TOWN OF KINGSTON
BOARD OF WATER COMMISSIONERS
OPEN SESSION
WATER DEPT OFFICE - 22 ELM ST, MICHAEL J. MACPHERSON MEETING ROOM & VIA ZOOM
NOVEMBER 3, 2025

4:00 PM – CALL TO ORDER
Chairman Robert Erlandsen called the meeting to order at 4pm.

In attendance were Vice Chairman Robert Kostka, Commissioner Richard W. Loring Jr, Superintendent Chris Veracka and Clerk Stacey Smith.

APPROVAL OF DEPARTMENT BILL SCHEDULES:

NEW BUSINESS:

DISCUSSION OF MASS DEP CONSENT ORDER
Superintendent Veracka stated the final version of the DEP Consent Order was sent over to Town Counsel for review. A signed copy of the consent order needs to be signed by the chairman and returned to Mass DEP by November 6, 2025. Superintendent Veracka stated he is awaiting review by Town Counsel. Commissioner Loring stated he would like Mass DEP to know that any delay is not on the part of the Kingston Water Department. Discussion continued regarding whether a letter should be sent and/or a phone call made to Jim McLaughlin at Mass DEP.

FY27 BUDGET DISCUSSION
Ms. Smith stated she had hoped more guidance from the Finance Director would've been sent last week. However, the Finance Director is on vacation this week, so nothing more will occur until she returns. The functionality of entering budgets into Munis has not been set up yet for FY27. Ms. Smith went over the departmental budget, debt, indirect costs and forecasted revenue.

Commissioner Loring suggested a shared meeting with Sewer Commissioners be arranged to discuss the possibility of sharing costs between the two departments regarding metering and billing. Chairman Erlandsen suggested we meet sooner than later, to be within this budget season.

Ms. Smith stated water surplus revenue numbers have not been certified as yet. She was told it could be late December before those figures are available. This prevents us from being able to plan for spending articles.

The biggest proposed change to the budget is to make the administrative assistant position full-time (40 hrs a week). This position is currently a 25-hour a week position and is already benefit eligible. The proposal is to increase the position by 15 hours. Ms. Smith prepared a budget with the full-time position and one with the part-time position, so the department can be prepared for either situation. Ms. Smith stated the increase in hours can be justified with the work load in the office.

Superintendent Veracka provided a detailed line-by-line explanation of the proposed department budget and noted changes, explanations and calculations used to formulate expenses.
Ms. Smith provided an explanation of the debt service schedule as explained to her by the Town Treasurer.

Commissioner Loring asked if anything in the Mass DEP Consent Order has any financial requirements for this next budget season. Superintendent Veracka stated any requirements had been negotiated to be pushed ahead to allow for budgeting in the future.

Ms. Smith presented suggestions for water surplus revenue once those figures are available. Some of those suggestions were the water tank maintenance articles, purchase of a new vehicle, and metering programs.

Vice Chairman Kostka said he appreciated the work that was done with the minimal information provided to the water department.

DISCUSSION REGARDING RFP FOR ENGINEERING

Superintendent Veracka met with Interim Town Administrator George Samia to discuss an RFP for engineering and whether it is necessary to do so. Mr. Samia stated to Superintendent Veracka that engineering is exempt from the requirement of an RFP. Commissioner Loring asked if this was for general engineering. Superintendent Veracka stated yes, that it was for general engineering. He added, the OPM work would be under a separate contract specific to the new well.

Commissioner Loring moved to create and offer, to Resilient CE, a three-year contract for general engineering. In addition, create and offer, to Resilient CE, a separate contract for the OPM position for the new well project to continue through the development and construction of the well. Vice Chairman Kostka seconded the motion and it was voted unanimously (3-0-0).

NEXT REGULAR MEETING:

The Board asked Ms. Smith to invite the Sewer Commissioners to attend the next meeting on November 25, 2025 at 4pm.

RECESS TO EXECUTIVE SESSION, TO NOT RETURN TO OPEN SESSION, FOR THE PURPOSE OF :

DISCUSSING THE REPUTATION, CHARACTER, PHYSICAL CONDITION OR MENTAL HEALTH, RATHER THAN PROFESSIONAL COMPETENCE, OF AN INDIVIDUAL, OR TO DISCUSS THE DISCIPLINE OR DISMISSAL OF, OR COMPLAINTS OR CHARGES BROUGHT AGAINST, A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL.

Commissioner Loring moved to adjourn the open session and to recess to executive session and not return to open session.
Vice Chairman Kostka seconded the motion and it was voted unanimously (3-0-0).
Open session adjourned at 4:30pm.

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
ONE TAP MOBILE
+16469313860,,89052013207#,,,,*444915# US
+13017158592,,89052013207#,,,,*444915# US (WASHINGTON DC)
JOIN INSTRUCTIONS
HTTPS://US02WEB.ZOOM.US/MEETINGS/89052013207/INVITATIONS?SIGNATURE=-YFOYYSJ5YUUK-RNZUM4LHQUFRFBWVEEPURHFIYX-C0

Respectfully submitted,

Stacey L. Smith

Stacey L. Smith
Clerk