



781-585-4058
781-831-6783 FAX

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

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

Minutes 02/18/25

The commission discussed financial discrepancies for 2025 and 2026, noting a range of \$185,000 to \$250,000 for 2025 and a shortfall of \$386,000 to \$390,000 for 2026. They highlighted issues with betterment revenue calculations, including a \$400,000 plant upgrade shortfall. The team plans to review historical data and lien releases to resolve discrepancies. They also discussed staffing challenges, with one employee injured and another position vacant, and proposed temporary hires. Additionally, an insurance company visit is scheduled to assess plant equipment and structures, and the commission plans to address staffing issues in an executive session.

Action Items

- [] Investigate the discrepancies in betterment revenue projections and work with Kathleen to get clarity.
- [] Compile a timeline and documentation on the historical issues with lien releases and betterment payments.
- [] Prepare for the insurance company's site visit, including gathering information on the plant's equipment, generators, and infrastructure.
- [] Explore options for temporary or contract staffing to provide coverage at the plant during the employee injury.
- [] Schedule an executive session to discuss the staffing issues in more detail.

Outline

Financial Updates and Revenue Adjustments

- Elaine Fiore initiates the meeting by asking for financial updates, noting discrepancies in the septage revenue numbers for 2025 and 2026.
- David Walsh confirms the accuracy of the usage revenue from water bills but mentions the need for adjustments in septage revenue.
- David Walsh explains that the team has reviewed the numbers multiple times and is comfortable with the current assessments.
- The team discusses operational costs, plant upgrades, and debt shortfall, estimating a range of \$185,000 to \$250,000 for 2025.



781-585-4058
781-831-6783 FAX

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

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

Betterment Revenue and Future Projections

- David Walsh highlights the need for clarity on betterment revenue, especially for future years, and mentions discrepancies in the numbers.
- Jeanne Dunn plans to compile reports to track betterment revenue by charge code and address discrepancies.
- Elaine Fiore mentions using state-provided immunization schedules and a comprehensive spreadsheet for debt numbers.
- Brian Donahoe discusses historical data and the need to validate the system against the comprehensive spreadsheet.

Discrepancies in Betterment Revenue and Historical Data

- Brian Donahoe questions the discrepancies in betterment revenue and the impact of the tax levy.
- Jeanne Dunn mentions finding discrepancies in lien releases and historical data, indicating potential errors in past records.
- Elaine Fiore explains the historical process of managing liens and the potential for missed entries.
- Brian Donahoe emphasizes the importance of fixing these discrepancies to avoid compounding errors in the future.

Insurance and Plant Visit

- David Walsh mentions an upcoming plant visit by the insurance company to assess the plant's equipment and structures.
- The discussion includes the potential impact of floodplains on insurance policies and the need for accurate valuations.
- David Walsh notes the importance of having up-to-date information on the plant's equipment and upgrades.
- The team discusses the potential need for temporary staffing to handle the workload during the plant visit.

Staffing and Short-Term Solutions



781-585-4058
781-831-6783 FAX

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

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

- David Walsh updates the team on an employee's injury, affecting staffing levels at the plant.
- Brian Donahoe suggests hiring temporary staff from private companies to handle the workload.
- The team discusses the potential need for long-term solutions, including filling open positions and adjusting staffing levels.
- Elaine Fiore proposes scheduling an executive session to discuss staffing issues in more detail.

Executive Session Planning

- The team agrees to schedule an executive session to discuss staffing issues and their impact on the office and plant.
- They discussed the logistics of scheduling the executive session, including the need for a 48-hour posting.
- Elaine Fiore and Brian Donahoe confirm their availability for the executive session on Friday at 3:30 PM.
- The team plans to address the staffing issues and other related topics during the executive session.

Final Updates and Closing Remarks

- Elaine Fiore mentions working on close-out documents for the plant expansion with DEP.
- Brian Donahoe discusses ongoing projects and the need for additional plans and brochures.
- The team acknowledges the progress made in saving the town money through various projects.
- The meeting concludes with a motion to adjourn by Elaine Fiore , which is unanimously approved.