



# The West Boylston Water District

**Meeting Date and Time:** December 16, 2019; 5:00pm

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

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

Mr. Szczurko called the meeting to order at 5:01pm.

**ITEM 1: TREASURER'S REPORT** given by Heather Isaacs, Treasurer. *See attachments.*

Monthly Water Charges: Water charges for month of November 2019 provided income over budget by over \$15,000.00. AR balance remains high at \$94,000.00 as expected. No further questions on this report.

Profit & Loss (P&L) Budget vs. Actual through November 2019. Mrs. Isaacs noted that Income accounts remain over projected budget by \$156,000.00 so far this fiscal year. Expense accounts: most remain on or under budget, leaving the overall expenses under budget by \$182,000.00. No further questions on this report.

Balance Sheet through October 31, 2019. Mrs. Isaacs noted that current cash assets (checking/savings/investments) remain healthy; no changes to fixed assets. Total assets are approximately \$5.9 million. Accounts payable liabilities have increased slightly; long-term liabilities remain unchanged. Mrs. Isaacs reviewed current fixed and long-term liabilities. No further questions on this schedule.

Mr. Flynn moved to provide District Superintendent with a year end-bonus of \$2,000 and the District employees a year-end bonus of (2) vacation days and a \$25.00 gift card each; Mr. LaMountain seconded the motion; all voted in favor, the motion carried.

**ITEM 2: SUPERINTENDENT'S REPORT** (*see attached*)

***Additional comments/questions:***

- 1.) Mr. Coveney has written confirmation on specifics of delay. Mr. Coveney will send an e-mail to Mass. DeP to request a change in the timeline.
- 2.) No further questions/comments.
- 3.) See new business. Corporate Environmental plans on attending the next WBWD Board meeting and have a cost analysis for review.
- 4.) See new business.
- 5.) No further questions/comments.

**ITEM 3: NEW BUSINESS- *See attached***

- 1.) Oakdale Treatment Plant Project: Two conceptual designs for proposed Oakdale Treatment Plant prepared by Comprehensive Environmental, Inc. presented. Proposed 84'x 50' building with road surrounding for easy access to facilitate chemical deliveries, which were still to be determined whether some/all of the chemicals would remain in existing front building, with two different disposal process designs. Noted that cost analysis including retention ponds vs. direct sewer disposal would be key in final process in design determination. Visits to Westford and Auburn Treatment plants was also recommended as they use the green



sand process. Sand change out is recommended every 2-5 years, depending on pumping/usage and medium added occasionally as needed. Sand is specially formulated for manganese removal. Upgraded software for remote monitoring and additional licensing for Operators will also be necessary. Board will need to anticipate higher chemical usage/spending due to increased pre-treatment/post-treatment. Cost analysis will include waste removal via direct sewer connection v. retention pond cleaning and pumping.

- 2.) Two bids were presented for the construction of the new well at Pleasant Valley, as well as a letter of recommendation from Northeast GeoScience. Mr. Coveney is not recommending the bid be awarded until the easement deed issue is clarified or settled. D.L. Maher has been notified that they are the low bidder. The WBWD Board has 90 days from 12/6/19 to award the bid. The bidder has choice to withdraw the bid after 90 days, or the awarded party may decline the work and the secondary bidder may be offered the contract. The WBWD can also put another bid out after the 90 days. The Board voted to table any action until the next meeting to see if the easement deed has been filed.

#### **ITEM 4: Old Business**

- 1.) Tank Repairs: No new information received regarding additional tank covering options from Mass Rural Water, who is still working on it.
- 2.) Truck Procurement: Mr. Coveney has started looking. Bid renewal with Plymouth County Commissioners is after January 1, 2020.

#### **ITEM 5: APPROVAL OF MEETING MINUTES**

Mr. Bryngelson moved to accept the November 18, 2019 meeting minutes; Mr. LaMountain seconded the motion; all voted in favor.

