



The West Boylston Water District

Meeting Date and Time: May 6, 2019; 4:30pm

Members Present: Robert Bryngelson, Stanley Szczurko, James LaMountain, Gary Flynn, Michael Mard

Also Present: Michael Coveney, Heather Isaacs, Lori Renzoni

Mr. Szczurko called the meeting to order at 4:30pm.

ITEM 1: Review FY20 Budget

Treasurer Heather Isaacs presented the proposed Fiscal Year 2020 budget (attached). Noted income accounts: new services anticipated were factored in; cell tower rental income is based on existing contracts. Overall estimated revenue was left conservative at \$1,469,522.00. Noted expense accounts: Step increases in pay as well as cost of living increase presented. Worcester Regional Retirement subsidy higher since the District has a new hire. A replacement vehicle is budgeted. Capital expenses are based on estimated cost of (5) new hydrants, electrical upgrades, paving, meter-reading software upgrades and tank repairs. Mrs. Isaacs noted that most other expense accounts remain the same as FY19. Overall projected expenses are \$1,430,385.00.

Mr. LaMountain made a motion to accept the FY20 budget as presented; Mr. Bryngelson seconded the motion. All voted in favor; motion carried.

ITEM 2: Review FY20 Warrant Articles (*see attached*)

Mr. Coveney reviewed the warrant articles for FY20. Mr. Szczurko questioned whether articles to certify free cash should be included; Mrs. Isaacs was not confident that there would be a sufficient amount to certify and fund our stabilization and reserve funds. She noted that if monies became available there could always be a semi-annual meeting to fund the accounts.

Mr. LaMountain made a motion to add a warrant article changing the District by-laws to move the annual meeting time from 7:00pm to 6:00pm. Mr. Mard seconded the motion; all Board members voted in favor.

Mr. LaMountain made a motion to accept the FY20 Warrant Articles; Mr. Bryngelson seconded the motion. All voted in favor; motion carried.

Mr. Bryngelson made a motion to adjourn the meeting, LaMountain seconded, all voted in favor. Mr. Szczurko adjourned the meeting at 5:13pm.



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

WEST BOYLSTON WATER DISTRICT

April 30, 2019

Board/Committee Name

Date of Notice

183 WORCESTER STREET

COMMISSIONER'S ROOM

Meeting Place

Conference Rm. No.

May 6, 2019

Monday 4:30 p.m.

Robert Brynjelsson

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: _____

Date of cancelation/Postponement _____



Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of the Town Clerk's Office to ensure that your posting has satisfied this requirement.

List of the topics that the chair reasonably anticipates will be discussed at the meeting below and submit to the Town Clerk. Use additional sheets if required.

Agenda

4:30 PM CONVENE MEETING

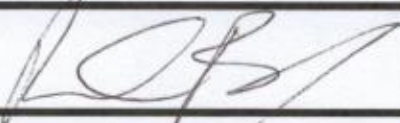
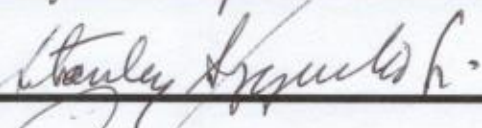
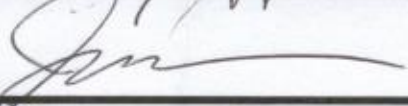
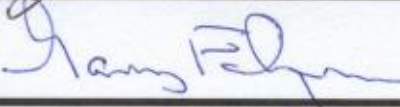

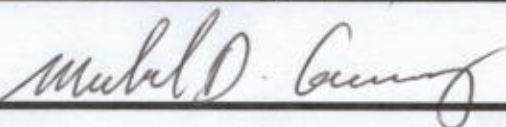
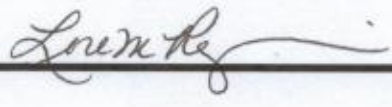
4:35 PM DRAFT OF FY20 BUDGET- Presented by Treasurer Heather Isaacs

