The West Boylston Water District

Meeting Date and Time: Monday October 19, 2026; 5:00pm

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

Also Present: Michael Coveney, Heather Isaacs, Lori Renzoni

Mr. Szczurko called the meeting to order at 5:19 and notified the participants that the meeting would be audio recorded.

ITEM 1: TREASURER'S REPORT

Treasurer Heather Isaacs reviewed the Water Use Charges Revenues, Aged Receivables, Profit & Loss and Balance sheet through September 30, 2026. Mrs. Isaacs clarified land holding valued through account #1999 was identified- this is the Laurel Street pump station that cannot be further developed. No further questions or comments on these schedules.

ITEM 2: SUPERINTENDENT'S REPORT (Attached)

1.) **Project Updates:** no further questions or comments.
2.) **Service & Distribution:** Mr. Coveney noted that the Maplewood area has had three breaks in three years. Presented map of area. See new business.
3.) **Tank Inspections-** Draft plan from CEI has been received.
4.) **Bowen/Franklin Main Replacement:** No further questions of comments.
5.) **Oakdale Well:** No further questions or comments.
6.) **Pleasant Valley Well:** No further questions or comments.
7.) **Part Time Administrative Assistant Position:** No further questions or comments.
8.) **Well Exploration:** No further questions or comments.
9.) **Position Opening:** See new business.

ITEM 3: NEW BUSINESS

Hiring of Assistant Superintendent: Mr. Coveney presented draft copies of position announcement and job description drafted with recommendations from Collins Center along with a proposal for recruitment services. Discussion regarding the scope of work that the Collins Center. Mr. Muscente noted that Superintendent would be part of qualified candidate interviews. Mr. Muscente, Mr. LaMountain, Mr. Bryngelson, Mr. Szczurko, Mr. Mard, and Mrs. Isaacs all recommend that the Collins Center be engaged for recruitment services and gave Mr. Coveney authorization to contract with the Collins Center. Mr. Szczurko recommended that Board members be included in final interviews. Mr. Szczurko questioned whether personnel handbook needed to be updated; this will have to be edited and approved. Mr. Szczurko questioned whether the new position would have a vehicle to utilize; Mr. Coveney noted that Mr. Lopez' truck would become available upon retirement.

Maplewood Avenue Water Main: Discussion regarding approaching Corporate Environmental to design new water main for Maplewood; Mr. Szczurko questioned whether the entire street and a portion of Worcester should be included in scope of work. Mr. Coveney noted that the lower end of Maplewood was prone to accidents due to higher pressure. Mr. Szczurko questioned the Town's road pavement schedule- Mr. Coveney conceded that the road is due for repaving but the Town is holding off due to our proposed repairs. Mr. Coveney will find out where the paving is to begin/end to determine the amount of work we might be able to accomplish with them repaving the area on our behalf. Mr. Szczurko questioned whether asking CEI to work on another project might be overwhelming to them; Mr. Coveney was confident the company would let us know if they couldn't handle another project for us.

All Boards Meeting: Mr. Muscente reported on a recent meeting with all the Town Board heads, noting that the quarterly meeting was designed to open communication and keeping everyone updated; noted that the District might not directly benefit but

felt participation was important. Mr. Muscente and Mr. Coveney shared operational information with the other Boards present. Mr. Muscente urged other WBWD Board members to rotate in.

ITEM 4: Old Business – Passed Over

ITEM 5: Approval of Meeting Minutes

Mr. Bryngelson motioned to approve the September 14, 2026 meeting minutes as presented, Mr. Mard seconded the motion; all voted in favor, motion carried.

ITEM 6: Future Agenda Items- None presented.