Mr. Bryngelson moved to adjourn the meeting; Mr. Flynn seconded the motion; Mr. Szczurko adjourned the meeting at 5:54pm.

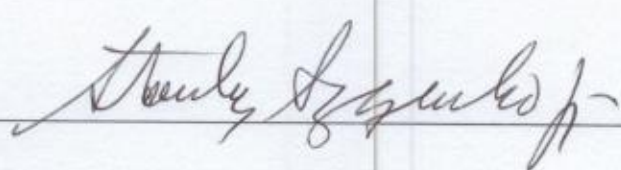
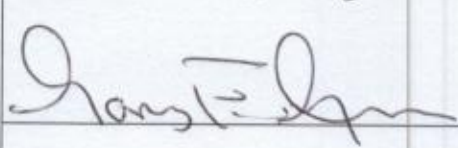
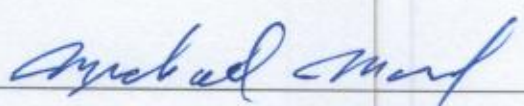

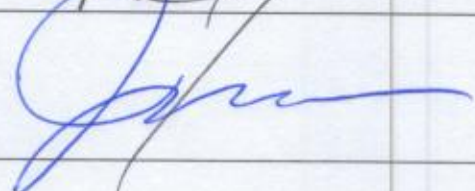
Next meeting scheduled for January 13, 2020; 5:00pm.



## Meeting Minutes: West Boylston Water District; **December 16, 2019**

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

Date of Approval \_\_\_\_\_





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

WEST BOYLSTON WATER DISTRICT

November 13, 2019

Board/Committee Name

Date of Notice

183 WORCESTER STREET

COMMISSIONER'S ROOM

Meeting Place

Conference Rm. No.

**November 18, 2019**

*Robert Bryngelson*

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

Date/Time of Meeting

Clerk of Board or Bd. Member Signature

Meeting canceled/Postponed to: \_\_\_\_\_

Date of cancellation/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

- 5:00 PM CONVENE MEETING
- 5:05 PM TREASURER'S REPORT – Heather Isaacs
- 5:20 PM SUPERINTENDENT'S REPORT – Mike Coveney
- 5:30 P.M. NEW BUSINESS – Paul Lenkarski; Holt Street Project (8 condo units)
- 6:00 P.M. OLD BUSINESS – Oakdale Well Treatment - Designer Selection Process
- 6:05 P.M. READING/APPROVAL OF MINUTES
- 6:10 P.M. ANY OTHER BUSINESS NOT REASONABLY ANTICIPATED
- 6:15 P.M. CLOSE MEETING



West Boylston Water District Board of Commissioners Meeting December 13, 2019

[illegible]



