



The West Boylston Water District

Meeting Date and Time: Monday March 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, Donald Varney

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 February 28, 2024. Income remains over what had been anticipated; expense accounts remain slightly under budget. No questions or comments on these three reports. Mrs. Isaacs noted that paperwork for free cash certification through the State would be submitted shortly as all adjustments needed were made. Mrs. Isaacs anticipates working on the FY26 budget proposal the week after April vacation.

ITEM 2: SUPERINTENDENT'S REPORT (attached)

- 1.) May Street Break: No further questions or comments.
- 2.) Oakdale Well Cleaning: No further questions or comments.
- 3.) Proposed developments: Shrewsbury Street project has applied for road opening permits through DPW. Mr. Szczurko questioned what usage impact this would have- Mr. Coveney expects 1" service line only. No further questions.
- 4.) Sanitary Survey: will be finishing this week. Mr. Coveney anticipates a few minor recommendations from DeP.

ITEM 3: OLD BUSINESS- Lee Street Water Main Replacement

Comprehensive Environmental provided a timeline for availability of contract documents, pre-bid meeting, bid deadlines, opening and approval. Mr. Coveney advised a Commissioners meeting to sign contracts will be needed. Cost estimated at 700-750k. Mr. Coveney feels timeline provided for work very conservative and should be a quick project with final paving after the winter. Does not anticipate issues with digging new trench for new main. Mr. Szczurko questioned whether soil borings were done, which they were with very limited ledge. Mr. LaMountain had Mr. Coveney refresh his memory regarding bids from the North Main Street replacement, which were around 10 bids received, and noted that this type of work is desirable and anticipates high interest.

ITEM 4: NEW BUSINESS- New Cell Tower Antenna

No updates available. Still waiting for Crown to provide payment schedule.

ITEM 5: READING & APPROVAL OF MINUTES

Mr. Mard made a motion to accept the February 24, 2025 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. Mard seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 5:28pm. Next regular meeting scheduled for April 14, 2025 at 5:00pm.

Meeting Minutes of the West Boylston Water District

March 24, 2025

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

Date of Approval: April 14, 2025

Stanley Szczurko Jr.

Stephen Muscente

ROB

James LaMountain



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

Board of Water Commissioners

March 19, 2025

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

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

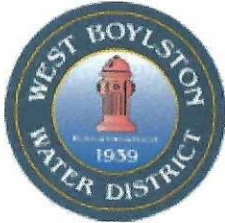
Robert Bryngelson

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

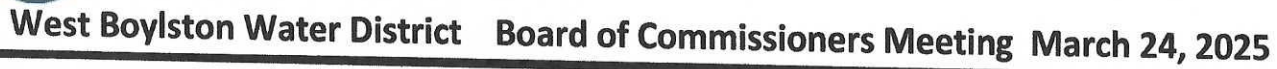
Meeting canceled/Postponed to: _____

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
- 5:45 P.M. NEW BUSINESS – Lawrence St. cell tower (Crown Castle) - Dish network contract
- 5:55 P.M. READING/APPROVAL OF MINUTES – February 24, 2025 meeting minutes reading and approval
- 6:00 P.M. FUTURE AGENDA ITEMS
- 6:05 P.M. CLOSE MEETING

[illegible]

**W.B. Water District
Monthly Water Charges
FY25**

[illegible]

Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,935,550.94
1025 · Cash on Hand	125.00
Total Checking/Savings	1,935,675.94
Accounts Receivable	
1201 · User Charges	460,373.22
Total Accounts Receivable	460,373.22
Other Current Assets	
1159 · Investments	1,982,003.88
1499 · Undeposited Funds	2,886.63
Total Other Current Assets	1,984,890.51
Total Current Assets	4,380,939.67
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	18,721,425.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	43,638.66
Total Accounts Payable	43,638.66
Other Current Liabilities	
2100 · Payroll Withholdings	2,111.20
2430 · Accrued Vacation Pay	23,529.34
Total Other Current Liabilities	25,640.54
Total Current Liabilities	69,279.20
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	11,785,405.87

	<u>Feb 28, 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	<u>592,990.97</u>
Total Equity	<u>6,936,019.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,721,425.13</u></u>

