



TOWN OF KINGSTON
Office of the Sewer Commission/Wastewater Department
26 Evergreen Street
Kingston, MA 02364

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Elaine A. Fiore - Chair
William Watson – Vice Chair
Brian M. Donahoe

Minutes 02/11/25

The Sewer Commission meeting on February 11 discussed several key points. Real estate transactions were approved, including a \$112.15 transaction. The commission reviewed leaching field updates, noting issues with septic systems and the need for smoke tests. A slip and fall incident at the plant resulted in an operator being out for a week. The commission also discussed budget issues, including the need for a \$2,500 allocation for a conference and the impact of state-level financial changes. They emphasized the importance of managing debt and ensuring proper financial oversight, referencing legal obligations and historical financial records to address discrepancies and ensure accurate financial reporting.

Action Items

- [] Reconcile the betterment billing records and address any discrepancies found.
- [] Follow up on the \$1.6 million surplus and explore options for utilizing it to address the debt service.
- [] Attend the Munis conference and provide a report back to the commission.
- [] Schedule a meeting with the assessors to discuss the process for a potential special assessment on existing customers.

Outline

Real Estate Transactions and Initial Motions

- William Watson opens the sewer commission meeting on Tuesday, February 11.
- William Watson lists the first real estate transaction to be discussed, which is 403.
- Bill Watson makes the motion to approve the final water bill for the real estate transaction.
- William Watson mentions a second motion regarding a \$145 transaction, which has already been made.



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- David Walsh clarifies the third bullet point, confirming a \$112.15 real estate transaction.

Leaching Field Updates and Staff Training

- David Walsh asks for updates on the leaching field.
- David Walsh reports on staff training provided by the insurance company, Miia Group, at the police station in Duxbury.
- David Walsh mentions finding a record from 2003 showing which properties on Indian Pond are connected to the sewer system.
- Brian Donahoe and David Walsh discuss the accuracy of the 2003 record and the need for confirmation.
- David Walsh reports a slip and fall injury to an operator during a snowstorm, affecting the plant's labor force.

Incident at the Legion Field and Financial Considerations

- David Walsh confirms the depths of wells at the Legion field and sends information back to CDM.
- Brian Donahoe asks about the location of wells, including one found in the woods.
- David Walsh discusses the cost of surveying the wells and the need for a final elevation of the tops of the wells.
- Carl Pike praises the plowing job on Shore Drive, and Jeanne Dunn explains the coordination with the highway department.
- David Walsh inquiries about updates on leaching field expansion, and Brian Donahoe predicts erosion issues due to melting snow and frozen ground.

Budget and Financial Planning

- Jeanne Dunn discusses the closing of a loan for the plant upgrade by the end of February.
- Brian Donahoe mentions state-level financial issues, including tax revenues falling below expectations.



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- William Watson provides details on the cost of attending a conference in Berlin, including registration fees and hotel expenses.
- David Walsh and Brian Donahoe discuss allocating funds for the conference and the benefits of having firsthand knowledge for staff.
- Jeanne Dunn confirms the budget for the operating budget for FY 25 and FY 26, covering the full rate increase.

Financial Discrepancies and Betterment Payments

- William Watson explains the process of verifying betterment payments and finding discrepancies in the records.
- William Watson mentions the need for permission to look at special assessments in Munis.
- Elaine Fiore discusses the possibility of using the \$1.6 million for shortfalls and the option of charging a special assessment to existing customers.
- William Watson and Elaine Fiore discussed the detailed records and the need to correct discrepancies in the betterment payments.
- Brian Donahoe emphasizes the importance of taking care of debt and the responsibility of the sewer commission to manage the funds.

Legal and Financial Obligations

- Brian Donahoe references Chapter 40, Section 8 of the Model Water Commission Administrator's Government, outlining the responsibilities of the sewer commission.
- Elaine Fiore discusses the legal obligations to pay the debt and the potential impact on the town's tax base.
- Brian Donahoe highlights the unique financial situation of Kingston, having built the sewage treatment plant and collection system from scratch.
- Brian Donahoe emphasizes the importance of projecting future revenue and managing the debt responsibly.



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- Elaine Fiore mentions an upcoming meeting with the assessors to discuss the process for a special assessment if needed.

Final Discussions and Meeting Adjournment

- Elaine Fiore provides an update on the meeting with the assessors to discuss the timeline for a special assessment.
- Brian Donahoe reiterates the importance of taking care of the debt and the legal obligations of the sewer commission.
- Elaine Fiore mentions the need for further analysis and the possibility of utilizing the \$1.6 million for shortfalls.
- David Walsh confirms the next meeting schedule and the regular schedule for the sewer commission.
- The meeting is adjourned after a motion by Elaine Fiore and second by William Watson.