W.B. Water District  
Monthly Water Charges  
FY20

	FY20 Actual	FY20 Budget	FY20 variance	months	AR Balance	FY19 actual	FY19 budget	FY18 actual	Fluctuation From PY	FY17 Actual Billing	FY16 actual billing
Jul-19	126,127.48	120,000.00	6,127.48	April, May, June	69,000.00	109,532.03	100,000.00	101,961.91	16,595.45	102,821.50	105,821.34
Aug-19	121,789.40	115,000.00	6,789.40	May, June, July	71,000.00	101,967.21	95,000.00	89,695.33	19,822.19	102,939.03	100,339.83
Sep-19	119,201.74	105,000.00	14,201.74	June, July, August	70,000.00	94,176.51	85,000.00	85,240.70	25,025.23	95,905.51	79,181.53
Oct-19	170,949.19	150,000.00	20,949.19	July, August, Sept	98,000.00	133,628.56	120,000.00	111,425.00	37,320.63	126,013.92	121,033.02
Nov-19	124,692.78	109,000.00	15,692.78	Aug, Sept, Oct	94,000.00	94,941.47	96,000.00	101,502.56	29,751.31	99,420.46	97,844.64
Dec-19		83,000.00	(83,000.00)	Sept, Oct, Nov		82,395.21	72,000.00	76,104.88	(82,395.21)	69,940.71	76,862.25
Jan-20		97,000.00	(97,000.00)	Oct, Nov, Dec		99,423.05	80,000.00	100,641.15	(99,423.05)	82,719.32	82,141.07
Feb-20		77,000.00	(77,000.00)	Nov, Dec, Jan		77,997.60	72,000.00	78,228.28	(77,997.60)	73,931.58	75,227.47
Mar-20		80,000.00	(80,000.00)	Dec, Jan, Feb		76,808.01	65,000.00	70,771.33	(76,808.01)	68,705.01	65,506.41
Apr-20		97,000.00	(97,000.00)	Jan, Feb, Mar		94,592.31	82,000.00	91,216.87	(94,592.31)	82,275.33	84,777.96
May-20		82,000.00	(82,000.00)	Feb, Mar, April		78,388.11	68,000.00	75,155.54	(78,388.11)	70,327.02	68,509.98
Jun-20		85,000.00	(85,000.00)	Mar, April, May		77,973.85	65,000.00	73,394.50	(77,973.85)	68,501.62	70,285.63
Totals		1,200,000.00				\$1,121,823.92	\$ 1,000,000.00	1,055,358.05	(459,063.33)	1,043,501.01	1,027,531.13



# West Boylston Water District

## Profit & Loss Budget vs. Actual

### July through November 2019

	Jul - Nov 19	Budget	\$ Over Bu...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4175 · Interest Charges	3,092.26	2,750.00	342.26	112.4%
4250 · Water Charges & Services				
4251 · Worcester Corporate Water Chrg	-3,062.00	-2,276.00	-786.00	134.5%
4250 · Water Charges & Services - Other	659,302.77	535,000.00	124,302.77	123.2%
<b>Total 4250 · Water Charges &amp; Services</b>	<b>656,240.77</b>	<b>532,724.00</b>	<b>123,516.77</b>	<b>123.2%</b>
4260 · User Fee	54,000.00	25,200.00	28,800.00	214.3%
4261 · Back Flow	0.00	0.00	0.00	0.0%
4262 · Fire Line	11,612.08	11,945.00	-332.92	97.2%
4270 · Merchandise & Jobbing	0.00	701.65	-701.65	0.0%
4275 · Meters	2,400.00	2,000.00	400.00	120.0%
4320 · Rental Income	48,375.67	47,230.65	1,145.02	102.4%
4820 · Investment Income				
4821 · Net investment income	4,538.43	3,088.45	1,449.98	146.9%
4820 · Investment Income - Other	1,195.97	1,666.65	-470.68	71.8%
<b>Total 4820 · Investment Income</b>	<b>5,734.40</b>	<b>4,755.10</b>	<b>979.30</b>	<b>120.6%</b>
4840 · Miscellaneous Revenue	4,570.69	2,700.00	1,870.69	169.3%
<b>Total Income</b>	<b>786,025.87</b>	<b>630,006.40</b>	<b>156,019.47</b>	<b>124.8%</b>
<b>Gross Profit</b>	<b>786,025.87</b>	<b>630,006.40</b>	<b>156,019.47</b>	<b>124.8%</b>
<b>Expense</b>				
5000 · Operation & Maintenance				
5130A · Salaries & Employee Benefits				
5130 · Admin & Salaries				
5143 · Overtime Wages	5,974.36	8,171.59	-2,197.23	73.1%
5130 · Admin & Salaries - Other	115,976.02	124,867.83	-8,891.81	92.9%
<b>Total 5130 · Admin &amp; Salaries</b>	<b>121,950.38</b>	<b>133,039.42</b>	<b>-11,089.04</b>	<b>91.7%</b>
5131 · Superintendent's Salary	36,504.00	40,154.65	-3,650.65	90.9%
5132 · Commissioners Salaries	0.00	0.00	0.00	0.0%
5133 · Moderator Salary	0.00	0.00	0.00	0.0%
5134 · Payroll Processing Expense	455.60	507.40	-51.80	89.8%
5135 · Worcester Retirement System	65,426.00	65,426.00	0.00	100.0%
5136A · Health Insurance				
5136 · Employee's	39,227.34	38,799.15	428.19	101.1%
5137 · Retiree's	6,077.50	7,173.75	-1,096.25	84.7%
<b>Total 5136A · Health Insurance</b>	<b>45,304.84</b>	<b>45,972.90</b>	<b>-668.06</b>	<b>98.5%</b>
5138 · Life Insurance	199.80	297.05	-97.25	67.3%
5139 · Uniforms	3,286.77	2,960.99	325.78	111.0%
5140 · Workers' Comp Insurance	5,903.00	7,391.19	-1,488.19	79.9%
5141 · Employee Training	371.96	875.00	-503.04	42.5%
5142 · Payroll Taxes	2,326.60	2,833.35	-506.75	82.1%
5130A · Salaries & Employee Benefits - ...	0.00	0.00	0.00	0.0%
<b>Total 5130A · Salaries &amp; Employee Benefits</b>	<b>281,728.95</b>	<b>299,457.95</b>	<b>-17,729.00</b>	<b>94.1%</b>
5210 · Heating	1,079.10	505.00	574.10	213.7%
5215 · Telephone	4,532.09	4,495.85	36.24	100.8%
5220 · Electricity				
5221 · Beaman Street	42.75	63.50	-20.75	67.3%
5222 · Lawrence Street	76.24	193.00	-116.76	39.5%
5223 · Lee Street	7,612.67	8,350.00	-737.33	91.2%
5224 · Prospect Street	70.55	165.00	-94.45	42.8%
5225 · Temple Street	19,692.19	18,000.00	1,692.19	109.4%
5226 · Thomas Street	1,678.24	2,025.00	-346.76	82.9%
5227 · West Boylston Street	5,822.52	4,900.00	922.52	118.8%
5228 · Western Avenue	1,260.03	1,600.00	-339.97	78.8%