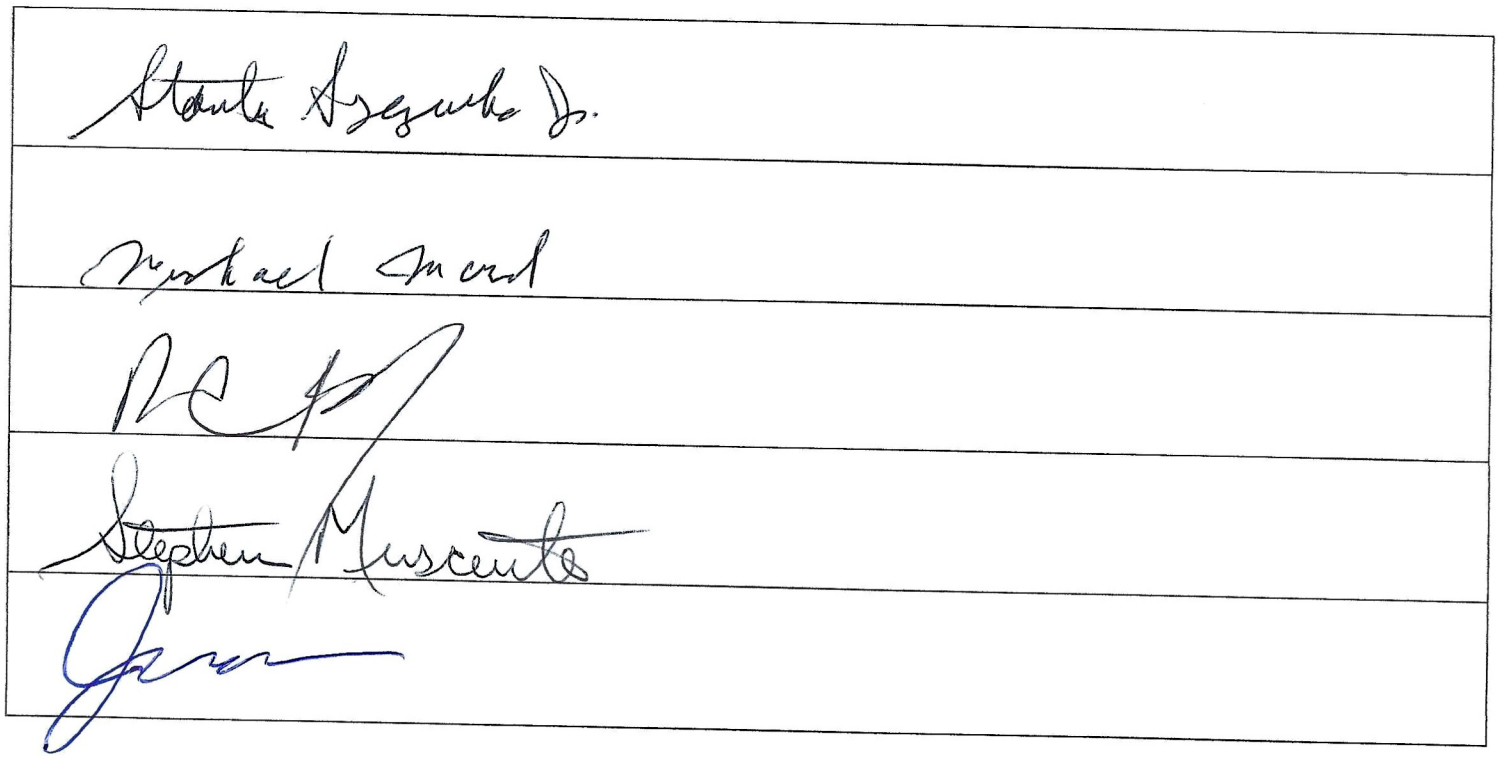
Mr. LaMountain made a motion to adjourn; Mr. Mard seconded the motion;all voted in favor. Motion carried. Mr. Szczurko adjourned the meeting at 6:00pm. Next meeting scheduled for November 16, 2026 at 5:00pm.

Meeting Minutes of the West Boylston Water District

October 19, 2026

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

Date of Approval: November 16, 2026



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

Board of Water Commissioners	10/15/26
Board/Committee Name	Date of Notice
183 Worcester St, West Boylston	**WBWD OFFICE**
Meeting Place	Conference Rm. No.
October 19, 2026	Robert Bryngelson
Monday 5:00 p.m.	
Date/Time of Meeting	Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: _____

Date of cancelation/Postponement _____

Agenda

CONVENE MEETING

TREASURER'S REPORT – Review of Profit & Loss, Balance Sheet and Water Income for FY26 and through 9/30/26

SUPERINTENDENT'S REPORT – Mike Coveney; Updates on repairs, maintenance and issues of wells, properties and equipment; updates on system repairs/maintenance/issues

OLD BUSINESS – Bowen/Franklin Street Water Main Replacement Design, Pleasant Valley Well Manganese Options update – MassDEP ACOP - Mike Ohl- CEI

