638.02	202,868.10	268,000.00	-65,131.90
Nov-24	179,039.31	185,000.00	-5,960.69	171,398.56	134,000.00	37,398.56
Dec-24	162,220.50	143,500.00	18,720.50	135,808.17	132,000.00	3,808.17
Jan-25	190,839.08	173,500.00	17,339.08	167,177.56	155,000.00	12,177.56
Feb-25		132,500.00		128,119.11	123,000.00	5,119.11
Mar-25		124,500.00		121,335.98	118,000.00	3,335.98
Apr-25		165,500.00		163,211.54	155,000.00	8,211.54
May-25		137,500.00		129,675.04	116,000.00	13,675.04
Jun-25		144,000.00		137,720.80	129,000.00	7,836.74
Totals	1,998,000.00		53,468.68	1,892,677.11	1,900,000.00	-8,206.95

AR Balance

\$109,000.00

\$99,000.00

\$110,000.00

\$113,000.00

\$102,000.00

\$105,000.00

\$117,000.00

\$113,000.00

\$84,000.00

\$99,000.00

\$85,000.00

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03/25/25

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2024 through January 2025

Ordinary Income/Expense	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Income				
4175 · Interest Charges	6,687.71	3,700.00	2,987.71	180.7%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Charg	-3,512.72	0.00	-3,512.72	100.0%
4250 · Water Charges & Services - Other	1,346,144.79	1,264,500.00	81,644.79	106.5%
Total 4250 · Water Charges & Services	1,342,632.07	1,264,500.00	78,132.07	106.2%
4260 · User Fee	77,500.00	16,000.00	61,500.00	484.4%
4261 · Back Flow	4,665.00	11,550.00	-6,885.00	40.4%
4262 · Fire Line	17,543.53	15,959.00	1,584.53	109.9%
4270 · Merchandise & Jobbing	0.00	0.00	0.00	0.0%
4275 · Meters	4,586.67	1,000.00	3,586.67	458.7%
4320 · Rental Income	85,466.94	85,934.85	-467.91	99.5%
4820 · Investment Income				
4821 · Net investment income	20,963.17	0.00	20,963.17	100.0%
4820 · Investment Income - Other	30,261.00	19,210.00	11,051.00	157.5%
Total 4820 · Investment Income	51,224.17	19,210.00	32,014.17	266.7%
4840 · Miscellaneous Revenue	17,462.36	4,272.90	13,189.46	408.7%
Total Income	1,607,768.45	1,422,126.75	185,641.70	113.1%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Gross Profit	1,607,768.45	1,422,126.75	185,641.70	113.1%
Expense				
10009 · Bank Service Charges	15.00			
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	19,478.49	15,410.50	4,067.99	126.4%
5130 · Admin & Salaries - Other	225,877.35	217,903.28	7,974.07	103.7%
Total 5130 · Admin & Salaries	245,355.84	233,313.78	12,042.06	105.2%
5131 · Superintendent's Salary	69,316.00	67,340.82	1,975.18	102.9%
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	1,070.10	1,100.00	-29.90	97.3%
5135 · Worcester Retirement System	107,828.00	107,828.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	57,039.15	61,129.83	-4,090.68	93.3%
5137 · Retiree's	8,348.60	8,334.66	13.94	100.2%
5136A · Health Insurance - Other	0.00	0.00	0.00	0.0%
Total 5136A · Health Insurance	65,387.75	69,464.49	-4,076.74	94.1%
5138 · Life Insurance	329.40	378.00	-48.60	87.1%
5139 · Uniforms	1,472.95	3,862.50	-2,389.55	38.1%
5140 · Workers' Comp Insurance	9,318.00	9,027.00	291.00	103.2%
5141 · Employee Training	3,301.00	3,500.00	-199.00	94.3%
5142 · Payroll Taxes	4,776.88	4,375.00	401.88	109.2%
5130A · Salaries & Employee Benefits - Ot...	125.00			
Total 5130A · Salaries & Employee Benefits	510,780.92	502,689.59	8,091.33	101.6%
5210 · Heating	4,978.11	5,075.00	-96.89	98.1%
5215 · Telephone	6,415.10	6,476.16	-61.06	99.1%