West Boylston Water-Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4175 · Interest Charges	7,639.38	4,300.00	3,339.38	177.7%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Charg	-3,512.72	0.00	-3,512.72	100.0%
4250 · Water Charges & Services - Other	1,489,986.12	1,402,000.00	87,986.12	106.3%
Total 4250 · Water Charges & Services	1,486,473.40	1,402,000.00	84,473.40	106.0%
4260 · User Fee	77,500.00	16,000.00	61,500.00	484.4%
4261 · Back Flow	5,865.00	12,750.00	-6,885.00	46.0%
4262 · Fire Line	19,918.53	18,084.00	1,834.53	110.1%
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	98,079.70	98,369.68	-289.98	99.7%
4820 · Investment Income				
4821 · Net investment income	20,963.17	0.00	20,963.17	100.0%
4820 · Investment Income - Other	33,934.95	22,200.00	11,734.95	152.9%
Total 4820 · Investment Income	54,898.12	22,200.00	32,698.12	247.3%
4840 · Miscellaneous Revenue	17,965.16	4,883.32	13,081.84	367.9%
Total Income	1,772,925.96	1,579,587.00	193,338.96	112.2%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Gross Profit	1,772,925.96	1,579,587.00	193,338.96	112.2%
Expense				
10009 · Bank Service Charges	15.00			
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	28,154.43	17,612.00	10,542.43	159.9%
5130 · Admin & Salaries - Other	249,602.08	246,957.04	2,645.04	101.1%
Total 5130 · Admin & Salaries	277,756.51	264,569.04	13,187.47	105.0%
5131 · Superintendent's Salary	78,024.80	76,319.58	1,705.22	102.2%
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	1,272.02	1,250.00	22.02	101.8%
5135 · Worcester Retirement System	107,828.00	107,828.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	65,187.60	69,862.66	-4,675.06	93.3%
5137 · Retiree's	9,760.48	9,525.33	235.15	102.5%
5136A · Health Insurance - Other	0.00	0.00	0.00	0.0%
Total 5136A · Health Insurance	74,948.08	79,387.99	-4,439.91	94.4%
5138 · Life Insurance	415.80	432.00	-16.20	96.3%
5139 · Uniforms	1,545.11	4,090.00	-2,544.89	37.8%
5140 · Workers' Comp Insurance	9,318.00	9,027.00	291.00	103.2%
5141 · Employee Training	3,301.00	4,000.00	-699.00	82.5%
5142 · Payroll Taxes	5,460.18	5,000.00	460.18	109.2%
5130A · Salaries & Employee Benefits - Other	125.00			
Total 5130A · Salaries & Employee Benefits	562,494.50	554,403.61	8,090.89	101.5%
5210 · Heating	5,491.08	6,125.00	-633.92	89.7%
5215 · Telephone	7,331.06	7,401.33	-70.27	99.1%

