



# The West Boylston Water District

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**Meeting Date and Time:** Monday March 30, 2026; 5:00pm

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

**Also Present:** Michael Coveney, Heather Isaacs, Michael Ohl, Lori Renzoni, Robert Lopez

Mr. Szczurko called the meeting to order at 5:02 and notified the participants that the meeting would be audio recorded and Commission James LaMountain is in attendance remotely.

## **ITEM 1: TREASURER'S REPORT- see attachments.**

Heather Isaacs presented the Water Use Charges, Profit and Loss, Balance Sheet and Aged Receivable reports through February 28, 2026. Mrs. Isaacs indicated that account 4821 (investments) would look odd until end of year adjustment is made. Mr. Muscente questioned whether legal costs for capital projects would increase thus the budget for FY27 would increase; Mrs. Isaacs clarified that she does not anticipate a significant increase. Mrs. Isaacs has submitted all paperwork to the State to certify free cash. Mrs. Isaacs will work with Mr. Coveney to schedule a budget planning meeting and create the transfers for the stabilization and reserve fund appropriations. Mr. Coveney questioned the wording of the approved appropriation; Mrs. Renzoni will confirm the wording. No further questions or comments.

## **ITEM 2: SUPERINTENDENT'S REPORT- see attached.**

- 1.) 2026 Projects- Railroad bridges should be open late May/early June.
- 2.) No further questions or comments.
- 3.) Upcoming work: Mr. Szczurko questioned whether the asphalt plants are open yet; they are not.
- 4.) No further questions or comments.
- 5.) Bowen/Franklin Sts. Main replacement: Mike Ohl to update.
- 6.) Oakdale Well: Mr Coveney clarified for Mr. Bryngelson that the Quabbin Reservoir is at about 80% capacity and MDC was letting it recover before releasing water into Wachusett Reservoir. Also noted that Oakdale well is currently pumping at 200 gallons per minute/half capacity with reduced sand residue being seen.
- 7.) Mr. Coveney noted that #6 would change to a contribution to retirement plan, not Worcester Regional Retirement. See new business. Mr. Szczurko questioned whether the updated employee handbook had ever been voted upon; it did not.

## **ITEM 3: OLD BUSINESS-**

**Pleasant Valley Well manganese:** levels holding steady with additional chloritization.

**Lee Street Booster Pump:** waiting for warmer weather for installation.

## **ITEM 4: NEW BUSINESS-**

**Oakdale Well Cleaning and Maintenance-** Mr. Ohl outlined two issues that have been identified. A fine silt has been accumulation on top of the filter media and sometimes not being flushed out in a backwash. This first occurred in the fall and Roberts Filter inspected, backwashed the accumulation and the issue was remedied. The same issue was identified in late March; Mr. Ohl feels that there was some change that has impacted the area around the well. Joel Frisch, the hydrologist with Northeast GeoScience also inspected the well. More information is needed; formation around the well could have deteriorated, the well screen may need to be changed which is already planned, or there could be another way the silt has infiltrated. Mr. Ohl outlined

