TOWN OF KINGSTON
BOARD OF WATER COMMISSIONERS
OPEN SESSION
WATER DEPT OFFICE - 22 ELM ST, MICHAEL J.
MACPHERSON MEETING ROOM & VIA ZOOM
MARCH 12, 2024

4:00 PM – CALL TO ORDER
Chairman Richard W. Loring called the meeting to order at 4pm.
In attendance were Vice Chairman Robert Erlandsen, Commissioner Robert Kostka, Kristen Berger of Resilient CE, Superintendent Chris Veracka and Clerk Stacey Smith.

Attending via ZOOM were residents Nathan Hedberg and Mark Guidoboni.

APPROVAL OF DEPARTMENT BILL SCHEDULES:

MEETING MINUTES:

VOTE TO APPROVE THE MINUTES OF FEBRUARY 27, 2024
Commissioner Kostka made the motion to approve the minutes as presented. Chairman Loring seconded the motion, and it was voted on (2-0-1).
Vice Chairman Erlandsen abstained as he was not present at the meeting of February 27, 2024.

APPOINTMENTS:

KEITH HICKEY, TOWN ADMINISTRATOR & JASON SILVA, BUILDING INSPECTOR RE: PRESTIGE CAR WASH PROPOSAL AND MORATORIUM CONDITIONS
Keith Hickey and Jason Silva were not present at the meeting and no discussion took place.

KRISTEN BERGER, RESILIENT CE RE: ENGINEERING UPDATES

MAIN STREET WATER MAIN PROJECT
Ms. Berger stated comments have been received from Mass DOT regarding the review of the Main Street Water Main Project. There were a couple of significant items such as they wanted the limits of the 2-inch mill and the paving shown on the plans. She stated the original plan for Main Street where the route of the work will be done, will be paved and the areas of the intersections within the limits of the work will be paved. Chairman Loring asked if that included all of Brook St. Ms. Berger stated not the entire street, only past the apron. Chairman Loring mentioned his concern about the magnetic detectors in the roadway for the intersections. He stated that may be an issue to keep in mind.

Ms. Berger said, regarding the traffic management plan, Mass DOT wants a more detailed plan. She used a similar template from another town she just completed and that was approved; however, Mass DOT wants much more detail in this plan. She spoke with Superintendent Veracka and discussed more details such as only one lane of traffic would be affected, with no road closures. Mass DOT also requested "specific" pictures of each sign that will be used in or alongside the roadway and at each location.

Chairman Loring stated he saw recently on Route 3A, there were beautiful signs noting "lane change" but they were in the middle of the sidewalk preventing any handicapped individuals or strollers and such from using the sidewalk. He requested we make sure any signage is tall enough as to not block the sidewalk and anyone on it such as children going to and from school.

Chairman Loring asked if Mass DOT indicated any maximum number of police required for this project? Ms.Berger stated the DOT review made no mention regarding the number of public safety details. She said that is to be discussed with the police and fire officials. Chairman Loring suggested she look into seeing what is in place for hiring flagmen over public safety details. Ms. Berger stated, she believes if the police can't commit by the close of business the day prior to the work, then they can use flagmen. Chairman Loring stated, ok we will leave it at that.

Ms. Berger stated she hopes the revised set of plans will be ready to submit by Friday. She passed out the proposed schedule for March and April. We are in good shape still to advertise for the project by April 3rd with bids due by April 24th. On April 3rd, documents will be available to bid holders and will allow three weeks to prepare and submit bids on April 24th. She stated she will have a better feel for timing by the end of this week. Advertisements will go out to the Central Register, COMMBuys and the newspaper by March 27th. She will work with Chris and Stacey on getting that done according to the schedule with the Town House. Chairman Loring stated he was glad to hear we are still on schedule.