8:57 AM

01/14/20

Accrual Basis

**West Boylston Water District**  
**Profit & Loss Budget vs. Actual**  
 July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Other Expense				
8000 · Interest Expense				
8050 · DSRF Earnings	0.00	1,535.73	-1,535.73	0.0%
8060 · Contract Assistance	0.00	0.00	0.00	0.0%
8000 · Interest Expense - Other	3,780.11	3,780.00	0.11	100.0%
Total 8000 · Interest Expense	3,780.11	5,315.73	-1,535.62	71.1%
Total Other Expense	3,780.11	5,315.73	-1,535.62	71.1%
Net Other Income	-3,780.11	-5,315.73	1,535.62	71.1%
Net Income	<u>250,170.70</u>	<u>-89,122.34</u>	<u>339,293.04</u>	<u>-280.7%</u>



West Boylston Water District  
**Balance Sheet**  
As of November 30, 2019

	Nov 30, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash-Checking & Savings	437,226.04
1020 · Petty Cash	125.00
1025 · Cash on Hand	125.00
1050 · Clinton Savings Capital Account	250,136.17
Total Checking/Savings	687,612.21
Accounts Receivable	
1201 · User Charges	295,020.99
Total Accounts Receivable	295,020.99
Other Current Assets	
1159 · Investments	1,135,576.97
Total Other Current Assets	1,135,576.97
Total Current Assets	2,118,210.17
Fixed Assets	
1998 · Capital Assets - Depreciable	3,392,723.44
1999 · Capital Assets - Nondepreciable	316,996.42
Total Fixed Assets	3,709,719.86
Other Assets	
2860 · Deferred Outflows of Resources	96,920.00
Total Other Assets	96,920.00
<b>TOTAL ASSETS</b>	<b>5,924,850.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	14,657.12
Total Accounts Payable	14,657.12
Other Current Liabilities	
2100 · Payroll Withholdings	2,481.07
2430 · Accrued Vacation Pay	18,434.80
Total Other Current Liabilities	20,915.87
Total Current Liabilities	35,572.99
Long Term Liabilities	
1750 · Deferred Inflows of Resources	69,040.00
2600 · N/P - DEP (SRF Funding)	517,180.30
2800 · Other Post Employment Benefits	1,080,197.00
2850 · Net Pension Liability	829,002.00
Total Long Term Liabilities	2,495,419.30
Total Liabilities	2,530,992.29