steps being taken to help mitigate the silt issue including cleaning and inspecting the well, then having F. Sullivan install a new well screen. They will inspect to ensure the gravel packed areas around the screen haven't been compromised. Mr. Szczurko questioned whether the well screen could be placed deeper; Mr. Ohl advised that they needed to work within the existing casing. The second issue identified is an increase in manganese levels in unfinished (untreated) water, which is not unusual with a large change in groundwater levels like the current drought conditions have caused. Once more water is released into the Wachusett Reservoir or there is significant rain, a determination can be made to the impact the drought/withholding of water has caused. Mr. Szczurko questioned whether the filters could handle removal at current levels; Mr. Ohl feels this is pushing the limits of the filters at the parameters the plant was based upon. Mr. Coveney informed the Board that the well currently is being pumped at 200 gallons per minute as opposed to 400 gallons per minute. Lee Street Well is pumping at 100% capacity; Pleasant Valley Well is at limited capacity. Mr. Szczurko questioned how quickly a treatment facility could be constructed/utilized for Pleasant Valley; Mr. Ohl indicates at least five years out and will be determined after feasibility study complete. Mr. Szczurko questioned whether new developments could be absorbed with current water yield. Mr. Ohl feels that if Oakdale Well maintenance does not mitigate issues and continues to limit water yield the Town should be informed of issues. Mr. Ohl pointed out that MDC records indicate that we are currently in the worst drought since the 1950s and the Oakdale Well was built in the 1960s. Mr. Szczurko questioned whether Worcester would be open to selling water now that the sewer court case had been settled; Mrs. Renzoni pointed out that the case only included Holden and no other community. Mr. Ohl ensured the Board that Worcester was part of the feasibility study and would be approached. Mr. Mard questioned whether the screen gets normal maintenance; Mr. Coveney and Mr. Ohl feels the screen that was installed in 1956 has reached its life expectancy but did get regular inspections. Mr. Coveney noted that there is an emergency connection in place with Worcester should it ever be needed. Mr. Coveney asked Mr. Ohl at what point does the filter needs to be shut down based on pressure; Mr. Coveney has been shutting down the process at 5 psi differential, Mr. Ohl feels that the current filter can handle a 10 psi differential without impacting the media. Mr. Szczurko wondered whether there was additional space for pre-treatment like oxidation before the filters. Mr. Ohl notes the process is difficult. Notes ozone process is not budget friendly and there is no room in current plant layout. Mr. Ohl informed the Board that another substance was removed from the filters; not certain what material is but hypothesizes it is anthracite or legacy manganese. Looking to have it analyzed. Mr. Coveney will vacuum out the media and replace some or most of the anthracite. Mr. Szczurko recommended reaching out to other systems that use green sand filtration to get their experience/expertise.

**Part Time Administrative Assistant Position:** Mr. Bryngelson motioned to present an offer of employment to Alyssa Verge of West Boylston, Mr. LaMountain seconded the motion; roll call vote; all voted in favor, motion carried.

**ITEM 5: Approval of Meeting Minutes**

Mr. Muscente motioned to approve the March 3, 2026 meeting minutes as presented, Mr. Mard seconded the motion; roll call vote: all voted in favor, motion carried.

**ITEM 6: Future Agenda Items- None presented**

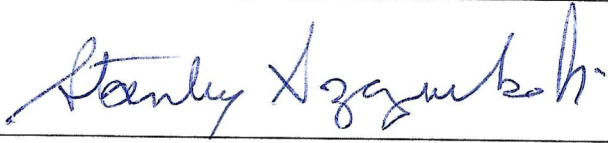
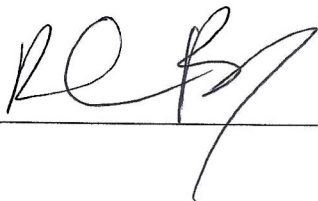
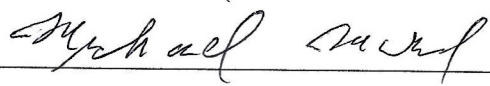
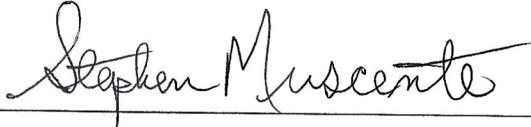
Mr. Muscente made a motion to adjourn; Mr. Bryngelson seconded the motion; roll call vote, all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 6:39pm. Next meeting scheduled for April 27, 2026.

# Meeting Minutes of the West Boylston Water District

March 30, 2026

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

Date of Approval: April 27, 2026



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

**Board of Water Commissioners**

March 25, 2026

Board/Committee Name

Date of Notice

**183 Worcester St, West Boylston**

**WBWD OFFICE**

Meeting Place

Conference Rm. No.

