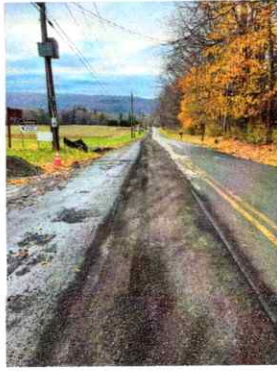


# LANESBOROUGH VILLAGE FIRE & WATER DISTRICT



## Berkshire Village Water Main Improvements

Board of Water Commissioners Lanesborough Fire & Water District  
20 Bridge Street, Lanesborough, MA 01237

Engineer:  
Tighe & Bond  
Contractor:



Wm. J Keller & Sons Construction Corp.

Financed by United States Department of Agriculture (USDA) Rural Development

USDA is an equal opportunity provider, employer, and lender. Joseph R. Biden, President of the United States



## Two Communities Become One

### 2022 Annual Report

## WATER COMMISSIONERS ANNUAL REPORT 2022

These past few years continue to be challenging with Covid-19 presenting concerns in our work environment. How the staff interacted with the public, with each other in the shop environment as well as how the Commissioner's meetings are conducted have been addressed with new policies and procedures. Kevin, our Superintendent has had to develop a work schedule that allowed him to safely continue to provide all the services needed to operate the Water Department including, monitoring the system, making repairs and continuing to serve the customers. We adapted to the changes of working on site, to working remotely from home and by conducting many Zoom meetings. Even during a pandemic, our community was assured they would continue to be provided with safe, clean water.

We thank our Water District Operator, Kevin Swail (Superintendent), for his excellent service that has again allowed us to provide high-quality water to all of our customers with virtually no interruption. Kevin continues to maintain the extensive array of licenses required to operate the District and meet State and Federal Regulations.

We again wish to thank and acknowledge all the following members of our management team:

- Kevin Swail, Superintendent. Kevin joined the district 7/2/2015.
- Linda Pruyne, Treasurer, Assistant clerk. Linda joined the district 07/01/2018
- Jodi Hollingsworth, Clerk and Collector. Jodi joined the district 01/10/2021
- Bill Prendergast, Chairman of the Commissioners. Bill joined the district 06/30/2014
- Aaron Williams, Commissioner. Aaron joined the district 07/01/2014
- Mary Reilly, Commissioner. Mary joined the district 07/01/2019

Although he is not a member of the district we would again like to acknowledge Attorney Mark Siegars for his immense contribution to the District. Without his expertise and guidance many of the large projects with their complex processes would not have been possible.

Mark in his capacity as the District lawyer is very dedicated to the district. He continues to provide valuable, quality legal advice and opinions. He has

become an integral part of the District team. Mark's responsibilities this year include the continued oversight of the Berkshire Cooperative system extension, he led the team in completing the extensive USDA application, that resulted in very favorable funding and grants. We truly appreciate him and his service. The Berkshire Coop project has now been completed with all residents in Berkshire Village receiving water from the Water District.

The District continues to accomplish many projects including:

1. Completing the water main replacement on Alice Ave in August of 2020 at a cost of \$113,100.00.
2. We are also continuing the practice of prioritizing water main replacement throughout the system and are working off the top priority item(s) annually. The list includes:
  - a. The replacement of the 2 inch main on Longview and the installation of a new fire hydrant.
  - b. The replacement of the older Asbestos Cement A/C pipe in the distribution system. There are approximately 6,000 feet of pipe.
  - c. In addition to the replacement of water mains, the District is preparing to replace several pieces of important equipment including the old backhoe and dump truck, both of which are showing serious signs of wear and tear.
  - d. We are also preparing to purchase and install new water meters to be installed on all commercial and industrial buildings in the water system.
  - e. Thanks to the grant received through our Asset Management Plan, we were able to purchase two lap top computers to locate all of our in-system equipment including hydrants, meters and water main size and location
3. We are preparing to start the replacement of the Longview Road Water Main, which has been experiencing a number of water breaks over the past several years. It is expected to cost the district approximately \$100,000
4. As we reported last year, we have enlisted the services of Tighe and Bond to develop an Asset Management Plan. The engineering cost was \$125,000. the Water District applied for and received a grant for \$75,000. With an in-kind match allowance of \$35,000. for services of the district staff in implementing the plan the final cost to the district was only 12% of the cost, \$15,000.000. That is a small amount for a