**West Boylston Water District**

To: Board of Water Commissioners  
From: Mike Coveney  
Date: 12/16/2019  
Re: Superintendents Report

- 1.) New Well at PV: We are still working with our attorney and DCAMM on the final steps for the easement registration. DCAMM has now informed us that they are finishing several major projects and will not be able to close our project until after the first of the new year.
- 2.) North Main St: I am working closely with our consultants CEI to finalize the plans and specifications for this project to be able to go out for bids this winter. I will have additional updates at a future meeting.
- 3.) Manganese Pilot Study: Our engineer CEI is currently working on the Conceptual Design of the Oakdale Well Treatment Plant based on the information from the pilot study. They have a draft plan available for the Board to review and they plan to attend the January 2020 meeting.
- 4.) PV Well #2 Bids: Our consultant NGI has drafted a bid tabulation and letter of recommendation to award the contract to install the new well. We will need to discuss this under Old/New Business.
- 5.) Holiday Luncheon: We are planning to have a holiday lunch gathering here on December 31, 2019. If you are available, please stop by and see us.





**NORTHEAST GEOSCIENCE INC**

*Water Supply and Environmental Consulting*

December 10, 2019

Mr. Mike Coveney  
Superintendent  
West Boylston Water District  
183 Worcester Street  
West Boylston, MA 01583

Re: Construction and Testing of Pleasant Valley Well No. 2  
West Boylston, MA

Dear Mr. Coveney:

Northeast Geoscience, Inc. (NGI) has reviewed bids opened on December 6, 2019 at 1:00 PM for Contract 19-01 Construction and Testing of Pleasant Valley Well No. 2 in West Boylston, MA. Two bids were received and are summarized on the attached Bid Summary sheet.

The low bid was received by the Denis L. Maher Corporation out of Ayer, Massachusetts in the amount of \$88,510.00. The bid was correctly tabulated, included and acknowledgement of Addendum No. 1, and was submitted with a bid bond in the amount of 5% of the bid. NGI has worked with Denis L. Maher Corporation on similar projects and knows them to be qualified to complete the work as specified.

Based on this information NGI recommends that the West Boylston Water District award Contract 19-01 to the Denis L. Maher Corporation in the amount of \$88,510.00. Three copies of the Contract Documents are included in this submittal. Please have the Commissioners sign the Notice of Award where indicated and return all three copies to NGI.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,  
**NORTHEAST GEOSCIENCE, INC.**

Jay Billings  
Hydrogeologist



**West Boylston Water District**

To: Board of Water Commissioners  
From: Mike Coveney  
Date: 12/16/2019  
Re: Superintendents Report