**March 30, 2026**

**Monday 5:00 p.m.**

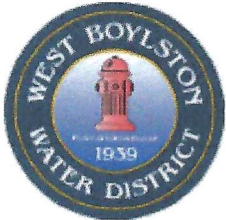
*Robert Bryngelson*

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: March 2, 2026

Date of cancelation/Postponement February 23, 2026



**Agenda**

- 5:00 PM CONVENE MEETING
- 5:05 PM TREASURER'S REPORT – Review of Profit & Loss, Balance Sheet and Water Income
- 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 PM OLD BUSINESS – Pleasant Valley Well Manganese, Lee Street booster pump
- 5:45 P.M. NEW BUSINESS – Oakdale Well cleaning and maintenance/potential issue with sand infiltration and higher manganese levels in raw water.
- 5:50 P.M. READING/APPROVAL OF MINUTES –03/02/26 meeting minutes review and approval
- 5:55 P.M. FUTURE AGENDA ITEMS
- 6:00 P.M. CLOSE MEETING



W.B. Water District  
 Monthly Water Charges  
 FY26

	FY26			FY25					
	FY26 Actual	FY26 Budget	variance	months	AR Balance	FY25 Actual	FY25 Budget	variance	AR Balance
Jul-25	207,955.43	221,500.00	-13,544.57	April, May, June	\$147,000.00	208,865.84	205,500.00	3,365.84	\$109,000.00
Aug-25	205,609.55	195,000.00	10,609.95	May, June, July	\$163,000.00	185,140.77	181,000.00	4,140.77	\$99,000.00
Sep-25	211,776.04	198,500.00	13,276.04	June, July, Aug	\$152,000.00	174,225.16	185,500.00	-10,774.84	\$110,000.00
Oct-25	289,747.11	247,500.00	42,247.11	July, Aug, Sept	\$206,500.00	246,638.02	220,000.00	26,638.02	\$113,000.00
Nov-25	209,271.26	191,500.00	17,771.26	Aug, Sept, Oct	\$199,000.00	179,039.31	185,000.00	-5,960.69	\$102,000.00
Dec-25	175,972.96	169,500.00	6,472.26	Sept, Oct, Nov	\$152,000.00	162,220.50	143,500.00	18,720.50	\$105,000.00
Jan-26	199,585.87	190,000.00	9,585.87	Oct, Nov, Dec	\$173,000.00	190,839.08	173,500.00	17,339.08	\$117,000.00
Feb-26	155,654.48	150,000.00	5,654.48	Nov, Dec, Jan	\$165,000.00	143,843.27	132,500.00	11,343.27	\$113,000.00
Mar-26		150,000.00		Dec, Jan, Feb		145,825.79	124,500.00	21,325.79	\$84,000.00
Apr-26		183,500.00		Jan, Feb, Mar		176,439.58	165,500.00	10,939.58	\$99,000.00
May-26		150,500.00		Feb, Mar, April		138,694.36	137,500.00	1,194.36	\$85,000.00
Jun-26		157,500.00		Mar, April, May		146,426.84	144,000.00	2,426.84	\$124,000.00
Totals	1,655,572.70	2,205,000.00	92,072.40			2,098,198.52	1,998,000.00	100,698.52	



West Boylston Water District

**Aged Receivables**

As of 02/28/2026

Service	0-30 days	31-60 days	61-90 days	91-120 days	> 120 days	Balance
<b>Grand Total</b>						
WATER USAGE	53623.18	23612.64	10232.44	8368.13	49387.39	145223.78
WATER USAGE Interest	1706.60	1506.12	1304.48	1249.13	10479.61	16245.94
WATER USAGE Penalty	470.00	393.58	110.00	340.00	1414.31	2727.89
WATER USAGE Misc	0.00	0.40	0.00	0.00	-250.00	-249.60
FIRELINES	175.00	50.00	0.00	0.00	50.00	275.00
FIRELINES Interest	1.53	0.77	0.76	0.78	0.00	3.84
SPCL READ	160.00	0.71	0.00	0.00	0.00	160.71
TURN OFF FEE	300.00	0.00	0.00	0.00	352.50	652.50
TURN OFF FEE Interes	5.47	5.39	5.31	5.23	228.86	250.26
	56441.78	25569.61	11652.99	9963.27	61662.67	165290.32
<b>Number of Accounts in Each Column:</b>	462	307	181	121	99	
<b>Total Number of Outstanding Accounts:</b>	<b>535</b>					