plan that provides all the benefits that are achieved. Asset management is a practice that will aid us in improving the district's overall operations. Implementing an asset management plan will allow us to be proactive in identifying all the assets that the District has, how long they are going to last, and how much it's going to cost to repair, rehabilitate, or replace them. Assets are essentially all the equipment, buildings, land, people, and other components needed to deliver safe and clean water. It's important to remember that our infrastructure includes not only the large pieces of equipment that we see above ground, but also all the equipment that is located underground. Finding, identifying, and managing infrastructure assets can be a challenge. We are fortunate to have as a team member, Fran Jolin, who was the assistant superintendent from 03/17/1974 to 08/16/2008 when he retired from the water department. Fran has a terrific memory coupled with his 47 years with the district, he is our go to guy when we need to find a shut off valve or information on some connections or mains. We appreciate his willingness to continue to serve the District. But relying on one person's memory should probably not continue to be our best practice. The primary concentration going forward, will be on generally large pieces of complicated equipment or infrastructure that can be very expensive. Although, they usually last a fairly long time, we are aware that a lot of our infrastructure is fast approaching the end of its lifespan. We all know that some of the infrastructure in this country is aging and failing at an alarming rate. With an asset management plan in place we will be able to identify and evaluate need and be prepared to replace the assets that are essential to protecting public health and providing clean water for the customers the District serves. All of this information will allow the District to see financial projections 5 years from now and even 10 years from now. Knowing how much money is needed to fund maintenance and investments in assets capital investments will help the District determine if future rates will be sufficient to meet the needs of the District.

5. At a 7/15/2019 special meeting, the District voted to make capital improvements to provide water to the expansion of the district area commonly referred to as Berkshire Cooperative. This allows us to provide water to Berkshire Village residents who were members of their water district that had to be decommissioned. The district approved up to 3.5 million to accomplish this project. The cost estimate came in at approximately 2.4 million and will be paid for by

the approximately 42 residents it will serve. They will pay a betterment fee to the district in the amount of the USDA loan. They will also pay the annual water bill. The district was instrumental in obtaining a USDA loan at very favorable terms of 1.8% for 40 years of \$1,330,000. To keep the cost of the betterment as low as possible. The balance of the cost will be paid by a generous USDA grant of \$1,046,200. And a \$19,000. contribution from the district. The contracts for the start of the construction project was just awarded in on May 11, 2021 and we expect the work to begin in early summer of 2021.

As with the past years, our rates are still comparable to other water districts our size. We are nearing the end of a large portion of our debt service which will allow us to fund other infrastructure projects while keeping the budget stable.

We continue to aggressively assure all bills are paid in a timely manner to keep the rates as low as possible for all customers and meet our budgetary obligations. Our policy is to send shut off notices to any customer who is delinquent for more than one period. To encourage payment our policy to impose a Late Payment Penalty of \$30. which is the maximum allowed by law on any customer who has an unpaid balance.

With any service that is shut off for nonpayment, a Turn on Penalty of \$200.00 to turn water back on will be charged. This fee along with the full amount of the past due bill, including penalties and interest will be required to be paid or negotiated with the collector before water will be turned back on. Again, we hope that this fee will encourage those customers who are habitually late in their payments, so that we don't have to threaten shutoffs and execute liens.

We have completed our fourth full year of operations with our new management team including Jodi, Linda and Mary. New processes put in place have been working well to keep the district operating efficiently. We are in the process of completing our fourth year of our independent audit process, which assures that we maintain and protect the financial integrity of the District. This year, one of our administrative goals is to continue to enhance efficiency by reviewing and updating old policies and procedures.

Thank you for another successful year.

William Prendergast, Chairman  
Aaron Williams  
Mary Reilly

## SUPERINTENDENT'S REPORT

January 1, 2021 – December 31, 2021

The Water District consists of 2 full-time employees. Their primary duties are to operate and maintain the Town's two well sites, watersheds, water tank, and the water distribution system; collect water meter data, oversee the security of the watershed lands, collect water samples and have the water tested monthly to insure that our District water conforms to State and Federal drinking water regulations.