4:45 PM DRAFT OF FY20 WARRANT ARTICLES- Presented by Michael Coveney

5:00 P.M. CLOSE MEETING



West Boylston Water District Board of Commissioners Meeting May 6, 2019

Robert Bryngelson, Jr.	
Stanley Szczerko, Jr.	
James LaMountain	
Gary Flynn	
Michael Mard	
Michael Coveney	
Heather Isaacs	Heather Isaacs
Lori Renzoni	

WARRANT
FOR THE
ANNUAL MEETING
OF THE
WEST BOYLSTON WATER DISTRICT
OF
WEST BOYLSTON, MASSACHUSETTS

MONDAY JUNE 3, 2019

Worcester, ss.

To the District Clerk of the West Boylston Water District of West Boylston, Massachusetts,
in the County of Worcester,

GREETINGS:

In the name of the Commonwealth of Massachusetts you are directed to notify the inhabitants of the West Boylston Water District of West Boylston, qualified to vote in elections and District affairs, to meet at the West Boylston Water District, 183 Worcester Street, West Boylston, in such District, on Monday the third (3rd) day of June in the year of 2019 at 7:00 o'clock in the evening, then and there to act on the following articles:

ARTICLE 1: To elect the following District Officers:

- (A) Moderator for one year
- (B) District clerk for one year

ARTICLE 2: To hear the report of the officers of the District and to act thereon.

ARTICLE 3: To see if the District will vote to transfer from any unexpended balances from the Fiscal Year 2019 appropriations or other available funds to Fiscal Year 2020 appropriation accounts, or take any action in relation thereto.

ARTICLE 4: To see if the District will vote to raise and appropriate a sum of money for the District's maintenance and operating expenses budget for Fiscal Year 2020, beginning July 1, 2019 and ending June 30, 2020, or take any action relative thereto.

ARTICLE 5: To see if the District will vote to authorize the District Treasurer, with approval of the Board of Water Commissioners, to borrow money from time to time in anticipation of the revenue of Fiscal Year 2020, beginning July 1, 2019 and ending June 30, 2020, in accordance with General Laws Chapter 44, Section 4, as amended, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws Chapter 44, Section 17 as amended, or any other authority available to the District, and to authorize the District Treasurer to enter into a compensating balance agreement or agreements for Fiscal Year 2020 pursuant to General Laws Chapter 44, Section 53F, or take any action relative thereto.

ARTICLE 6: To see if the District will vote, that a sum of money be appropriated for the purpose of financing the construction of the North Main Street Water Main project; including all appurtenances. Including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that to meet this appropriation the Treasurer with the approval of the Board of Water Commissioners is authorized to borrow a sum of money and issue bonds or notes therefore under (Chapter 44 of the General Laws or other applicable general or special law governing the issuance of local bonds) and/or Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that such bonds or notes shall be general obligations of the District unless the Treasurer with the approval of the Board of Water Commissioners determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended by St. 1998, c.78; that the Treasurer with the approval of the Board of Water Commissioners is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C, as most recently amended by St. 1998, c.78; and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Water Commissioners are authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project, or take any action relative thereto.

ARTICLE 7: To see if the District will vote, pursuant to General Laws Chapter 40, Section 5B, to transfer from the Stabilization Fund, and appropriate a sum of money for the purpose of well exploration and development, or for other capital improvements to the District's infrastructure as may be voted on by the Board of Water Commissioners, or take any action relative thereto.

ARTICLE 7: To see if the District will vote, pursuant to General Laws Chapter 40, Section 5B, to transfer from the Stabilization Fund, and appropriate a sum of money for the purpose of well exploration and development, or for other capital improvements to the District's infrastructure as may be voted on by the Board of Water Commissioners, or take any action relative thereto.