## West Boylston Water-Profit & Loss Budget vs. Actual

Accrual Basis

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4175 · Interest Charges	13,441.14	5,350.00	8,091.14	251.2%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-4,568.04	0.00	-4,568.04	100.0%
4250 · Water Charges & Services - Other	1,657,945.57	1,563,500.00	94,445.57	106.0%
<b>Total 4250 · Water Charges &amp; Services</b>	1,653,377.53	1,563,500.00	89,877.53	105.7%
4260 · User Fee	50,000.00	20,000.00	30,000.00	250.0%
4261 · Back Flow	14,850.00	6,000.00	8,850.00	247.5%
4262 · Fire Line	20,210.20	19,885.00	325.20	101.6%
4270 · Merchandise & Jobbing	0.00	0.00	0.00	0.0%
4275 · Meters				
4276 · 2nd meter	0.00	0.00	0.00	0.0%
4275 · Meters - Other	8,000.00	1,500.00	6,500.00	533.3%
<b>Total 4275 · Meters</b>	8,000.00	1,500.00	6,500.00	533.3%
4320 · Rental Income	108,694.92	108,896.00	-201.08	99.8%
4820 · Investment Income				
4821 · Net investment income	-109,797.64	0.00	-109,797.64	100.0%
4822 · Accrued interest paid	0.00			
4820 · Investment Income - Other	26,825.17	33,000.00	-6,174.83	81.3%
<b>Total 4820 · Investment Income</b>	-82,972.47	33,000.00	-115,972.47	-251.4%
4840 · Miscellaneous Revenue				
4845 · PFAS Settlement Income	69,123.08			
4840 · Miscellaneous Revenue - Other	12,141.40	5,280.00	6,861.40	230.0%
<b>Total 4840 · Miscellaneous Revenue</b>	81,264.48	5,280.00	75,984.48	1,539.1%
<b>Total Income</b>	1,866,865.80	1,763,411.00	103,454.80	105.9%
<b>Cost of Goods Sold</b>	-310.00	0.00	-310.00	100.0%
<b>Gross Profit</b>	1,867,175.80	1,763,411.00	103,764.80	105.9%
<b>Expense</b>				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	34,464.77	24,968.00	9,496.77	138.0%
5130 · Admin & Salaries - Other	252,276.59	277,458.67	-25,182.08	90.9%
<b>Total 5130 · Admin &amp; Salaries</b>	286,741.36	302,426.67	-15,685.31	94.8%
5131 · Superintendent's Salary	83,549.44	80,059.32	3,490.12	104.4%
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	1,155.02	1,300.00	-144.98	88.8%
5135 · Worcester Retirement System	118,614.00	118,614.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	62,800.25	102,613.33	-39,813.08	61.2%
5137 · Retiree's	10,108.88	12,143.33	-2,034.45	83.2%
5136A · Health Insurance - Other	1,600.00			
<b>Total 5136A · Health Insurance</b>	74,509.13	114,756.66	-40,247.53	64.9%
5138 · Life Insurance	415.80	432.00	-16.20	96.3%
5139 · Uniforms	3,587.84	3,400.00	187.84	105.5%
5140 · Workers' Comp Insurance	9,916.65	9,723.00	193.65	102.0%
5141 · Employee Training	6,707.06	4,000.00	2,707.06	167.7%
5142 · Payroll Taxes	5,714.50	5,666.67	47.83	100.8%
5130A · Salaries & Employee Benefits - ...	74.42	0.00	74.42	100.0%
<b>Total 5130A · Salaries &amp; Employee Benefits</b>	593,485.22	642,878.32	-49,393.10	92.3%