From January 1, to December 31, the Water District pumped 84 million gallons of water from the District's One well sites which are located in Lanesborough. The District utilized a SCADA (Supervisory Control and Data Acquisition) system which remotely runs and monitors the two well sites plus the water tank. The Department also fielded numerous questions about our water quality.

The District installed one new hydrant that were damaged by automobiles. The District continues with hydrant maintenance and building and vehicle maintenance. Also Added a PAX water mixer inside the storage tank .

This year the District had Five water breaks on side streets.

The DEP requires community public water suppliers to produce for its users, an Annual Consumer Confidence Report on local drinking water quality. This report will help consumers become more educated about their water supply and make practical decisions about health and water consumption.

History of Water Consumption, which may be of interest (gallons per year)

2019: 67,000,000

2020: 84,000,000

2021: 79,000,000

---

Kevin Swail  
District Superintendent

Lanesborough Village Fire & Water District  
Report of the Treasurer  
Fiscal Year 2021

The water rate for the district for Fiscal Year 2021 was set at \$704.00 per EDU, there was no increase from Fiscal Year 2020's rate of \$704.00.

The FY 2021 budget amount to raise and appropriate was \$678,456.00, a decrease of \$14,651.00 from the FY 2020 budget of 693,107.00.

The district's water rate is determined by the budget requirements and the water rate is set accordingly. The budget amount required of \$678,456. is divided by the number of EDUs (Equivalent Dwelling Unit) of 963.82 that is billed to customers.

Notable for this fiscal year is the district was awarded a \$75,000. Grant towards the \$90,000. Cost for an asset management plan. As of the end of the year, \$66,600. Was received in reimbursements towards the \$90,000. That was paid out for the plan.

Financial statements and annual audit reports are available upon request.

As always, I express my appreciation to the Commissioners for their guidance and assistance. I extend my appreciation to the town tax collector for her assistance in getting the tax bills issued and collected in a timely manner. I would also like to acknowledge the district clerk who worked with the superintendent and me to significantly reduced the number of past due accounts by sending reminder notices and collection letters.

Respectfully Submitted

Linda S. Pruyne  
District Treasurer



# LANESBOROUGH VILLAGE FIRE & WATER DISTRICT BUDGET

Date Approved: 05/06/2022 Date Voted:

BUDGET CALCULATION FOR FY 2023 Tax Rate = 852.00	Request FY 2023
<b>ESTIMATED RECEIPTS</b>	
Income From Water Rates	823,318.00
Water Fees Berkshire Village Begin Aug 2022	34,080.00
<b>Total Raised and Appropriated</b>	<b>857,398.00</b>
Appropriate from Free Cash	
Berkshire Village Betterment Fees	47,561.00
<b>Total Estimated Receipts</b>	<b>904,959.00</b>
<b>ADMINISTRATIVE &amp; OPERATING</b>	
	<b>2023</b>
Vehicle Expense	7,320.00
Berk Mall Payments to City Pittsfield	12,800.00
DEP Assessments	650.00
Commissioners Expense	800.00
Superintendent Expense	2,000.00
Moderators Salary	50.00
Miia Group Pool Insurance Coverage	20,800.00
Workers Comp Insurance	3,300.00
Treasurer Bond	235.00
Loan & Note Interest Expense	24,078.00
Berkshire Village USDA Loan Interest	24,938.00
Buildings Maint and Repair	1,227.00
Equipment Repair/Upkeep	2,500.00
Supplies & Expendable Tools & Equipment	1,350.00
Miscellaneous	478.00
Office Supplies, Equipment & Software Expense	8,400.00
Office Meeting Expense	950.00
Postage	450.00
Mass Treasurer Dues	60.00
Clerk Salary	7,380.00
Commissioners Salaries	8,400.00
Hourly Labor Wages	1,350.00
Superintendent Salary	69,923.00
Assistant Superintendent Salary	54,080.00
Treasurer Salary	16,996.00
Bonus Compensation	1,000.00
Employment Taxes	2,220.00
Health Insurance Employer Expense	48,452.00
Berkshire County Retirement Expense	27,496.00
Employer Paid Life Insurance	50.00
Tighe & Bond Engineering Study Fees	52,600.00
Law Account	30,000.00
ADP Payroll Processing	2,700.00
Outside Audit	7,000.00