NEW BUSINESS – Maplewood Avenue Water Main Replacement Design

READING/APPROVAL OF MINUTES –9/14/26 meeting minutes review and approval

FUTURE AGENDA ITEMS

CLOSE MEETING

West Boylston Water District Board of Commissioners Meeting-October 19, 2026

Robert Bryngelson, Jr.	
Stanley Szczurko, Jr.	
James LaMountain	
Michael Mard	
Stephen Muscente	
Michael Coveney	
Heather Isaacs	
Lori Renzoni	
Michael Ohl	—

West Boylston Water District

To: Board of Water Commissioners

From: Michael Coveney

Date: 10/19/2026

Re: Superintendents Report

1.) 2026 Project Update:
    1. Gates Brook Place – 80 Units West Boylston St & Pierce St – Sitework has begun. MassDOT permits are under review for the water work. The water connection on Pierce Street is scheduled for 10/24/26. All connection fees have been paid by the developer.

2.) Service & Distribution: The 6" AC main on Maplewood Ave ruptured on 10/12/26. There was extensive damage to the roadway and this main has now become a top priority for replacement. The Booster Pumps at Lee St have been replaced by Haluch Water and we will be finishing the remaining SCADA connections this week. The crew repaired another leak on the Bowles Ave 2" main and repaired an ongoing leak across from 137 Shrewsbury St on the 8" AC main by removing an abandoned 8" x 6" leadite tapping sleeve. Fall Hydrant Flushing has been completed for this year. There was also a hydrant that was hit on 10/4/26 at 34 Carol Drive and will need to be replaced.

3.) Tank Inspections: DN (Tanks) our tank builder was here on 8/12 to finish the exterior inspections and is putting together a proposal to perform the work that is recommended. I am working with CEI to develop the Corrective Action Plan that is required by MassDEP to address the work that will be required.

4.) Bowen/Franklin St main replacement: Geotechnical borings were completed on 9/9 and CEI is working on the plans and specs.

5.) Oakdale Well: The raw Mn is still fluctuating between 1.1 and 1.4 ppm. We are still backwashing weekly and pumping all backwash water to the sewer.

6.) Pleasant Valley Well: The raw Mn levels have been consistent from 0.11 to 0.13 ppm over the last 3 months.

7.) Part-Time Administrative Assistant Position: Jennifer Fancy started working with us as of 9/28/26. She will be in the office M,W,F from 8:30-2:30.

8.) Well Exploration: Mike Ohl is contacting a hydrogeologist to get started on some research for the well exploration program. I have also spoken to Joel Frisch at NGI to take another look at areas in Town.

9.) Position Opening: We have finished drafting the position opening and job description for the Assistant Superintendent position. I have also spoken with our HR Consultant at the Collins Center to provide a proposal for recruitment services if needed. As this is a newly created position I would like some input from board members on the position opening and job description as drafted. Do we want to have these reviewed by our HR Consultant for accuracy?

POSITION ANNOUNCEMENT: ASSISTANT WATER SUPERINTENDENT

Entity: West Boylston Water District
Location: 183 Worcester Street, West Boylston, MA 01583
Position Type: Full-Time
Reports To: Water Superintendent

Position Summary

The West Boylston Water District is seeking a qualified, highly motivated individual for the position of Assistant Water Superintendent. Under the general direction of the Water Superintendent. This individual assists in overseeing the daily operations, infrastructure maintenance, treatment processes, and regulatory compliance of the public water system. The Assistant Superintendent will perform skilled mechanical, technical, and administrative work and assume operational control of the system in the absence of the Superintendent.

Essential Duties and Responsibilities

- **Emergency Response:** On call 24/7 to respond to water emergencies, main breaks, or equipment failures outside normal working hours. Must be able to respond within 30 minutes.
- **System Operations:** Operates and maintains the district's water treatment and distribution infrastructure in strict accordance with MassDEP Drinking Water Regulations (310 CMR 22.00) and Commonwealth of Massachusetts Water Supply Guidelines, ensuring continuous system compliance and optimization. Including the operation and maintenance of a Manganese Greensand Facility.
- **Treatment & Quality Control:** Monitors chemical feed systems (chlorination, pH adjustment, corrosion control), performs mandatory water quality sampling, and operates Supervisory Control and Data Acquisition (SCADA) software.
- **Distribution Maintenance:** Oversees crews in the installation, repair, and maintenance of water mains, services, hydrants, valves, and water meters through the Operations Supervisor.
- **Crew Supervision:** Assists in scheduling, supervising, and training field staff and operators. Enforces safety protocols, including OSHA standards and trench safety rules.
- **Administrative Support:** Maintains precise electronic and physical operations logs, chemical tracking sheets, and cross-connection inspection records.