## West Boylston Water-Profit & Loss Budget vs. Actual

Accrual Basis

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
5210 · Heating	5,499.72	5,950.00	-450.28	92.4%
5215 · Telephone	7,021.93	7,401.34	-379.41	94.9%
<b>5220 · Electricity</b>				
5221 · Beaman Street	80.90	102.00	-21.10	79.3%
5222 · Lawrence Street	477.05	510.00	-32.95	93.5%
5223 · Lee Street	13,237.49	17,000.00	-3,762.51	77.9%
5224 · Prospect Street	76.98	102.00	-25.02	75.5%
5225 · Temple Street	13,399.43	13,350.00	49.43	100.4%
5226 · Thomas Street	11,862.41	14,700.00	-2,837.59	80.7%
5227 · West Boylston Street	11,771.96	12,000.00	-228.04	98.1%
5228 · Western Avenue	2,369.84	3,000.00	-630.16	79.0%
5229 · Worcester Street	1,306.82	1,700.00	-393.18	76.9%
5229A · Laurel Street	990.46	2,000.00	-1,009.54	49.5%
<b>Total 5220 · Electricity</b>	<b>55,573.34</b>	<b>64,464.00</b>	<b>-8,890.66</b>	<b>86.2%</b>
<b>5230 · Legal &amp; Accounting</b>				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	3,322.00	4,000.00	-678.00	83.1%
5233 · Legal Expense	270.00	16,700.00	-16,430.00	1.6%
5234 · Consulting Expense	47,034.00	66,666.68	-19,632.68	70.6%
<b>Total 5230 · Legal &amp; Accounting</b>	<b>50,626.00</b>	<b>87,366.68</b>	<b>-36,740.68</b>	<b>57.9%</b>
<b>5240 · Auto &amp; Truck Expense</b>				
5241 · Gasoline & Oil	8,840.25	12,000.00	-3,159.75	73.7%
5242 · Repairs & Maintenance	12,473.81	6,666.66	5,807.15	187.1%
5240 · Auto & Truck Expense - Other	0.00	100,000.00	-100,000.00	0.0%
<b>Total 5240 · Auto &amp; Truck Expense</b>	<b>21,314.06</b>	<b>118,666.66</b>	<b>-97,352.60</b>	<b>18.0%</b>
<b>5300 · Property and Liability Insurance</b>	<b>24,606.35</b>	<b>26,153.00</b>	<b>-1,546.65</b>	<b>94.1%</b>
<b>5420 · Office Expense</b>				
5421 · Office Supplies	2,979.47	2,400.00	579.47	124.1%
5422 · Postage	4,103.93	5,000.00	-896.07	82.1%
5420 · Office Expense - Other	0.00	0.00	0.00	0.0%
<b>Total 5420 · Office Expense</b>	<b>7,083.40</b>	<b>7,400.00</b>	<b>-316.60</b>	<b>95.7%</b>
<b>5423 · Computer/Tech</b>	<b>18,255.87</b>	<b>16,566.66</b>	<b>1,689.21</b>	<b>110.2%</b>
<b>5430 · Pump Station Supplies</b>	<b>3,593.71</b>	<b>4,000.00</b>	<b>-406.29</b>	<b>89.8%</b>
<b>5435 · Water Quality Control Expense</b>	<b>9,307.73</b>	<b>10,000.00</b>	<b>-692.27</b>	<b>93.1%</b>
<b>5440 · Water Treatment Chemicals</b>	<b>59,660.65</b>	<b>60,000.00</b>	<b>-339.35</b>	<b>99.4%</b>
<b>5500 · Tools</b>	<b>3,500.53</b>	<b>2,675.00</b>	<b>825.53</b>	<b>130.9%</b>
<b>5600 · Repairs &amp; Maintenance</b>				
5601 · Equipment Repairs	13,996.81	16,666.66	-2,669.85	84.0%
5602 · Facility Repairs	3,072.79	16,666.66	-13,593.87	18.4%
<b>Total 5600 · Repairs &amp; Maintenance</b>	<b>17,069.60</b>	<b>33,333.32</b>	<b>-16,263.72</b>	<b>51.2%</b>
<b>5625 · Property Maintenance</b>	<b>12,752.46</b>	<b>16,666.66</b>	<b>-3,914.20</b>	<b>76.5%</b>
<b>5790 · State &amp; District Expense</b>	<b>13,938.01</b>	<b>11,670.00</b>	<b>2,268.01</b>	<b>119.4%</b>
<b>5791 · GIS Projects</b>	<b>3,420.00</b>	<b>3,500.00</b>	<b>-80.00</b>	<b>97.7%</b>
<b>5795 · DEP Primacy Fees</b>	<b>1,874.81</b>	<b>1,868.00</b>	<b>6.81</b>	<b>100.4%</b>
<b>5840 · Serv &amp; Distr. Improve.</b>				
5840E- Emergency Repair Costs	33,651.00	0.00	33,651.00	100.0%
5840 · Serv & Distr. Improve. - Other	123,021.73	106,500.00	16,521.73	115.5%
<b>Total 5840 · Serv &amp; Distr. Improve.</b>	<b>156,672.73</b>	<b>106,500.00</b>	<b>50,172.73</b>	<b>147.1%</b>
<b>5950 · District Improvements</b>				
5951 · District Improvements (Capital)	0.00	0.00	0.00	0.0%
5950 · District Improvements - Other	83,541.25	33,400.00	50,141.25	250.1%
<b>Total 5950 · District Improvements</b>	<b>83,541.25</b>	<b>33,400.00</b>	<b>50,141.25</b>	<b>250.1%</b>