Professional and Testing Fees	2,500.00
Computer Consultant	2,000.00
Misc Consulting & Professional Fees	5,500.00
Town Hall Collector Service Fees	13,774.00
PFOA Testing Fees	15,000.00
Light, Heat, Power	35,792.00
Internet & Phone	3,907.00
Normal Infrastructure Maintenance & Repairs Expense	13,000.00
Infrastructure Major Upgrades	130,000.00
Equipment Upgrades; replace hydrants	5,000.00
Infrastructure Prepurchase Materials for Inventory & New Meters	90,000.00
Reserve Fund	20,000.00
<b>TOTAL ADMINISTRATIVE &amp; OPERATING</b>	<b>778,506.00</b>
Bond & Loan Principal Payments	18,191.00
Berkshire Village USDA Debt Service Principal	22,624.00
<b>Total Other Articles in Warrant</b>	<b>40,815.00</b>
Infrastructure Capital Investment Account	42,000.00
Equipment Investment Capital Account	5,000.00
Stabilization	5,200.00
OPET(Retirement Stabilization)	5,000.00
Overlay Account	3,000.00
BV Short Lived Asset Reserve Fund	20,681.00
BV Debt Service Reserve Fund	4,757.00
<b>Total To Fund Savings Accounts</b>	<b>85,638.00</b>
<b>Total Budget Appropriations</b>	<b>904,959.00</b>
Less Income from Grants	
Less Betterment Fee income offset Loan Expense	47,561.00
Less Income from Free Cash	
<b>Amount to Raise and Appropriate from Water Rate Fees</b>	<b>857,398.00</b>

AMOUNT AVAILABLE TO ENCUMBER From FY2022 AS PER BUDGET AS OF March 2022

ENCUMBER FROM INFRASTRUCTURE Exp (530005) FOR INFRASTRUCTURE Exp (530005)	140,000.00
ENCUMBER FOR FY 19 & FY 20 AUDITS (527004) to AUDIT EXP (527004)	14,000.00
ENCUMBER BERKSHIRE VILLAGE DISTRICT CONTRIBUTION	19,000.00
ENCUMBER FROM INFRASTRUCTURE EQUIP EXP (700101) TO EQUIPMENT INVESTMENT (110802)	3,500.00
ENCUMBER FROM EQUIPMENT INVESTMENT (700100) TO EQUIPMENT INVESTMENT	
SAVINGS & Inventory (110802) 82,297 is from FY 21	89,000.00
ENCUMBER FROM Hydrant Replacement (700110) TO Hydrant Replacement (700110)	10,000.00
<b>TOTAL TO ENCUMBER FOR FY2023</b>	<b>275,500.00</b>