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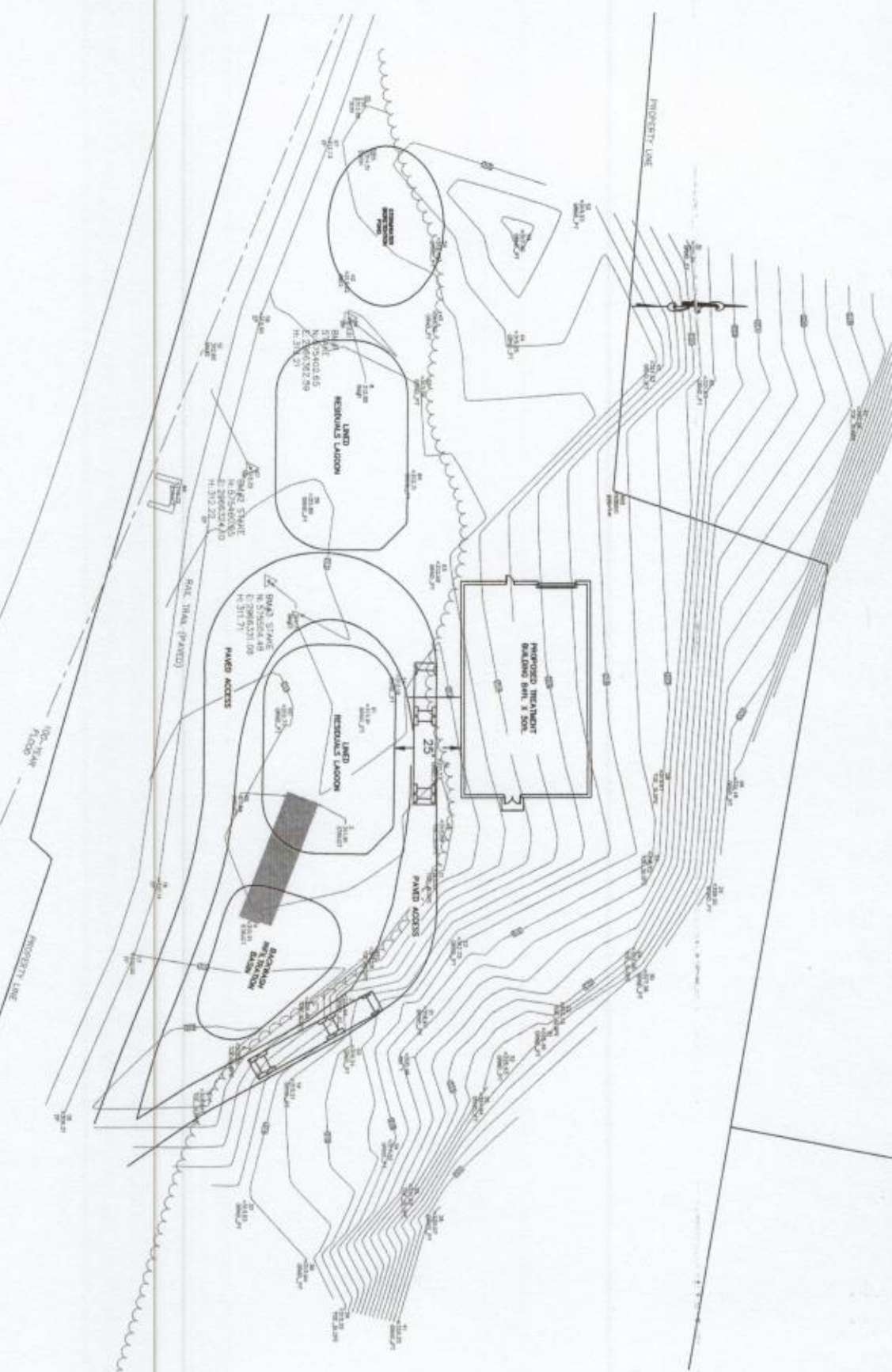
# West Boylston Water District

