TOWN OF KINGSTON
BOARD OF WATER COMMISSIONERS
OPEN SESSION
WATER DEPT OFFICE - 22 ELM ST, MICHAEL J.
MACPHERSON MEETING ROOM & VIA ZOOM
MAY 27, 2025

4:00 PM – CALL TO ORDER

REORGANIZATION OF THE WATER COMMISSION

Chairman Loring called the meeting to order.
In attendance were Vice Chairman Erlandsen, Superintendent Chris Veracka, Kristen Berger of Resilient CE and Clerk Stacey Smith.

Reorganization was put on hold until Commissioner Kostka arrived. Ms. Smith reminded the Board that discussion could take place but no votes could be taken until the reorganization was completed.

APPROVAL OF DEPARTMENT BILL SCHEDULES:

APPOINTMENTS:

KRISTEN BERGER, RESILIENT CE RE: ENGINEERING UPDATES

MAIN STREET WATER MAIN UPDATE - CLOSE OUT OF PROJECT

Ms. Berger referenced some punchlist items. She stated the concrete and sidewalk work had been completed. In various locations, there are areas that will need to have grass seed established. Additionally, the traffic markings at Summer and Main have been completed.
Ms. Berger presented pay requisition #6 from CC Construction, primarily for the 2-inch mill and pave work, but she also had them include change order #2 and change order #3, which balances out additional costs. Discussion continued, explaining the change orders and the required signatures needed for the pay requisition.

Robert Kostka entered the meeting at 4:07 pm.

She stated we are still waiting for the overall final cost as we are still waiting for police details. She is waiting for the police detail work from May 1st and May 2nd.
The Mass DOT permit expires May 31st. At this point, she believes there is no need to extend the permit; however, she will speak with Sean Stockman at Mass DOT tomorrow to confirm.
Chairman Loring asked if the crack fill at the intersection was required per the permit. Superintendent Veracka stated that it was outside the state layout. Ms. Berger stated she would confirm with Mass DOT. She stated Sean Stockman has the road drawings.

KLEINFELDER UPDATE ON NEW WELL PROJECT

Ms. Berger reviewed the meeting earlier today with Kleinfelder and Superintendent Veracka. The wetland flagger is going back out to finish work. Kleinfelder had questions regarding their markings. Maher Services completed the pump test. They have received some water quality results. These results show low levels on everything, including manganese and PFAS. Once all the information is received, a full presentation will be made. Additionally, the pros and cons of both well sites will be presented. Chairman Loring asked if this was representative of what could be found once the larger diameter well is drilled. Ms. Berger stated not really, but it's reassuring to have a baseline.

Ms. Berger stated the SRF Funding Program opens today through July 25th and that will be part of Kleinfelder's scope. This was discussed earlier today regarding the best way to approach the application process to make this project standout.

Regarding ear-marked funds at the state and federal level, Ms. Berger stated she will do some research. She stated it will definitely help with the SRF program if the Board can garner support from both the state representative and state senator.

Ms. Berger completed her presentation. Chairman Loring suggested going back to reorganizing the board now that everyone was there.

Robert Kostka nominated Robert Erlandsen for Chairman. The motion was seconded by Richard W. Loring Jr.
Robert Erlandsen nominated Robert Kostka for Vice Chairman. The motion was seconded by Richard W. Loring Jr.
Ms. Smith recalled the slate of nominees and asked for a role call vote affirming the slate as presented.
Richard W. Loring, Aye. Robert Kostka, Aye. Robert Erlandsen, Aye.
The motion was approved unanimously (3-0-0).

Commissioner Loring asked if a sole signator for the bills needed to be voted on. Ms. Smith explained that each year after the reorganization, a sole signator is chosen to sign the departmental bills. Chairman Erlandsen made the motion to keep that role filled by Richard W. Loring Jr.
Vice Chairman Kostka seconded that motion and it was voted unanimously (3-0-0).

MEETING MINUTES:

VOTE TO APPROVE THE MEETING MINUTES OF APRIL 22, 2025 AND MAY 13, 2025
Chairman Erlandsen made the motion to approve the minutes of April 22, 2025, and May 13, 2025 as presented. Vice Chairman Kostka seconded the motion and it was voted unanimously (3-0-0).

WATER SUPERINTENDENT DEPARTMENTAL UPDATE:

DEPARTMENT HEAD MEETING UPDATE FROM MAY 20, 2025
Superintendent Veracka reviewed what was discussed at the department head meeting regarding the former C. Drew property on Maple Street. The proposal is 150-200 residential units in several multi-story buildings and a private well for water supply to the development with the intent of connecting to town water when available and having the town take the wells over. Superintendent Veracka stated his biggest concern is the compatibility of the water. Discussion took place regarding the prior possible contamination. Superintendent Veracka stated other town departments had other concerns regarding traffic volume and the size and scope of the project. The town spoke about a potential cleanup solution that is available with a grant that they are pursuing. Superintendent Veracka was asked if the amount of water needed to do the cleanup could be waived as a town project. Chairman Erlandsen said he would like to see more information on this cleanup procedure before we waive any fees.

JUNE WATER/SEWER BILLS ARE BEING FINISHED UP FOR PROCESSING BY THE COLLECTOR'S OFFICE.
The June quarterly bills have been processed, and we are awaiting the bill proof from the printer for final review.