Lanesborough Village Fire Water District  
Budget vs Actual Expenses

BUDGET vs ACTUAL FOR FY 2021 July 1, 2020 to June 30, 2021	Budget FY 2021	Actual FY 2021	Variance Actual Over (Under) Budget
<b>ESTIMATED RECEIPTS</b>			
Income From Water Rates	678,456.00	740,105.31	61,649.31
Water Hydrant Fees	0.00	0.00	0.00
Water Revenue Berkshire Mail Pass Through	0.00	0.00	0.00
Late & Demand Fees	0.00	0.00	0.00
<b>Total Estimated Receipts</b>	<b>678,456.00</b>	<b>740,105.31</b>	<b>61,649.31</b>
Appropriate from Free Cash			0.00
Asset Management Grant	75,000.00	66,600.00	(8,400.00)
Berkshire Village Betterment Fees			0.00
<b>Total Raised and Appropriated</b>	<b>753,456.00</b>	<b>806,705.31</b>	<b>53,249.31</b>
<b>ADMINISTRATIVE &amp; OPERATING EXPENSE</b>			
Berk Mail Payments to City Pittsfield	12,500.00	12,297.64	(202.36)
DEP Assessments	600.00	607.60	7.60
Commissioners Expense	350.00	425.00	75.00
Superintendent Expense	1,150.00	3,812.35	2,662.35
Moderators Salary	25.00	25.00	0.00
Liability Insurance	15,500.00	14,696.00	(804.00)
Workers Comp Insurance	4,000.00	3,240.00	(760.00)
Treasurer Bond	225.00	214.00	(11.00)
Loan & Note Interest Expense	25,286.00	25,285.67	(0.33)
Buildings Maint and Repair	2,300.00	3,126.54	826.54
Equipment Repair/Upkeep	5,000.00	3,832.17	(1,167.83)
Supplies & Expendable Tools & Equipment	2,300.00	5,332.27	3,032.27
Miscellaneous	200.00	183.75	(16.25)
Office Supplies; Equipment & Software Expense	4,300.00	2,134.12	(2,165.88)
Office Meeting Expense	600.00	391.42	(208.58)
Postage	500.00	936.00	436.00
Mass Treasurer Dues	80.00	50.00	(30.00)
Clerk Salary	6,514.00	4,753.05	(1,760.95)
Commissioners Salaries	7,416.00	7,416.00	0.00
Hourly Labor Wages	7,000.00	2,750.54	(4,249.46)
Superintendent Salary	65,904.00	68,364.97	2,460.97
Assistant Superintendent Salary	45,176.00	46,862.96	1,686.96
Treasurer Salary	13,238.00	13,732.47	494.47
Bonus Compensation	4,500.00	4,500.00	0.00
Employment Taxes	2,107.00	2,058.08	(48.92)
PreTax Health Insurance Employer Expense	43,526.00	42,259.53	(1,266.47)
Berkshire County Retirement Expense	24,875.00	24,875.00	0.00
Employer Paid Life Insurance	500.00	50.10	(449.90)
Tighe & Bond Engineering	90,000.00	90,625.00	625.00
Law Account	30,000.00	0.00	(30,000.00)
ADP Payroll Processing	2,854.00	3,094.85	240.85
Outside Audit	4,000.00	0.00	(4,000.00)
Professional and Testing Fees	3,500.00	7,110.00	3,610.00
Computer Consultant	200.00	559.50	359.50
Misc Consulting & Professional Fees	4,450.00	100,647.00	96,197.00
Town Hall Collector Service Fees	13,500.00	12,958.52	(541.48)
Auto & Equipment Gas & Oil	4,560.00	8,657.82	4,097.82
Light, Heat, Power	26,000.00	30,679.25	4,679.25
Internet & Phone	2,808.00	3,639.15	831.15
Infrastructure Maintenance & Repairs Expense	15,000.00	12,930.96	(2,069.04)
Infrastructure Major Upgrades	52,000.00	118,779.02	66,779.02
Infrastructure & Equipment Upgrades Expense	3,000.00	0.00	(3,000.00)
Reserve Fund	8,540.00	0.00	(8,540.00)
<b>TOTAL ADMINISTRATIVE &amp; OPERATING</b>	<b>556,084.00</b>	<b>683,893.30</b>	<b>127,809.30</b>
Bond & Loan Payments	173,372.00	173,371.66	(0.34)
Berkshire Village USDA Debt Service Contribute	19,000.00		
OPET(Retirement Stabilization)	5,000.00	5,000.00	0.00
<b>Total Other Articles in Warrant</b>	<b>197,372.00</b>	<b>178,371.66</b>	<b>-0.34</b>
<b>Total Budget Appropriations</b>	<b>753,456.00</b>	<b>862,264.96</b>	<b>127,808.96</b>
Less Income From Grants	75,000.00	66,600.00	-8,400.00
Less Betterment Fee Income Offset Loan Expense	0.00	0.00	0.00
Less Income from Free Cash	0.00	0.00	0.00
<b>AMOUNT TO RAISE AND APPROPRIATE FROM WATER RATES</b>	<b>678,456.00</b>	<b>795,664.96</b>	<b>136,208.96</b>

# LANESBOROUGH VILLAGE FIRE WATER DISTRICT ANNUAL TREASURER'S REPORT

**July 1, 2020 - June 30, 2021**

Date: 05/14/2022

SubTotal

**CASH BASIS  
RECEIPTS**

REVENUE	743,651.50	
MISCELLANEOUS INCOME-ASSET MANAGEMENT GRANT	66,600.00	
INTEREST, DEMAND & LATE FEES	12,246.70	
INTEREST ON INVESTMENTS INCOME		
<i>TOTAL REVENUE</i>	822,498.20	822,498.20

**EXPENDITURES  
SALARIES AND WAGES**

DISTRICT CLERK SALARY	4,753.05	
COMMISSIONER SALARIES	7,416.00	
HOURLY WAGES	7,250.54	
SUPERINTENDENT SALARY	68,364.97	
ASSIST. SUPERINTENDENT SALARY	46,862.96	
TREASURER SALARY	13,732.47	
<i>TOTAL SALARIES &amp; WAGES</i>		148,379.99