Minimum Qualifications & Requirements

- **Education:** High School Diploma or GED required; supplemental technical coursework in environmental or civil engineering preferred.
- **Licensure:** Must possess a valid Commonwealth of Massachusetts: Grade 2T (Treatment) Full License AND a Grade 2D (Distribution) Full License at the time of application along with Backflow Prevention Device Tester Certification and Cross-Connection Surveyor Certification.

- **Experience:** Minimum of three to five (3–5) years of hands-on experience in public water supply operations, including at least one (1) year in a lead worker, foreman, or supervisory capacity.
- **Driving Record:** Valid Massachusetts Driver's License with a clean driving history required.

Pre-Employment Requirements

- **Conditional Offer:** All pre-employment screenings are conducted strictly following a conditional offer of employment.
- **Background Screening:** Appointment to this position is contingent upon the successful completion of a comprehensive Criminal Offender Record Information (CORI) background check.
- **Physical Examination:** A post-offer, pre-employment medical evaluation is required to verify the applicant's ability to safely fulfill all heavy physical demands of the position.
- **Drug & Alcohol Testing:** Candidates must successfully pass a pre-employment drug screening.

Priority Consideration

Priority consideration and preference in appointment will be given to eligible veterans and disabled veterans in accordance with Massachusetts General Laws and District hiring guidelines. Applicants claiming veterans' preference must submit a copy of their DD-214 (Member 4 copy) with their application package.

Physical Demands & Working Conditions

This position requires physical labor in varying weather conditions. The employee must occasionally lift and/or move up to 60 pounds, walk over rugged terrain, and work inside confined spaces or open trenches utilizing appropriate safety gear.

Salary & Benefits

This is a Salary position with a range of $100,000 - $115,000 based on experience and active licenses and certifications, backed by a comprehensive benefits package including Health, Dental, Vision, and enrollment in the Worcester Regional Retirement System.

To Apply

Applications are available on the West Boylston Water District Job Opportunities portal (https://www.westboylstonwater.org/). Please submit a completed job application, cover letter, resume, and copies of current water licenses to:

• Email: commissioners@westboylstonwater.org

• Mail/In-Person: West Boylston Water District, Attn: Superintendent, 183 Worcester Street, West Boylston, MA 01583

The West Boylston Water District is an Equal Opportunity Employer.

ASSISTANT SUPERINTENDENT/WATER OPERATOR

The Assistant Superintendent/Water Operator performs professional, technical, and maintenance work related to controlling, operating, and maintaining the Water District's water distribution system and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position under the direction of the Superintendent or the Board of Water Commissioners.

Essential Functions

- Operate, monitor, and maintain the public water distribution system, including wells, water mains, storage tanks, booster stations, pumps, motors, valves, hydrants, and related infrastructure.
- Monitor gauges, meters, control panels, and system performance data to identify operating issues and ensure efficient system operation.
- Operate facility and distribution system valves manually or through remote-control systems as required.
- Perform inspection, maintenance, repair, and lubrication of mechanical and electrical equipment associated with water system facilities.
- Respond to and assist with the repair of water main breaks, service leaks, emergency system failures, and other distribution system issues within 30 minutes.
- Install water services and perform water main repair activities on various pipe materials, including cast iron, asbestos cement (AC), and ductile iron.
- Participate in water system maintenance programs, including hydrant flow testing, water main flushing, and valve exercising.
- Record operational data, maintain logs, document system activities, and prepare required reports and records.
- Monitor and maintain inventories of supplies, materials, tools, and equipment necessary for system operations.
- Maintain water district facilities, buildings, grounds, and work areas in a safe, clean, and orderly condition.
- Assist the Superintendent with the daily operation, maintenance, and regulatory compliance activities of the water system.
- Perform the duties of the Superintendent/Primary Operator during periods of absence, as assigned.
- On Call 24/7 to respond to emergencies and perform related duties as required to support the safe and reliable operation of the water distribution system.
- Perform other related duties and responsibilities as assigned by the Superintendent or Board of Water Commissioners.

SUPERVISION

Works under the direction of the Superintendent and performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of applicable federal, state and local regulations regarding the operation of a public water system in compliance with 310 CMR 22.00.

