



The West Boylston Water District

Meeting Date and Time: Monday April 14, 2025; 5:00pm

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

Also Present: Michael Coveney, Lori Renzoni, Donald Varney

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

ITEM 1: TREASURER'S REPORT (see attachments)

Mr. LaMountain reviewed the Water District's Water Billing income, Balance Sheet, and Profit & Loss reports through March 31, 2025. Income remains over what had been anticipated; expense accounts remain slightly under budget. Mr. Muscente asked for clarification on consulting expenses, which is expected to increase as summer projects progress. Mr. Szczurko requested clarification on post-retirement benefits which comprise of anticipated health insurance and pension benefits to be paid out to future retirees that is calculated by the Worcester Regional Retirement Board now counted as a long-term liability.

ITEM 2: SUPERINTENDENT'S REPORT (attached)

- 1.) Manganese Levels at Oakdale Well: expects levels to drop below 1.0 ppm as cleaning pulls more sediment in directly after re-start. Mr. Coveney noted that there is a video of the cleaned well for review.
- 2.) Projects: no further comments/questions.
- 3.) 2025 Sanitary Survey: Mr. Coveney recommends waiting for a letter but will continue to sample new locations on supply line near Pleasant Valley well to record findings. Mr. Coveney noted other small recommendations made by DeP. A full report will be issued from Mass. Department of Environmental Protection in about a month.

ITEM 3: OLD BUSINESS- Lee Street Water Main Replacement

Comprehensive Environmental (CEI) reported good response to open request for bids. Pre-bid meeting had 4-5 contractors attend. Anticipating multiple bids to be opened Friday 4/25/25 at 2pm. CEI will check licensing and insurance requirements for lowest bidder. Target start date for project is as soon as possible. Will use Lee Street well for staging area. Board will need to convene for a special meeting to approve bid and sign contract.

ITEM 4: NEW BUSINESS- New Cell Tower Antenna

Crown Castle sent a proposed rent schedule for Dish Network and is sending back rent.

ITEM 5: READING & APPROVAL OF MINUTES

Mr. Bryngelson made a motion to accept the March 24, 2025 meeting minutes as presented; Mr. Muscente seconded the motion; all voted in favor; motion carried.

ITEM 7: FUTURE AGENDA ITEMS- FY26 Budget and Annual Meeting



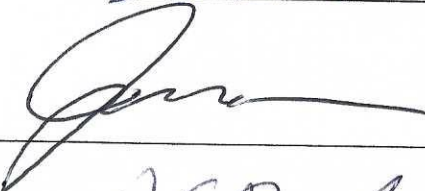
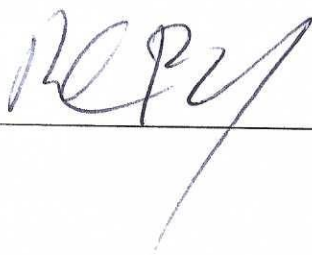
Mr. LaMountain made a motion to adjourn; Mr. Bryngelson seconded the motion; all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 5:43pm. Next regular meeting scheduled for May 19, 2025 at 5pm; Annual Meeting scheduled for June, 9 2025.

Meeting Minutes of the West Boylston Water District

April 14, 2025

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

Date of Approval: May 19, 2025



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

Board of Water Commissioners

April 10, 2025

Board/Committee Name

Date of Notice

183 Worcester St, West Boylston

WBWD OFFICE

Meeting Place

Conference Rm. No.

April 14, 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 – March 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

	FY25			months	FY24			AR Balance	FY24 Actual	FY24 Budget	FY24	
	FY25 Actual	FY25 Budget	variance		variance	variance						
Jul-24	208,865.84	205,500.00	3,365.84	April, May, June	\$98,000.00	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	\$118,000.00	171,457.18	180,000.00	-8,542.82	\$99,000.00			
Sep-24	174,225.16	185,500.00	-10,774.84	June, July, Aug	\$114,000.00	162,924.35	192,000.00	-29,075.65	\$110,000.00			
Oct-24	246,638.02	220,000.00	26,638.02	July, Aug, Sept	\$117,000.00	202,868.10	268,000.00	-65,131.90	\$113,000.00			
Nov-24	179,039.31	185,000.00	-5,960.69	Aug, Sept, Oct	\$132,000.00	171,398.56	134,000.00	37,398.56	\$102,000.00			
Dec-24	162,220.50	143,500.00	18,720.50	Sept, Oct, Nov	\$108,000.00	135,808.17	132,000.00	3,808.17	\$105,000.00			
Jan-25	190,839.08	173,500.00	17,339.08	Oct, Nov, Dec	\$111,000.00	167,177.56	155,000.00	12,177.56	\$117,000.00			
Feb-25	143,843.27	132,500.00	11,343.27	Nov, Dec, Jan	\$123,000.00	128,119.11	123,000.00	5,119.11	\$113,000.00			
Mar-25	145,825.79	124,500.00	21,325.79	Dec, Jan, Feb	\$106,000.00	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	86,137.74			1,892,677.11	1,900,000.00	-8,206.95				