*PAYROLL BENEFITS*

PAYROLL TAXES EMPLOYER MEDICARE MATCH	2,058.08	
GROUP HEALTH INSURANCE	42,259.53	
BERKSHIRE COUNTY RETIREMENT CONTRI	24,875.00	
EMPLOYER PAID LIFE INSURANCE	50.10	
<i>TOTAL PAYROLL BENEFITS</i>		69,242.71

**MAINTENANCE & OPERATING EXPENSES**

VEHICLE EXPENSES	8,657.82	
BERKSHIRE MALL PAYMENT TO CITY PASS THROUGH	12,297.64	
DEP ASSESSMENTS	607.60	
SUPERINTENDENT & COMMISSIONERS EXPENSE ACCOUNT	4,262.35	
INSURANCE	18,150.00	
BUILDINGS, REPAIR & MAINTENANCE	3,126.54	
EQUIPMENT MAINTENANCE & REPAIR EXPENSE	3,832.17	
SUPPLIES & EXPENDABLE EQUIPMENT	5,332.27	
MISCELLANEOUS	0.00	
OFFICE SUPPLIES & EQUIPMENT EXPENSE	3,511.54	
LEGAL EXPENSES	0.00	
ADP PAYROLL PROCESSING FEES	3,094.85	
OUTSIDE AUDIT FEES	0.00	
PROFESSIONAL & TESTING FEES	3,760.00	
COMPUTER & MISC CONSULTANT FEES FY21 INCLUDES ASSET MGMT	4,534.50	
TIGHE & BOND ASSET MANAGEMENT FEES FROM GRANT	90,000.00	
COLLECTOR SERVICES TOWN HALL	12,958.52	
TELEPHONE	1,032.00	
UTILITIES LIGHT, HEAT, AND POWER	30,679.25	
INTERNET EXPENSES	2,607.15	
INFRASTRUCTURE WATER MAIN, HYDRANTS & REPAIR	12,930.96	
<i>TOTAL MAINTENANCE &amp; OPERATING</i>		221,375.16

**CAPITAL OUTLAY**

BERKSHIRE VILLAGE PROJECT- REIMBURSABLE FROM USDA	100,647.00	
EQUIPMENT UPGRADE - FENCING		
INFRASTRUCTURE MAJOR UPGRADES - TANK MIXER & CLEANING	118,779.02	
<i>TOTAL INFRASTRUCTURE EXPENSES</i>		219,426.02

# LANESBOROUGH VILLAGE FIRE WATER DISTRICT ANNUAL TREASURER'S REPORT

TOTAL OPERATING EXPENSES		658,423.88
PRINCIPAL PAYMENT ON DEBT	173,371.66	
INTEREST PAYMENT ON DEBT	25,469.42	
<i>TOTAL DEPBT PAYMENT</i>		198,841.08
<i>TOTAL EXPENDITURES</i>		857,264.96
<b>NET PROFIT (LOSS) CHANGE IN POSITION</b>		<b>-34,766.76</b>

NET POSITION AT BEGINNING OF YEAR 07/01/2020	410,870.82	
NET POSITION AT END OF YEAR 06/30/2021	376,104.06	
 CASH BALANCE AS OF JUNE 30, 2021	 154,386.35	
 ACCOUNTS RECEIVABLE LESS ALLOWANCE FOR UNCOLLECTABLE	 117,449.59	
 ACCOUNTS PAYABLE	 713.75	
 FREE CASH 07/01/2021	 115,979.07	

#### RESERVE ACCOUNT

Balance Reserve Account June 30, 2021

#### STABILIZATION FUND FY2020

Balance June 30, 2021:		
District Improvement Stabilization	11,443.98	

#### OPET Trust Fund

Balance June 30, 2021:		
Opet Trust Fund Balance	20,000.00	

---

Linda Pruyne  
District Treasurer

This is an unaudited report subject to change upon audit

**ANNUAL DISTRICT MEETING  
LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT  
FISCAL YEAR 2021**

**BERKSHIRE , ss.**

To any officer resident within the Lanesborough Village Fire and Water District:

**GREETINGS:** In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of said District, qualified to vote in District affairs, of the *Annual Meeting that will be held by Zoom Online, June 18, 2020, 06:00 PM Eastern Time (US and Canada)* **Register in advance for this meeting at**

**you will receive a confirmation email containing information about joining the meeting,** in said Lanesborough, on Thursday, June 18, 2020, at 6:00 p.m., then and there to act on the following Articles:

**Article 1:** To choose a Moderator to preside at the meeting.

**Article 2:** To elect the following officers by ballot:  
One Water Commissioner for a three-year term (3 years).

**Article 3:** To see if the District will vote to authorize the District Treasurer, with the approval of the Water Commissioners, to borrow money in anticipation of revenue for the twelve month period beginning July 1, 2020, in accordance with the General Laws, Chapter 849 of the Acts of 1969, as amended, and to renew any note or notes as may be given for a period of less than one year, in accordance with the General Laws, Chapter 44, Section 17.

**Article 4:** To see if the District will vote to raise and appropriate and/or transfer from available funds in the treasury the sum of \$753,456.00 for the following:

**ADMINISTRATIVE AND OPERATING:**

Berkshire Mall Payments to City Pittsfield	12,500.00
MADRP Assessments	600.00
Commissioners Expense	350.00
Superintendent Expense	1,150.00
Moderators Salary	25.00
Liability Insurance	15,500.00
Workers Comp Insurance	4,000.00
Treasurer Bond	225.00
Other Interest Expense	25,286.00
Buildings Maintenance and Repair	2,300.00
Equipment Repair/Upkeep	5,000.00
Supplies & Expendable Tools & Equipment	2,300.00
Miscellaneous	200.00

Office Supplies Expense	900.00
Office Equipment Expense	500.00
Software Expense	2,900.00
Office Meeting Expense	600.00
Postage	500.00
Mass Treasurer Dues	80.00
Clerk Salary	6,514.00
Commissioners Salaries	7,416.00
Hourly Labor Wages	7,000.00
Superintendent Salary	65,904.00
Assistant Superintendent Salary	45,176.00
Treasurer's Salary	13,238.00
Employment Taxes	2,107.00
Pre-Tax Health Insurance Employer Expense	43,526.00
Berkshire County Retirement Expense	24,875.00
Employer Paid Life Insurance	500.00
Law Account	30,000.00
ADP Payroll Processing	2,854.00
Outside Audit	4,000.00
Professional and Testing Fees	3,500.00
Computer Consultant	200.00
Misc. Consulting & Professional Fees	4,450.00
Town Hall Collector Service Fees	13,500.00
Auto & Equipment Gas & Oil	4,560.00
Light, Heat, Power	26,000.00
Internet & Phone	2,808.00
FY21 Equipment Upgrade	3,000.00
Infrastructure Maintenance & Repairs Expense	15,000.00
infrastructure & Equipment Upgrades Expense	52,000.00
Berkshire Village Interim Loan Fund	19,000.00
Asset Management Plan Expense	90,000.00
Superintendent One Time Bonus	4,500.00
Reserve Fund	8,540.00
TOTAL ADMINISTRATIVE & OPERATING	575,084.00
Bond & Loan Payments	173,372.00
OPEI (Retirement Stabilization)	5,000.00

**Article 5:** To see if the Lanesborough Village Fire and Water District shall vote to raise and appropriate, or transfer free cash to the Stabilization Account.

**Article 6:** To see if the Lanesborough Village Fire and Water District will vote to accept a grant from the Massachusetts Department of Environmental Management for Asset Management Planning in the amount of \$75,000.

**Article 7:** To see if the Lanesborough Village Fire and Water District shall

vote to encumber and commit Fiscal Year 2020 budget amounts for software, infrastructure/major upgrades and reserves to the Fiscal Year 2021 budget for similar expenses.

Date: May 27 2020

BOARD OF WATER COMMISSIONERS

William Prendergast  
William Prendergast, Chairman

Mary P. Reilly  
Mary Reilly

Aaron M Williams  
Aaron Williams

This is to certify that I have posted true and attested copies of the ANNUAL DISTRICT MEETING LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT FISCAL YEAR 2021 WARRANT within the Lanesborough Village Fire and Water District, namely the Lanesborough Post Office and the Lanesborough Town Hall.

Posted: May. . 2020

Police Officer: Dale Newberry

Print Name and Rank: Dale Newberry Retired