SUPERVISORY RESPONSIBILITIES

The position has responsibility for supervising the work of others as delegated by the Superintendent.

WORK ENVIRONMENT

The employee performs work under a wide variety of conditions and work environments. Inspection, operation and maintenance, and emergency repairs conducted in the field, with exposure to variable weather conditions, loud noise and the hazards associated with Water distribution facilities and distribution system components, as well assist with any Water District collection systems, including exposure to potentially dangerous materials. The employee responds to emergencies.

NATURE AND PURPOSE OF CONTACTS

The employee has contact with town departments, state agencies, contractors, homeowners, builders, and the public.

CONFIDENTIALITY

The employee has access to department-oriented confidential information.

QUALIFICATIONS

High school diploma and advanced technical training; a minimum of 3-5 years of experience in the operation and maintenance of Public Water Systems. Valid Massachusetts motor vehicle operator's license. Must have and maintain a Massachusetts Grade 2D Water Distribution and 2T Water Treatment Full Status license or higher. Must also have a Massachusetts Backflow Prevention Device Tester Certification and Cross-Connection Surveyor Certification.

PROPOSAL FOR RECRUITMENT SERVICES
West Boylston Water District
Assistant Superintendent

How the Collins Center Will Assist in the Recruitment Efforts

The Collins Center works with public organizations to understand the most critical issues they are facing, as well as the culture and the leadership styles that would be best suited to move them forward. Only after gaining an understanding of the client's critical needs does the Center proceed to recruit quality candidates for the position.

In implementing this approach, the Center will:

- Develop a Profile of the organization and the position with particular attention to identifying the priority issues. The Profile will specify the professional and personal qualities needed to succeed in the position;
- Recruit a pool of candidates utilizing the Center's extensive network and data base as well as traditional advertising; and
- Support the evaluation of candidates. The recruitment team will help plan the interview process and assist with the final interview process. The Center will facilitate and assist with but will not negotiate contract provisions.

Project Approach

The following information is provided to illustrate the Center's approach to recruitment and what it believes are successful outcomes of each stage of a search. The Center believes that a significant risk in selection is choosing the best person from a mediocre pool of candidates. The Center's principal effort is directed at giving its clients a pool of well-qualified candidates, thereby reducing this risk.

Task One: Preparing a Profile

The recruitment team begins the search with a simple question: What criteria would the organization use to determine that the appointment was successful? The recruitment team will work with key stakeholders to develop and finalize a Profile.

Outcome: A Profile Statement will be prepared for approval. Once approved, the recruitment will commence using the Profile as a marketing tool for the position.

Task Two: Networking, Screening, and Presentation of Paper Candidates

Standard advertising will be prepared and placed in various venues. At the same time, the recruitment team also engages in extensive network recruitment activities using various outreach methods and extensive personal contacts. Often the best person for a job is not looking for a job; so, networking is a critical part of the process. To attract candidates, the unique challenges of the employment opportunity will be stressed. At the conclusion of networking, the applications from a pool of prospective candidates who best meet the Profile will be presented to the interview panel. The Center will work with the client to determine who should comprise the panel. Determination will be made of which candidates to meet for a preliminary interview.

Outcome: Candidates to be invited for a preliminary interview will be identified.

Task Three: Preliminary Interviews

After candidates are selected for a preliminary interview, the recruitment team will design an interview process with the interview panel. The Center will assist in the development of standard interview questions and will schedule and facilitate the interviews. At the conclusion of the interviews, Center staff will facilitate the interview committee's discussion to identify potential finalists.

Outcome: Interview Panel will identify tentative finalists.

Task Four: Guidance on Final Interview and Selection

The recruitment team will help plan its final interview process. The recruitment team will help structure the discussion, suggest questions, and suggest the structure of the interviews.

The Center is able to assist with logistics, expectations and discussions, but the actual appointment and negotiations of salary and benefits is the responsibility of the client.

Outcome: A well-organized Final Interview and Selection Process

Task Five: Reference Checking

The Center will perform a reference check on the selected candidate. The recruitment team will speak with employers, professional peers, and subordinates, systematically posing the same questions to references for each potential finalist.

Professional Fees, Expenses, and Payment Schedule

The all-inclusive professional fee for the engagement is $8,000. The payment schedule is as follows:

- $4,000 when Task 1 is complete; (profile)
- $4,000 when Task 5 is complete