## West Boylston Water-Profit & Loss Budget vs. Actual

July 2025 through February 2026

Accrual Basis

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
5000 · Operation & Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 5000 · Operation &amp; Maintenance</b>	1,148,797.37	1,260,459.64	-111,662.27	91.1%
5195 · Bad Debt Expense	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	1,148,797.37	1,260,459.64	-111,662.27	91.1%
<b>Net Ordinary Income</b>	718,378.43	502,951.36	215,427.07	142.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8400 · Insurance Reimbursement	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%
<b>Other Expense</b>				
8000 · Interest Expense	162,161.60	162,162.00	-0.40	100.0%
<b>Total Other Expense</b>	162,161.60	162,162.00	-0.40	100.0%
<b>Net Other Income</b>	-162,161.60	-162,162.00	0.40	100.0%
<b>Net Income</b>	<b>556,216.83</b>	<b>340,789.36</b>	<b>215,427.47</b>	<b>163.2%</b>

West Boylston Water District  
**Balance Sheet**  
As of February 28, 2026

	<u>Feb 28, 26</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	1,767,942.78
1025 · Cash on Hand	125.00
Total Checking/Savings	1,768,067.78
Accounts Receivable	
1201 · User Charges	533,033.14
Total Accounts Receivable	533,033.14
Other Current Assets	
1159 · Investments	2,347,324.98
1499 · Undeposited Funds	2,516.67
Total Other Current Assets	2,349,841.65
Total Current Assets	4,650,942.57
Fixed Assets	
1998 · Capital Assets - Depreciable	12,534,006.71
1999 · Capital Assets - Nondepreciable	7,000.00
Total Fixed Assets	12,541,006.71
Other Assets	
2860 · Deferred Outflows of Resources	158,173.00
Total Other Assets	158,173.00
<b>TOTAL ASSETS</b>	<b><u>17,350,122.28</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	92,750.06
Total Accounts Payable	92,750.06
Other Current Liabilities	
2100 · Payroll Withholdings	2,286.80
2430 · Accrued Vacation Pay	20,008.57
Total Other Current Liabilities	22,295.37
Total Current Liabilities	115,045.43
Long Term Liabilities	
1750 · Deferred Inflows of Resources	30,581.00
2600 · N/P - DEP (SRF Funding)	7,707,525.51
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	1,165,142.00
Total Long Term Liabilities	9,983,445.51
Total Liabilities	10,098,490.94

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	<u>Feb 28, 26</u>
<b>Equity</b>	
3301 · Reserved for Wells/Cap. Project	1,181,223.03
3775 · Investment in PP&E-District	4,409,296.70
3900 · Retained Earnings	1,104,894.78
Net Income	556,216.83
<b>Total Equity</b>	<u>7,251,631.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>17,350,122.28</u></u>



## West Boylston Water District

To: Board of Water Commissioners  
From: Michael Coveney  
Date: 3/30/2026  
Re: Superintendents Report