West Boylston Water-Profit & Loss Budget vs. Actual

July 2024 through March 2025

Ordinary Income/Expense	Jul '24 - Ma...	Budget	\$ Over Bud...	% of Bu...
Income				
4175 · Interest Charges	8,710.95	4,800.00	3,910.95	181.5%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Charg	-3,512.72	0.00	-3,512.72	100.0%
4250 · Water Charges & Services - Other	1,635,878.13	1,539,500.00	96,378.13	106.3%
Total 4250 · Water Charges & Services	1,632,365.41	1,539,500.00	92,865.41	106.0%
4260 · User Fee	77,500.00	20,000.00	57,500.00	387.5%
4261 · Back Flow	6,240.00	12,750.00	-6,510.00	48.9%
4262 · Fire Line	20,443.53	18,609.00	1,834.53	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	110,692.46	110,804.51	-112.05	99.9%
4820 · Investment Income				
4821 · Net investment income	31,586.63	0.00	31,586.63	100.0%
4820 · Investment Income - Other	38,265.15	25,250.00	13,015.15	151.5%
Total 4820 · Investment Income	69,851.78	25,250.00	44,601.78	276.6%
4840 · Miscellaneous Revenue	19,274.76	5,493.74	13,781.02	350.8%
Total Income	1,949,665.56	1,738,207.25	211,458.31	112.2%
Cost of Goods Sold	0.00	0.00	0.00	0.0%
Gross Profit	1,949,665.56	1,738,207.25	211,458.31	112.2%
Expense				
10009 · Bank Service Charges	15.00			
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	33,391.43	19,813.50	13,577.93	168.5%
5130 · Admin & Salaries - Other	277,859.71	276,010.81	1,848.90	100.7%
Total 5130 · Admin & Salaries	311,251.14	295,824.31	15,426.83	105.2%
5131 · Superintendent's Salary	86,733.60	85,298.34	1,435.26	101.7%
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	1,393.94	1,400.00	-6.06	99.6%
5135 · Worcester Retirement System	107,828.00	107,828.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	73,336.05	78,595.49	-5,259.44	93.3%
5137 · Retiree's	11,172.36	10,716.00	456.36	104.3%
5136A · Health Insurance - Other	0.00	0.00	0.00	0.0%
Total 5136A · Health Insurance	84,508.41	89,311.49	-4,803.08	94.6%
5138 · Life Insurance	502.20	486.00	16.20	103.3%
5139 · Uniforms	1,620.89	4,317.50	-2,696.61	37.5%
5140 · Workers' Comp Insurance	9,318.00	9,027.00	291.00	103.2%
5141 · Employee Training	3,513.00	4,500.00	-987.00	78.1%
5142 · Payroll Taxes	6,108.33	5,625.00	483.33	108.6%
5130A · Salaries & Employee Benefits - Other	125.00			
Total 5130A · Salaries & Employee Benefits	615,402.51	606,117.64	9,284.87	101.5%
5210 · Heating	6,396.18	6,585.00	-188.82	97.1%
5215 · Telephone	8,248.30	8,326.50	-78.20	99.1%