WATER RATE STUDY/TANK LOCATION STUDY UPDATES

Ms. Berger presented an update on the Water Management Act Grant Study. This is focused on resources and a location of water storage tank. She presented a map of past test well sites showing different soil types. The double red lined parcels are town owned and undeveloped, double black lined parcels are town owned and developed and the green hash marks are conservation land with some being town owned and not town owned. She said for the future, this test well map is helpful. If there's existing town owned conservation land that can be used, are there changes to restrictions that would need to be made? She stated several years back while doing the test wells for Trackle Pond with CEI, they were looking south of the Trackle Pond Well Site, and there was a piece of land that was owned by the State and now it's showing as owned by the Town of Kingston, so perhaps it could be used in the future.

Commissioner Kostka asked if there was anything preventing us from placing a water tank on Monk's Hill. Ms. Berger stated that for elevated tanks, there are three sites she focused on. She shows the sites on the map. Commissioner Kostka stated it's in the high zone, it has elevation, and it seems to cover what we need. Chairman Loring said that there is no water infrastructure there. He wondered if the elevation of Monk's Hill was too high relative to the location of the other two water tanks and not consistent throughout the town. Ms. Berger stated they can take a look at it though and see where it falls in line and what the expense would be for the infrastructure. Chairman Kostka said he was looking at it from the point of view that the land is already owned by the Town, so there would be no purchase expense. Discussion continued regarding the benefits and disadvantages of the area.

Superintendent Veracka spoke regarding the areas Ms. Berger identified and the advantages. Firstly, they are in the high zone, they have proximity to current water pipes, the parcels are between the new leeching fields and the Offal Pits, and they are all town-owned properties. Ms. Berger stated the contours of the area would indicate an elevated tank, approximately 130 feet tall, that's too tall for a standpipe. It would be similar to the Pembroke St tank.

Chairman Loring stated he feels if we are asking the residents to approve a new tank eventually, he feels it's important to look to the future needs of the town versus whether to go to a smaller or different tank for affordability, regardless of the height or elevation. Vice Chairman Erlandsen asked about the height of a tank and the related hydraulic pressures between the other tanks in town. Discussion and explanantion continued regarding the height of a tank and the need for the tanks to be at a similar height to prevent the need for booster pumps to fill a tank etc...

Ms. Berger stated she will look into considering the Monk's Hill location. Chairman Loring asked who owns the fire tower. Vice Chairman Erlandsen stated it's marked as owned by the town as conservation. Discussion continued regarding whether it's state owned by DCR and leased by the town or town owned.

Regarding the water rate model, Ms. Berger stated Stacey had provided all the data requested and the rates have been calibrated in the model within 1-2% of what's currently billed. She stated once we get an understanding of potential projects between a new well and new tank then we'll know the revenue needed and see how that will impact future rates and how those rates affect users depending whether they are a low or high water user.

WATER SUPERINTENDENT DEPARTMENTAL UPDATE:

WORKING ON THE ANNUAL STATISTICAL REPORT TO MASS DEP

Superintendent Veracka stated he's been gathering data for the Annual Statistical Report for Mass DEP. He stated he's been making good progress with that to submit it by the beginning of April.

DISCUSSION OF FOREMAN'S POSITION

Regarding the foreman's position, we did receive one applicant. However, he doesn't possess all the required licenses. Superintendent Veracka stated he has been speaking with Human Resources to see what we can do about bringing the candidate in as an entry-level position. The applicant was brought in for an interview. He interviewed very well, he has a lot of experience as a foreman in the water industry. The applicant stated he's willing to schedule his Distribution 2 license test and go from there. Superintendent Veracka stated he would like to bring this applicant into the department. He feels he would be a good fit for the department. Commissioner Kostka asked what licenses are required. Superintendent Veracka stated the Distribution 1, 2 and Treatment 1 licenses are required. He stated the applicant who applied has a D1 license. He stated the applicant appears to be driven and eager to better himself. Discussion continued regarding the foreman position and the experience needed. Chairman Loring stated the good thing is he has the field experience, the drive and desire to better himself. Superintendent Veracka agreed.