West Boylston Water-Profit & Loss Budget vs. Actual

Accrual Basis

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
5220 · Electricity				
5221 · Beaman Street	80.34	100.00	-19.66	80.3%
5222 · Lawrence Street	383.62	200.00	183.62	191.8%
5223 · Lee Street	15,845.77	14,600.00	1,245.77	108.5%
5224 · Prospect Street	72.41	100.00	-27.59	72.4%
5225 · Temple Street	9,648.39	14,900.00	-5,251.61	64.8%
5226 · Thomas Street	14,122.33	16,625.00	-2,502.67	84.9%
5227 · West Boylston Street	9,712.10	11,850.00	-2,137.90	82.0%
5228 · Western Avenue	2,328.70	3,000.00	-671.30	77.6%
5229 · Worcester Street	1,372.22	1,650.00	-277.78	83.2%
5229A · Laurel Street	1,066.15	2,025.00	-958.85	52.6%
Total 5220 · Electricity	54,632.03	65,050.00	-10,417.97	84.0%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	3,720.00	3,400.00	320.00	109.4%
5233 · Legal Expense	240.00	16,700.00	-16,460.00	1.4%
5234 · Consulting Expense	13,347.50	66,700.00	-53,352.50	20.0%
Total 5230 · Legal & Accounting	17,307.50	86,800.00	-69,492.50	19.9%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	8,114.07	12,000.00	-3,885.93	67.6%
5242 · Repairs & Maintenance	9,862.16	6,600.00	3,262.16	149.4%
5240 · Auto & Truck Expense - Other	54,230.60	60,000.00	-5,769.40	90.4%
Total 5240 · Auto & Truck Expense	72,206.83	78,600.00	-6,393.17	91.9%
5300 · Property and Liability Insurance	27,937.00	29,066.00	-1,129.00	96.1%
5420 · Office Expense				
5421 · Office Supplies	2,209.02	2,340.00	-130.98	94.4%
5422 · Postage	4,360.00	4,900.00	-540.00	89.0%
5420 · Office Expense - Other	0.00	0.00	0.00	0.0%
Total 5420 · Office Expense	6,569.02	7,240.00	-670.98	90.7%
5423 · Computer/Tech	15,672.12	16,250.00	-577.88	96.4%
5430 · Pump Station Supplies	2,331.30	4,000.00	-1,668.70	58.3%
5435 · Water Quality Control Expense	6,157.00	10,000.00	-3,843.00	61.6%
5440 · Water Treatment Chemicals	60,798.42	52,600.00	8,198.42	115.6%
5500 · Tools	1,499.61	2,660.00	-1,160.39	56.4%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	12,513.34	16,600.00	-4,086.66	75.4%
5602 · Facility Repairs	6,975.39	16,600.00	-9,624.61	42.0%
Total 5600 · Repairs & Maintenance	19,488.73	33,200.00	-13,711.27	58.7%
5625 · Property Maintenance	6,502.41	16,600.00	-10,097.59	39.2%
5790 · State & District Expense	13,689.72	11,666.67	2,023.05	117.3%
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.	119,475.24	100,000.00	19,475.24	119.5%
5950 · District Improvements	0.00	33,333.34	-33,333.34	0.0%
Total 5000 · Operation & Maintenance	1,004,875.61	1,120,504.95	-115,629.34	89.7%
Total Expense	1,004,890.61	1,120,504.95	-115,614.34	89.7%
Net Ordinary Income	768,035.35	459,082.05	308,953.30	167.3%
Other Income/Expense				
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	592,990.97	283,591.94	309,399.03	209.1%



West Boylston Water District

To: Board of Water Commissioners
From: Michael Coveney
Date: 3/24/2025
Re: Superintendents Report

- 1.) Water Main Break: On Sunday March 16, 2025, at 9:00am there was a water main break near #24 May St. Water was shut down within 30 minutes and the crew was called in for the repairs. The pipe was repaired by 2:00pm and water was restored to the area. The crew did a great job with this break and I thank them for their continued assistance especially on a Sunday.
 - 2.) Oakdale Well Cleaning: FG Sullivan started the Oakdale well cleaning on March 12, 2025 with the well offline during the process. They completed their work on March 20th with favorable results. We started the well pumping to waste on March 21st without filtration. We collected bacteria samples at the end of the day and brought them to the lab. Passing results were received today and we started pumping to waste again with filtration to adjust the chemicals before we pump to the distribution system. We will probably do this for another few hours tomorrow morning. When we are comfortable with the water quality parameters we will put the well and treatment facility back online.
 - 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.) 2025 Sanitary Survey: MassDEP started the survey on March 18, 2025. We were able to inspect most of the facilities that day except for Oakdale and Pleasant Valley wells. They are planning to come back on Thursday this week to finish the survey.
-

mcoveney@westboylstonwater.org

From: Michael Carmasine <mcarmasine@ceiengineers.com>
Sent: Friday, March 21, 2025 11:54 AM
To: mcoveney@westboylstonwater.org
Subject: Lee Street Water Main Bid Schedule

Hi Mike,

I submitted the ad request to the Central Registrar this week, so the plan and specifications will be accessible to the contractor starting next Wednesday. Below are the important dates:

- Contract Documents available March 26th
- Non Mandatory pre-bid meeting April 9th at 2:00 PM (let me know if this works for you)
- Bids Due April 25th at 2:00PM
- Execute contracts and approve and order materials (Month of May)
- Estimated construction start date Monday June 2nd
- *Construction period is 150 consecutive calendar days.
- Estimated construction end date is late October/early November
- The contract specifies that permanent trench pavement is to be carried out after winter, within a 30-day period in Spring 2026.

An estimate for the work is \$700,000 to \$750,000. Let me know if you have any questions.

Thanks,

Michael Carmasine, P.E. | Comprehensive Environmental Inc.
Project Manager