ARTICLE 8: To see if the District will vote to amend Article I of the District Bylaws, entitled "Meetings," by revising Section 1 thereof, which currently reads:

Section 1. The Annual District Meeting shall be held once annually starting at 7:00 P.M. Any adjournment of this meeting shall be to a subsequent date at 7:00 P.M. prior to the first day of July.

to read as follows:

Section 1. The Annual District Meeting shall be held once annually starting at 6:00 P.M. Any adjournment of this meeting shall be to a subsequent date at 6:00 P.M. prior to the first day of July.

or to take any other action relative thereon.

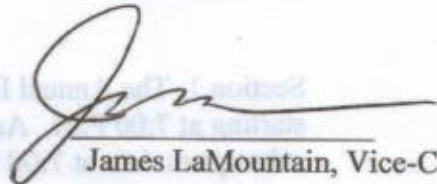
And you are to serve this Warrant by posting an attested copy thereof at the Water District Office, Post Office, West Boylston Town Offices, Beaman Memorial Library, Pruneau's Barber Shop and in place of the meeting, seven days at least before time of holding said meeting.

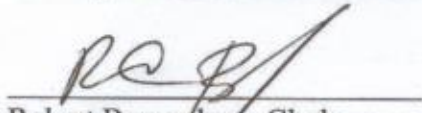
Hereof, fail not, and make due of the Warrant with your doings thereon to the Board of Water Commissioners at the time and place of the meeting as aforesaid.

Given under our hands this 6th day of May in the year Two Thousand and Nineteen.

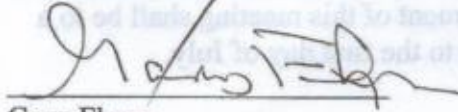
Respectfully submitted,


Stanley Szczerko, Chairman

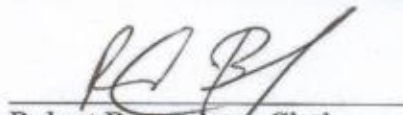

James LaMountain, Vice-Chair


Robert Bryngelson, Clerk


Michael Mard


Gary Flynn

I hereby certify that I have posted a true attest copy of this Warrant in the places specified in the Warrant this 17th Day of May, 2019.


Robert Bryngelson, Clerk
West Boylston Water District

Water District Office 3:25pm
Town Offices 3:20pm
Post Office 3:15pm
Beaman Library 3:10pm
Pruneau's Barber Shop 3:00pm