## Profit & Loss Budget vs. Actual

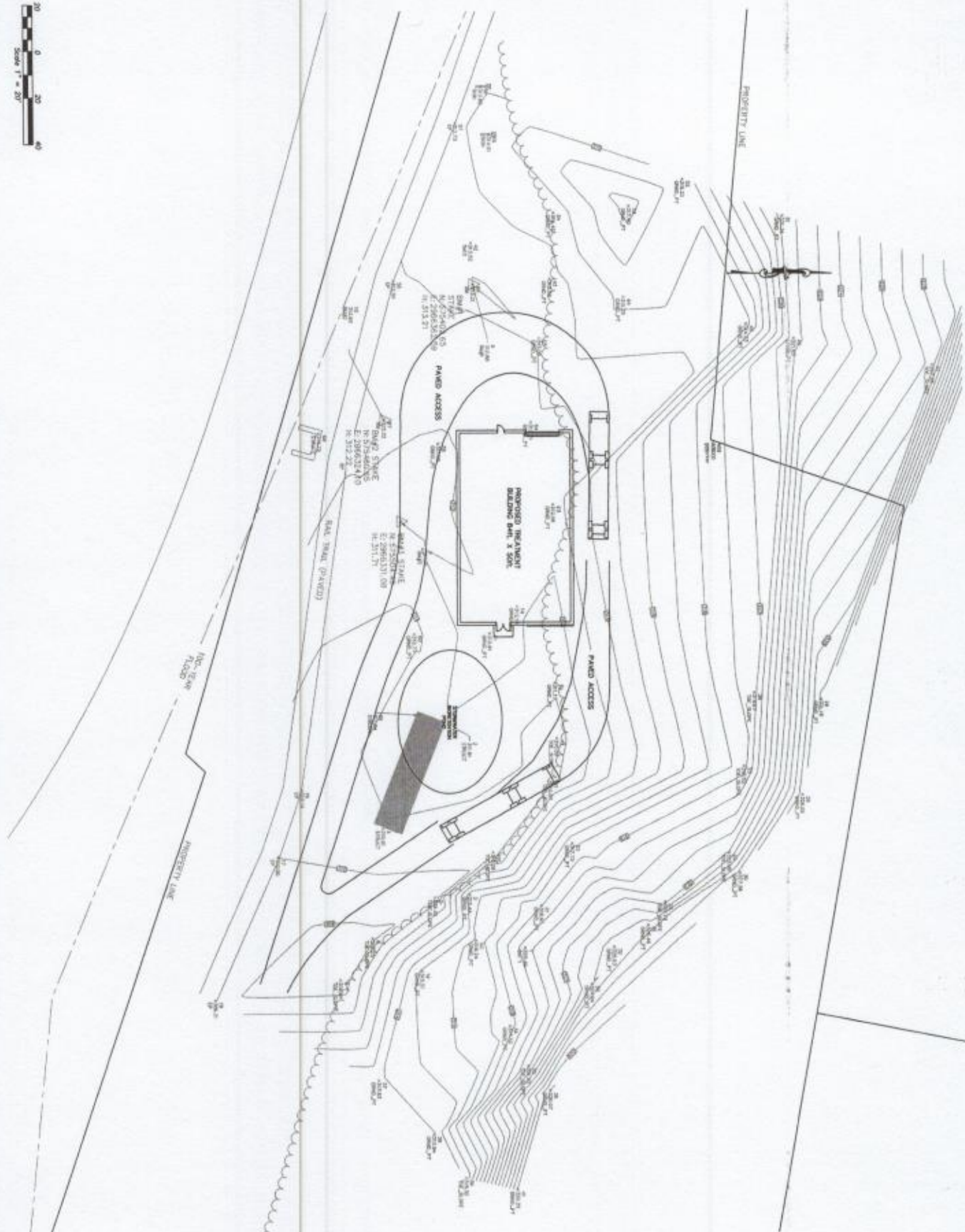
### July through November 2019

	Jul - Nov 19	Budget	\$ Over Bu...	% of Budget
5229 · Worcester Street	785.03	1,065.00	-279.97	73.7%
5229A · Laurel Street	546.44	465.00	81.44	117.5%
Total 5220 · Electricity	37,586.66	36,826.50	760.16	102.1%
5230 · Legal & Accounting				
5231 · Audit Expenses	0.00	0.00	0.00	0.0%
5232 · Accounting Expense	1,392.00	4,500.00	-3,108.00	30.9%
5233 · Legal Expense	7,860.00	7,500.00	360.00	104.8%
5234 · Consulting Expense	60,279.33	62,500.00	-2,220.67	96.4%
Total 5230 · Legal & Accounting	69,531.33	74,500.00	-4,968.67	93.3%
5240 · Auto & Truck Expense				
5241 · Gasoline & Oil	3,434.29	5,000.00	-1,565.71	68.7%
5242 · Repairs & Maintenance	1,286.28	2,500.00	-1,213.72	51.5%
5240 · Auto & Truck Expense - Other	0.00	55,000.00	-55,000.00	0.0%
Total 5240 · Auto & Truck Expense	4,720.57	62,500.00	-57,779.43	7.6%
5300 · Property and Liability Insuranc	12,167.00	10,821.00	1,346.00	112.4%
5420 · Office Expense				
5421 · Office Supplies	694.00	1,500.00	-806.00	46.3%
5422 · Postage	1,957.35	2,400.00	-442.65	81.6%
Total 5420 · Office Expense	2,651.35	3,900.00	-1,248.65	68.0%
5423 · Computer/Tech	2,383.02	3,250.00	-866.98	73.3%
5430 · Pump Station Supplies	914.31	2,083.32	-1,169.01	43.9%
5435 · Water Quality Control Expense	3,356.46	2,916.67	439.79	115.1%
5440 · Water Treatment Chemicals	20,790.24	23,400.00	-2,609.76	88.8%
5500 · Tools	815.19	2,083.34	-1,268.15	39.1%
5600 · Repairs & Maintenance				
5601 · Equipment Repairs	3,746.20	4,166.67	-420.47	89.9%