NEW BUSINESS:

MEMO FROM KEITH HICKEY, TOWN ADMINISTRATOR RE: FY25 PROPOSED BUDGET TIMELINE

The budget timeline was presented to the Board of Water Commissioners.

VOTE TO APPROVE SMITH'S LANE TANK MAINTENANCE PROPOSAL BY USG

Ms. Smith stated we have a little bit of an issue with the budget that came to light with the USG/Smith's Lane Tank proposal. She stated she reached out to Carol McCoy, Town Accountant, to discuss the 300K for water tank maintenance. This was originally going to come from operating revenue. Ms. Smith asked if this was realistic funding from operating revenues. Ms. McCoy stated it doesn't look likely. She recommended that we hold off until the Fall after we get the certified cash numbers from the state.

Ms. Smith presented the fee schedule, in the packets, for the current tank maintenance program. On July 1st, we will have a payment due of 34K on Pembroke St. Tank and 407K on Elm St Tank. Those fees will be covered by funds we already have. She said, however, that will leave us with a total of 70K for future water tank maintenance which will not cover the following year's expenses.She stated there are several unexpended special articles which we could ask to reallocate to water tank maintenance. One of these articles is the Stabilization of Millgate which was discussed not too long ago and the building seems to have settled and nothing has moved. This article totals 152K.

Another article is the I-86 Well Cleaning and Pump Replacement which was just completed and has approximately 12K remaining.

She added, an article was approved last year for well cleaning with the intention of using it for Trackle Pond. However, we have the remaining money left from the Trackle Pond Filter, which we can't give back to the state because the loan was already closed. So we have the money, and it can only be used for Trackle Pond expenses, so the 75K can be re-allocated to water tank maintenance.

If these articles are reallocated this would bring the total to 240K for water tank maintenance plus the remaining 70K. Additionally, the certified free cash from last year totaled 97K of which 40K we were proposing to use for building repairs. The remaining 57K could be placed towards water tank maintenance as well. Ms. Smith stated after July 1st, we will have one more large payment for Elm St in FY26 and then our water tank maintenance payments go back to being more manageable.

She recommended we pull back the 300K for water tank maintenance and 75K well cleaning/pump replacement articles proposed for Annual Town Meeting and replace them with these re-allocation requests. She said going forward she recommends waiting for the certified free cash numbers in the Fall and wait and go forward with Smith's Lane Tank at that point.

Chairman Loring stated he thought USG said it's not an emergent issue and it can probably wait. Superintendent Veracka said he would agree with that. He would like to reach out to USG and see where they stand on that. He said perhaps we could work out something to further defray the costs. Discussion continued reagrding the existing condition of the Smith's Lane Tank. Ms. Smith said she believes this is a culmination of the economy, the water moratorium and last year we didn't put money aside for water tank maintenance as we opted to fund the Main Street Water Main Project so all these factors are hitting us at the same time.

Vice Chairman Erlandsen asked if we would be voting on the contract this evening. Ms. Smith stated she placed the item on the agenda expecting to but after a closer look at funding she didn't think it was going to happen. Chairman Loring asked for a detailed layout of these accounts at the next meeting. Ms. Smith said she included the information in the packets.

Superintendent Veracka stated he would speak with USG about our options and see if they could provide any further information or recommendations.
Ms. Smith asked if the Board had any questions regarding the handouts. Commissioner Kostka said he had no questions.

<u>WESTON & SAMPSON 2024 WELL & PUMP MAINTENANCE & INSPECTION SERVICE AGREEMENT</u>
Chairman Loring asked about this proposal from Weston Sampson and if this was an annual proposal or something new. Superintendent Veracka stated this is typical, regular maintenance they perform. It's routine maintenance on the well and pump motors.

Chairman Loring said his concern is, does it make sense to bring on another engineering firm? Superintendent Veracka stated it's not for engineering, it's simply pump maintenance.

There was confusion with the purpose of the proposal as Weston & Sampson were also known for their engineering expertise.