9:49 AM

03/25/25

Accrual Basis

West Boylston Water District

Profit & Loss Budget vs. Actual

July 2024 through January 2025

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
5220 · Electricity				
5221 · Beaman Street	69.27	87.50	-18.23	79.2%
5222 · Lawrence Street	305.41	175.00	130.41	174.5%
5223 · Lee Street	13,915.02	12,800.00	1,115.02	108.7%
5224 · Prospect Street	59.00	87.50	-28.50	67.4%
5225 · Temple Street	8,350.78	13,650.00	-5,299.22	61.2%
5226 · Thomas Street	12,937.42	14,625.00	-1,687.58	88.5%
5227 · West Boylston Street	8,417.42	10,500.00	-2,082.58	80.2%
5228 · Western Avenue	2,047.09	2,625.00	-577.91	78.0%
5229 · Worcester Street	1,202.47	1,450.00	-247.53	82.9%
5229A · Laurel Street	870.21	1,800.00	-929.79	48.3%
Total 5220 · Electricity	48,174.09	57,800.00	-9,625.91	83.3%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	3,440.00	2,950.00	490.00	116.6%
5233 · Legal Expense	0.00	14,600.00	-14,600.00	0.0%
5234 · Consulting Expense	12,917.50	58,375.00	-45,457.50	22.1%
Total 5230 · Legal & Accounting	16,357.50	75,925.00	-59,567.50	21.5%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	6,978.70	10,500.00	-3,521.30	66.5%
5242 · Repairs & Maintenance	1,297.01	5,800.00	-4,502.99	22.4%
5240 · Auto & Truck Expense - Other	54,230.60	60,000.00	-5,769.40	90.4%
Total 5240 · Auto & Truck Expense	62,506.31	76,300.00	-13,793.69	81.9%
5300 · Property and Liability Insurance				
5420 · Office Expense	26,547.00	29,066.00	-2,519.00	91.3%
5421 · Office Supplies	2,209.02	2,050.00	159.02	107.8%
5422 · Postage	3,910.00	4,450.00	-540.00	87.9%
5420 · Office Expense - Other	0.00	0.00	0.00	0.0%
Total 5420 · Office Expense	6,119.02	6,500.00	-380.98	94.1%
5423 · Computer/Tech	14,241.08	14,225.00	16.08	100.1%
5430 · Pump Station Supplies	2,234.01	3,500.00	-1,265.99	63.8%
5435 · Water Quality Control Expense	5,721.50	8,750.00	-3,028.50	65.4%
5440 · Water Treatment Chemicals	59,936.52	45,800.00	14,136.52	130.9%
5500 · Tools	1,424.38	2,330.00	-905.62	61.1%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	11,111.34	14,600.00	-3,488.66	76.1%
5602 · Facility Repairs	5,571.11	14,600.00	-9,028.89	38.2%
Total 5600 · Repairs & Maintenance	16,682.45	29,200.00	-12,517.55	57.1%
5625 · Property Maintenance	3,622.86	14,600.00	-10,977.14	24.8%
5790 · State & District Expense	13,679.20	10,208.33	3,470.87	134.0%
5791 · GIS Projects	3,276.00	3,500.00	-224.00	93.6%
5795 · DEP Primacy Fees	2,016.04	2,009.00	7.04	100.4%
5840 · Serv & Distr. Improve.	97,498.01	87,500.00	9,998.01	111.4%
5950 · District Improvements	0.00	29,166.68	-29,166.68	0.0%
Total 5000 · Operation & Maintenance	902,210.10	1,010,620.76	-108,410.66	89.3%
Total Expense	902,225.10	1,010,620.76	-108,395.66	89.3%
Net Ordinary Income	705,543.35	411,505.99	294,037.36	171.5%

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03/25/25

Accrual Basis

West Boylston Water District
Profit & Loss Budget vs. Actual
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
8000 - Interest Expense	175,044.38	175,490.11	-445.73	99.7%
Total Other Expense	175,044.38	175,490.11	-445.73	99.7%
Net Other Income	-175,044.38	-175,490.11	445.73	99.7%
Net Income	<u>530,498.97</u>	<u>236,015.88</u>	<u>294,483.09</u>	<u>224.8%</u>

West Boylston Water District
Balance Sheet
As of January 31, 2025

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,879,027.92
1025 · Cash on Hand	125.00
Total Checking/Savings	1,879,152.92
Accounts Receivable	
1201 · User Charges	450,949.07
Total Accounts Receivable	450,949.07
Other Current Assets	
1159 · Investments	1,982,003.88
1499 · Undeposited Funds	5,254.95
Total Other Current Assets	1,987,258.83
Total Current Assets	4,317,360.82
Fixed Assets	
1998 · Capital Assets - Depreciable	14,017,565.46
1999 · Capital Assets - Nondepreciable	131,305.00
Total Fixed Assets	14,148,870.46
Other Assets	
2860 · Deferred Outflows of Resources	191,615.00
Total Other Assets	191,615.00
TOTAL ASSETS	18,657,846.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	44,373.48
Total Accounts Payable	44,373.48
Other Current Liabilities	
2100 · Payroll Withholdings	289.53
2430 · Accrued Vacation Pay	23,529.34
Total Other Current Liabilities	23,818.87
Total Current Liabilities	68,192.35
Long Term Liabilities	
1750 · Deferred Inflows of Resources	66,887.00
2600 · N/P - DEP (SRF Funding)	9,489,247.67
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	1,079,795.00
Total Long Term Liabilities	11,716,126.67
Total Liabilities	11,784,319.02

	<u>Jan 31, 25</u>
Equity	
3301 · Reserved for Well Exploration	535,328.84
3775 · Investment in PP&E-District	3,874,289.86
3900 · Retained Earnings	1,933,409.59
Net Income	530,498.97
Total Equity	<u>6,873,527.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,657,846.28</u></u>