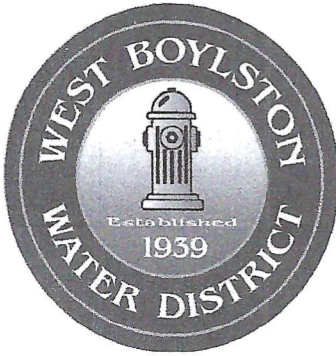
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- 1.) 2026 Project Update:
    1. Gates Brook Place – 80 Units West Boylston St & Pierce St – Land clearing has been started for this project
    2. CSX Railroad – Beaman St & Hartwell St RR Bridges to be raised – Both bridges are currently closed and under construction to be raised. New water main has been installed and tested at Hartwell St RR Bridge.
  - 2.) Ripple Fiber Optic: Their contractors seem to be mobilizing to start digging as soon as they can get approval from DPW to do so.
  - 3.) Service & Distribution: We are working on putting together our list for the spring construction season. There are several areas where the winter breaks occurred that will need to be paved as soon as possible when we can get hot asphalt mix locally. I will be working on getting pricing to pave these areas.
  - 4.) Tank Inspections: I will be contacting DN Tanks this week to get a date from them to inspect the water tanks with divers and issue a written report to MassDEP as required.
  - 5.) Bowen/Franklin St main replacement: CEI is working on the plans and specs.
  - 6.) Oakdale Well Cleaning: Last week we started having issues with the well. We noticed some sand infiltration during and immediately after a backwash which started to clog the filters. We also noticed a significant increase in the raw water manganese levels. We shut down the well on Wednesday to investigate. F.G. Sullivan confirmed the sand infiltration on Thursday and will be ready to mobilize his equipment when the replacement well screen is delivered. Mike Ohl (CEI) and Joel Frisch (NGI) visited the site on Friday to give their input on the situation. The Manganese levels could be higher due to the drought and lower elevation of the reservoir. The MWRA had also shut off the flow from the Quabbin Reservoir on March 11 and about one week later we saw much higher raw water manganese levels. They are not planning to release any more water from the Quabbin to the Wachusett until May. We spoke to them and informed them of what we were experiencing, and they
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said that they would investigate it further. The plan for now is to pull the pump and motor as soon as the new screen is available to be installed. Perform a camera inspection of the existing well for any issues that could cause sand infiltration. Install the new sleeve and screen, clean and redevelop the well and check for any more sand infiltration. There is a possibility that this will not solve the issue, and we will need to discuss it further. We have been running the well to waste for a few days to see if the sand infiltration diminishes at a lower flow rate. We plan to put this well back in service if we can safely do so.

- 7.) Part-Time Administrative Assistant Position: We received several applications and have interviewed the top three candidates. I request the Board's permission to offer the position to the top candidate based on the interviews. I have provided a copy of the offer for your review.



## West Boylston Water District

183 Worcester Street

West Boylston, Massachusetts 01583

Telephone 508-835-3025

Fax 508-835-3364

www.westboylstonwater.org

March 30, 2026

Ms. Allyssa Verge  
36 Keyes St  
West Boylston, MA 01583

DRAFT

Reference: Part time Administrative Assistant Position

Dear Ms. Verge,

We are pleased to offer you the **Part-time Administrative Assistant Position**.

As discussed during your interview, you will work eighteen (18) hours per week. You may be required to work additional hours to cover for our full-time staff during vacation periods or sick time. Your normal working hours will be based on a flexible schedule that will be mutually decided upon by you and our office manager, Lori Renzoni.

Some of the benefits offered are as follows.

(\*) All time is based on a pro-rata basis for part-time employees

1. Twelve (12) paid holidays. \*
2. Five (5) vacation days after six months of service. Ten (10) days after one year of service and adjusted to the schedule in the personnel handbook thereafter. \*
3. Life Insurance- you will be eligible for \$10,000 term life and accidental death insurance. The West Boylston Water District will pay 50% of the premium. \*
4. Two paid personal Days per year after six months of service. \*
5. 4.5 - hours sick time per month, usable after three months of service. \*
6. Enrollment in the Worcester Regional Retirement System (mandatory). 9% of salary.
7. Dental, Vision and Disability Insurance may also be available at full cost to employees.

Your starting hourly rate will be \$22.50 per hour. You will have a probationary period of six months. After successfully completing the probationary period, your rate will be \$22.94/hr.

This offering is made contingent to a successful health examination and drug test. The District will also need your permission to do a background CORI check.

Please sign below to accept the terms of this agreement.

On behalf of the West Boylston Water District and the Board of Commissioners, congratulations on being selected. We look forward to a long prosperous relationship if you accept this offer.

Respectfully yours,

Michael D. Coveney, Superintendent

I accept the Part-Time position of Administrative Assistant

Date: \_\_\_\_\_