	Jul '24 - Ma...	Budget	\$ Over Bud...	% of Bu...
5220 · Electricity				
5221 · Beaman Street	89.91	112.50	-22.59	79.9%
5222 · Lawrence Street	454.62	225.00	229.62	202.1%
5223 · Lee Street	17,508.34	16,400.00	1,108.34	106.8%
5224 · Prospect Street	82.51	112.50	-29.99	73.3%
5225 · Temple Street	11,669.18	16,150.00	-4,480.82	72.3%
5226 · Thomas Street	15,007.61	18,625.00	-3,617.39	80.6%
5227 · West Boylston Street	11,008.52	13,250.00	-2,241.48	83.1%
5228 · Western Avenue	2,617.13	3,375.00	-757.87	77.5%
5229 · Worcester Street	1,530.11	1,850.00	-319.89	82.7%
5229A · Laurel Street	1,235.74	2,250.00	-1,014.26	54.9%
Total 5220 · Electricity	61,203.67	72,350.00	-11,146.33	84.6%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	13,500.00	-13,500.00	0.0%
5232 · Accounting Expense	3,720.00	3,850.00	-130.00	96.6%
5233 · Legal Expense	240.00	18,775.00	-18,535.00	1.3%
5234 · Consulting Expense	13,647.50	75,025.00	-61,377.50	18.2%
Total 5230 · Legal & Accounting	17,607.50	111,150.00	-93,542.50	15.8%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	9,127.50	13,500.00	-4,372.50	67.6%
5242 · Repairs & Maintenance	9,862.16	7,450.00	2,412.16	132.4%
5240 · Auto & Truck Expense - Other	54,230.60	60,000.00	-5,769.40	90.4%
Total 5240 · Auto & Truck Expense	73,220.26	80,950.00	-7,729.74	90.5%
5300 · Property and Liability Insuranc	27,937.00	29,066.00	-1,129.00	96.1%
5420 · Office Expense				
5421 · Office Supplies	2,209.02	2,630.00	-420.98	84.0%
5422 · Postage	4,785.00	5,350.00	-565.00	89.4%
5420 · Office Expense - Other	0.00	0.00	0.00	0.0%
Total 5420 · Office Expense	6,994.02	7,980.00	-985.98	87.6%
5423 · Computer/Tech	16,209.09	18,275.00	-2,065.91	88.7%
5430 · Pump Station Supplies	2,331.30	4,500.00	-2,168.70	51.8%
5435 · Water Quality Control Expense	6,792.50	11,250.00	-4,457.50	60.4%
5440 · Water Treatment Chemicals	67,638.40	59,500.00	8,138.40	113.7%
5500 · Tools	1,894.48	2,990.00	-1,095.52	63.4%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	13,415.89	18,700.00	-5,284.11	71.7%
5602 · Facility Repairs	6,975.39	18,700.00	-11,724.61	37.3%
Total 5600 · Repairs & Maintenance	20,391.28	37,400.00	-17,008.72	54.5%
5625 · Property Maintenance	7,008.53	18,700.00	-11,691.47	37.5%
5790 · State & District Expense	13,700.24	13,125.00	575.24	104.4%
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.	121,900.79	112,500.00	9,400.79	108.4%
5950 · District Improvements	14,920.00	37,500.00	-22,580.00	39.8%
Total 5000 · Operation & Maintenance	1,095,088.09	1,243,774.14	-148,686.05	88.0%
Total Expense	1,095,103.09	1,243,774.14	-148,671.05	88.0%
Net Ordinary Income	854,562.47	494,433.11	360,129.36	172.8%
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	679,518.09	318,943.00	360,575.09	213.1%

	<u>Jul '24 - Ma...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Bu...</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>679,518.09</u>	<u>318,943.00</u>	<u>360,575.09</u>	<u>213.1%</u>

West Boylston Water-Balance Sheet

As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,997,636.42
1025 · Cash on Hand	125.00
Total Checking/Savings	1,997,761.42
Accounts Receivable	
1201 · User Charges	447,442.59
Total Accounts Receivable	447,442.59
Other Current Assets	
1159 · Investments	1,992,627.34
1499 · Undeposited Funds	5,281.98
Total Other Current Assets	1,997,909.32
Total Current Assets	4,443,113.33
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	18,783,598.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	19,258.94
Total Accounts Payable	19,258.94
Other Current Liabilities	
2100 · Payroll Withholdings	2,137.46
2430 · Accrued Vacation Pay	23,529.34
Total Other Current Liabilities	25,666.80
Total Current Liabilities	44,925.74
Long Term Liabilities	
1750 · Deferred Inflows of Resources	66,987.00
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	11,761,052.41



West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: 4/14/2025

Re: Superintendents Report

1.) Oakdale Well Cleaning: After a successful well cleaning process completed by FG Sullivan, the Oakdale well is back online as of March 25th. We will continue to monitor the parameters and make any necessary adjustments to the chemical feeds as the cleaning process will sometimes affect the raw water pH and Manganese levels. We are currently achieving zero manganese detection after the filters with a raw water manganese level of 1.7 mg/L.

2.) 2025 Project Update:

1. Gates Brook Place – 80 Units West Boylston St & Pierce St – Still under review with other Town Boards and we will continue to monitor this progress

2. CSX Railroad – Beaman St & Hartwell St RR Bridges to be raised – Plans have been submitted to MassDOT for review and approval

3. Shrewsbury St/Hartwell St commercial buildings development – McCarty Construction has started the site work for this project and the owner has paid the 1-inch water connection fees for the two, contractor garage rental buildings.

3.) 2025 Sanitary Survey: MassDEP started the survey on March 18 and continued March 27 with both Bob Bostwick and Alex Wahlstrom from MassDEP. There was some discussion about the Manganese detection levels at the Pleasant Valley #2 well, being in Violation of the Pleasant Valley #2 Well new source approval activation letter dated January 25, 2022. The letter states that if the raw water manganese level exceeds the SMCL of 0.05, treatment will be required. A copy of this letter is available for your review. We are currently exceeding the SMCL of 0.05 with a concentration of 0.20 on the raw water and 0.12 on the finished water. Bob indicated that this violation will either be written into the sanitary survey report or could come as separate letter, and we will be required to respond to this violation.

It is important to note that we are not exceeding the lifetime Health Advisory level of 0.3 mg/L for Manganese, which MassDEP considers the enforceable limit for all other communities. We also have data from our ten (10) monthly manganese samples in the distribution system that shows that the average level of manganese has been below the SMCL of 0.05 mg/L since 2022 with the Pleasant Valley Well #2 and the Oakdale Well Filtration being online.

	<u>Mar 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	679,518.09
Total Equity	<u>7,022,546.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,783,598.79</u></u>