WEST BOYLSTON WATER DISTRICT PROPOSED FY '20 BUDGET

Account	Detail	FY '19 Budget	FY '19 Estimate	+/- to Budget	FY '20 Proposed
4175	Interest Charges	6,600	7,583	983	6,600
4250	Water Charges	1,000,000	1,121,545	121,545	1,200,000
4260	User and Connection Fees	72,000	158,000	86,000	60,000
4261	Back Flow	9,600	9,060	(540)	9,600
4262	Fire Line	24,941	24,350	(591)	24,940
4275	Meters	4,800	11,669	6,869	4,000
4320	Rental Income	148,543	143,818	(4,725)	152,832
4820	Investment Income	4,000	15,895	11,895	4,000
4840	Misc Revenue	7,550	10,416	2,866	7,550
	Total Revenues	<u>1,278,034</u>	<u>1,502,336</u>	<u>224,302</u>	<u>1,469,522</u>
5130	Admin & Salaries	250,705	302,246	51,541	306,817
5143	Overtime Wages	19,932	18,824	(1,108)	22,719
5131	Superintendent's Salary	93,009	95,009	2,000	94,911
5132	Commissioners Salaries	5,000	5,000	-	5,000
5133	Moderator Salary	50	50	-	50
5134	Payroll Process Expense	1,200	1,270	70	1,270
5135	Worcester Retirement System	51,850	50,900	(950)	65,426
5136	Insurance - Employee	90,847	90,143	(704)	93,118
5137	Insurance - Retiree	20,394	16,618	(3,776)	17,217
5138	Life Insurance	713	776	63	713
5139	Uniforms	4,280	3,357	(923)	4,280
5140	Workers' Comp Insurance	7,980	7,392	(588)	7,340
5141	Employee Training	2,500	2,575	75	3,000
5142	Payroll Taxes	6,600	6,751	151	6,800
5200	Bank Service Charges	360	-	(360)	360
5210	Heating	5,000	2,506	(2,494)	5,000
5215	Telephone & Telemetry	10,790	10,048	(742)	10,790
5220	Electricity:				
5221	Beaman Street	150	109	(41)	150
5222	Lawrence Street	450	425	(25)	450
5223	Lee Street	20,000	19,720	(280)	20,000
5224	Prospect Street	350	284	(66)	350
5225	Temple Street	43,000	38,709	(4,291)	43,000
5226	Thomas Street	4,000	5,012	1,012	5,200
5227	West Boylston Street	14,000	13,092	(908)	14,000
5228	Western Ave	4,000	3,731	(269)	4,000
5229	Worcester Street	2,500	2,267	(233)	2,500
5229A	Laurel Street	1,200	2,143	943	2,200
5230	Professional Services:				
5231	Audit & Actuary Expense	12,000	13,500	1,500	-
5232	Accounting Expense	10,000	7,668	(2,332)	10,000
5233	Legal Expense	10,000	5,380	(4,620)	10,000
5234	Consulting Expense	100,000	73,965	(26,035)	150,000
5235	Water Meter Expense	-	-	-	-
5240	Vehicle Expense:				
5241	Gas & Oil	12,000	9,815	(2,185)	12,000 -
5242	Repairs	6,000	6,540	540	6,000
5300	Property & Liability Insurance	13,707	13,723	16	13,635
5420	Office Expense:				


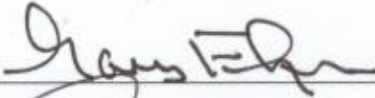
5421 Office Supplies	3,500	3,211	(289)	3,500
5422 Postage	6,000	5,675	(325)	6,000
5423 Computer/Tech	10,000	13,670	3,670	8,000
5430 Pump Station Supplies	5,000	2,887	(2,113)	5,000
5435 Water Quality Control Exp	9,000	8,550	(450)	7,000
5440 Water Treatment Chemicals	45,000	47,112	2,112	50,000
5500 Tools	5,000	3,914	(1,086)	5,000
5600 Repairs & Maintenance:				
5601 Equipment Repairs	10,000	8,079	(1,921)	10,000
5602 Facility Repairs	10,000	675	(9,325)	10,000
5625 Property Maintenance	10,000	5,526	(4,474)	10,000
5780 Misc Expense	-	-	-	-
5790 State & District Expense	6,000	3,857	(2,143)	5,000
5791 GIS Project	3,000	3,000	-	3,000
5795 DEP Primacy Fee	1,607	1,744	137	1,607
5840 Service & Distribution Expense	115,000	105,311	(9,689)	115,000
5950 District Improvements-Other	111,000	131,768	20,768	123,000
8000 SRF Interest Expense	10,679	10,679	-	9,146
SRF Principal Payments	60,477	60,477	-	65,836
Total Expenses	1,245,830	1,245,683	(147)	1,430,385

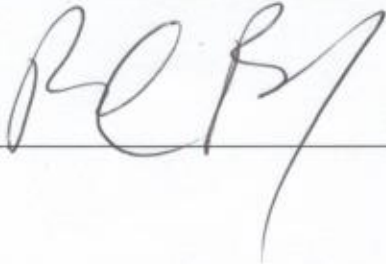


Meeting Minutes: West Boylston Water District; May 6, 2019

Members Present: Robert Bryngelson, Stanley Szczurko, James LaMountain, Gary Flynn, Michael Mard

Date of Approval June 17, 2019



Water District

Robert Bryngelson, Gary Flynn, Michael Mard