<u>ABATEMENT REQUEST FOR RESIDENT, VIOLET BERRY AT 1 MEADOWBROOK RD. RE: WATER HEATER LEAK UNDER FOUNDATION LED TO EXCESSIVE USE ON MARCH 24' WATER/SEWER BILL</u>
Ms. Smith stated Mrs. Berry had a leak with her water heater under the cement slab. We sent her a letter of high usage and this is what brought the leak to her attention. She is asking for some assistance on this bill. Her bill was significantly higher (4X higher) than her typical bill. Vice Chairman Erlandsen asked what we typically do in these cases, are they charged at the lowest tier? Ms. Smith stated, typically, it's the total gallons used charged at the lowest tier. Commissioner Kostka made the motion to charge the total gallons at the lowest tiered rate. Vice Chairman Erlandsen seconded the motion, and it was voted on unanimously (3-0-0).

Regarding leaks, Chairman Loring asked about the status of a leak on Stagecoach. Superintendent Veracka stated they were aware of the leak and are making a plan to repair.

<u>ZBA CASE NO #24-04, SUE CARLSON 556 ELM ST RE: KENNEL LICENSE COMMENTS BACK TO ZBA BY 3/15/24</u>
Ms. Smith stated she included this kennel license in the packets just for the Board's information. Comments are requested back to the ZBA by March 15.
No comments necessary as there are no water concerns.

UNFINISHED BUSINESS:

<u>KELLEHER PROPERTY</u>
Chairman Loring asked if there were any updates. Superintendent Veracka stated he had met with Greg McDowell and after their discussion, he had asked for two weeks to bring this to his sister and see about resolution for the estate. Superintendent Veracka stated he was being respectful in giving him that requested time. Chairman Loring stated he knows it's unpopular but we need to move expeditiously with this matter.

Vice Chairman Erlandsen stated he feels we are close to resolution. Superintendent Veracka stated it's a relatively easy matter, but they are slowed down by the court system. Commissioner Kostka feels two weeks is reasonable but after that we need to look at other options as this has been going on for quite some time.

WATER CORRESPONDENCE FROM LAST MEETING:

LETTER OF APPRECIATION TO STREETS, TREES & PARKS FOR SMITH'S LANE LEAK

Ms. Smith asked if the Board members had signed the letter of appreciation. All parties said they had.

On a separate note, Chairman Loring asked what time the public hearing was at the Board of Selectmen's meeting this evening. She responded, 6pm and said she had received an email today from Patricia Tucker, Admin Assistant to the BOS, from the attorneys for PK Realty Trust in response to letters from the Conservation Land Trust and another entity and that the water department's comments were mentioned. Ms. Tucker wanted you all to have that information ahead of this evening's hearing.

Ms. Smith wanted to confirm the town meeting warrant closes March 26th and the accounts discussed tonight to be re-allocated will be sent to the BOS and Town Administrator and we will pull the original articles (300K for water tank maintenance from revenue and the 75K for well cleaning/pump replacement). She wanted to be sure the Board was in agreement. Chairman Loring stated yes.

BUSINESS OF WATER QUALITY REVIEW COMMITTEE:

NONE

NEXT REGULAR MEETING:

TUESDAY MARCH 26, 2024 AT 4PM

ADJOURNMENT OF OPEN SESSION:

Commissioner Kostka made the motion to adjourn. The motion was seconded by Vice Chairman Erlandsen, and it was voted on unanimously (3-0-0).
The meeting adjourned at 4:45pm.

ZOOM INFORMATION

TOPIC: BOARD OF WATER COMMISSIONERS
JOIN ZOOM MEETING
HTTPS://US02WEB.ZOOM.US/J/89052013207?PWD=AWNZOWIYK01WCGZJR2VEBFJNDVLSQT09
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PASSCODE: 444915
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DIAL BY YOUR LOCATION
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• +1 646 558 8656 US (NEW YORK)
MEETING ID: 890 5201 3207
PASSCODE: 444915
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Respectfully submitted,

Stacey L. Smith

Stacey L. Smith
Clerk