KWD HAS BEEN WORKING ON SMOOTHING WATER REPAIR PATCHES THROUGHOUT TOWN.
Superintendent Veracka stated the KWD is trying to smooth out road repairs throughout town in advance of an infrared vendor coming into town to smooth out pavement.

Regarding 13 West Ave and the leak repair, the repair was made today. Superintendent Veracka spoke with the homeowner and the driveway is the homeowner's responsibility. KWD has no concrete equipment, and it is outside their scope of work. Discussion continued regarding that situation with the two curb boxes and the repaired service line.

Superintendent Veracka reviewed another leak situation on Bog View. After several attempts since last summer to find this leak, it was determined to be a damaged gasket, probably caused during the installation of the main by the contractor from a forklift. KWD was able to make the repair.

Water restriction signs are all throughout town and the transfer station has it posted on the electronic sign to remind residents.

Superintendent Veracka told the Board he spoke with the foreman today regarding upcoming hydrant work involving painting hydrants and trimming around them throughout town.

NEW BUSINESS:

BACKFLOW INSPECTIONS - DISCUSS NEW VENDOR, FEE CHANGES AND FUTURE BUDGETING

Superintendent Veracka stated our backflow inspector has retired. He has looked for different vendors and asked for quotes on the work. He told the board the prices would likely increase. Commissioner Loring asked if that cost is passed on to the property owner. Superintendent Veracka stated yes, we bill them directly. Ms. Smith explained how the billing process worked. Commissioner Loring recommended, once we have a vendor finalized and costs established, that letters are sent to all backflow sites notifying them of what has occurred with the change of vendor and the price increase.

Discussion took place regarding any administrative fees charged for letters, mailing and postage. Vice Chairman Kostka stated we should keep the administrative fee as it's not a lot of money. Ms. Smith stated the rules and regulations state $50 per inspection is charged; however, that price was based on the previous vendor. Commissioner Loring stated that with any increase we will address changes that need to be made to the rules and regulations.

On a separate note, Superintendent Veracka stated the Assistant Treasurer, Nick Derbes, will be leaving the Town of Kingston next week.

MASS INSTALLATION INC - DISCUSS NEW WATER METERS AND BUDGETING FOR FY27

Superintendent Veracka presented basic information about Mass Installation Inc.and the presentation they made and the benefits of the new meters. Discussion continued regarding the leak detection capability, meter cost, the fact that no infrastructure is needed and the potential cost savings for the town and residents. These meters would make the office staff's job easier as well as the staff out on the street, as it would eliminate a lot of meter programming work and re-reading of meters. Discussion continued regarding the cost benefit of changing meters. Chairman Erlandsen asked if there was a part of town that would benefit from the roll-out of a pilot program. Superintendent Veracka responded he thought the Nook area would be a good place to start as it's an older part of town and more than likely has older meters. Vice Chairman Kostka stated he liked the idea of a pilot program. He suggested we invite Mass Installation Inc to our next meeting on June 10 to present to the board.

OLD TELEPHONE READ METERS - DISCUSS PROCEDURE TO REPLACE WITH RADIOS AND FEES FOR FAILURE TO RESPOND

Superintendent Veracka stated the old telephone read meters, approximately 122 residences, who have been getting estimated bills since 2017. He would like to develop a plan to reach these properties and convert their meter reading equipment.

Vice Chairman Kostka stated there is no incentive for these homeowners to respond. Superintendent Veracka would like to send out letters asking for cooperation in changing the meter equipment and if there is no response, we elevate the letter to a shut-off notice.

Commissioner Loring suggested shut-off notices should be sent out by certified mail.

UNFINISHED BUSINESS:

NONE

WATER CORRESPONDENCE FROM LAST MEETING:

NONE

BUSINESS OF WATER QUALITY REVIEW COMMITTEE:

NONE

NEXT REGULAR MEETING:

JUNE 10, 2025 AT 4PM

Discussion took place regarding meeting times throughout the summer months. Commissioner Loring stated meetings should be held at a time that if the public wanted to attend, they should be able to do so.
The next meeting will take place on June 10, 2025 at 4pm. Subsequent meetings may be as early 3:45pm.

ADJOURNMENT OF OPEN SESSION:

Commissioner Loring made the motion to adjourn the meeting. Chairman Erlandsen seconded the motion and it was voted unanimously (3-0-0).
The meeting adjourned at 5:02 pm.

ZOOM INFORMATION

TOPIC: BOARD OF WATER COMMISSIONERS
TIME: THIS IS A RECURRING MEETING MEET ANYTIME
JOIN ZOOM MEETING
HTTPS://US02WEB.ZOOM.US/J/89052013207?PWD=AWNZOWIYK01WCGZJR2VEBFJNDVLSQT09
MEETING ID: 890 5201 3207
PASSCODE: 444915
+13017158592,,89052013207#,,,,*444915# US (WASHINGTON DC)
DIAL BY YOUR LOCATION
• +1 646 558 8656 US (NEW YORK)
MEETING ID: 890 5201 3207
PASSCODE: 444915
FIND YOUR LOCAL NUMBER: HTTPS://US02WEB.ZOOM.US/U/KDWSDDJYBD

Respectfully submitted,

Stacey L. Smith

Stacey L. Smith
Clerk