5602 · Facility Repairs	2,810.92	4,166.65	-1,355.73	67.5%
Total 5600 · Repairs & Maintenance	6,557.12	8,333.32	-1,776.20	78.7%
5625 · Property Maintenance	775.36	4,166.66	-3,391.30	18.6%
5790 · State & District Expense	3,299.74	2,500.00	799.74	132.0%
5791 · GIS Projects	0.00	0.00	0.00	0.0%
5795 · DEP Primacy Fees	0.00	0.00	0.00	0.0%
5840 · Serv & Distr. Improve.				
5840E · Emergency Repair Costs	6,310.00	0.00	6,310.00	100.0%
5840 · Serv & Distr. Improve. - Other	51,919.29	86,000.00	-34,080.71	60.4%
Total 5840 · Serv & Distr. Improve.	58,229.29	86,000.00	-27,770.71	67.7%
5950 · District Improvements				
5950C · Well Exploration (\$35K)	16,357.28			
5950E · Well Cleaning	4,480.00			
5951 · District Improvements (Capital)	0.00	34,823.40	-34,823.40	0.0%
5950 · District Improvements - Other	0.00	51,250.00	-51,250.00	0.0%
Total 5950 · District Improvements	20,837.28	86,073.40	-65,236.12	24.2%
Total 5000 · Operation & Maintenance	531,955.06	713,813.01	-181,857.95	74.5%
5195 · Bad Debt Expense	120.00			
Total Expense	532,075.06	713,813.01	-181,737.95	74.5%
Net Ordinary Income	253,950.81	-83,806.61	337,757.42	-303.0%
Other Income/Expense				
Other Income				
8400 · Insurance Reimbursement	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%









	Nov 30, 19
<b>Equity</b>	
3300 · Reserved for office renovations	2,444.75
3301 · Reserved for Well Exploration	847,688.22
3775 · Investment in PP&E-District	3,220,993.96
3900 · Retained Earnings	-927,439.89
Net Income	250,170.70
<b>Total Equity</b>	<b>3,393,857.74</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,924,850.03</b>