TOWN OF KINGSTON
BOARD OF WATER COMMISSIONERS
OPEN SESSION
WATER DEPT OFFICE - 22 ELM ST, MICHAEL J.
MACPHERSON MEETING ROOM & VIA ZOOM
DECEMBER 9, 2025

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

In attendance were Commissioner Richard W. Loring Jr, Superintendent Chris Veracka, Clerk Stacey Smith, Sewer Commissioners Elaine Fiore, William Watson, Brian Donahoe and Sewer Superintendent Dave Walsh.
Attending via ZOOM were Chairman Robert Erlandsen and Kristen Berger of Resilient CE.

APPROVAL OF DEPARTMENT BILL SCHEDULES:

MEETING MINUTES:

<u>VOTE TO APPROVE THE OPEN SESSION MINUTES OF NOVEMBER 25, 2025</u>
Commissioner Loring made the motion to accept the minutes of November 25, 2025. Vice Chairman Kostka seconded the motion and it was voted (2-0-0).
Chairman Erlandsen did not participate in the vote.

APPOINTMENTS:

<u>BOARD OF SEWER COMMISSIONERS — JOINT DISCUSSION REGARDING SHARED COSTS BETWEEN THE WATER AND SEWER DEPARTMENTS</u>
Sewer Commission Chair Elaine Fiore opened the Sewer Commission Meeting with a roll call vote, Watson-aye, Donahoe-aye and Fiore-aye (3-0-0).

Water Commission Vice Chair Kostka stated one of the reasons this meeting was called was to discuss shared costs between the sewer and water departments. The water department processes the quarterly water and sewer bills and manages the shut-off program in the spring chasing revenue for both departments. Sewer Commissioner Watson asked if the shared costs already paid by the sewer to the town cover this work? Water Commission Vice Chair responded no. Ms. Smith presented a document showing the number of sewer and water accounts to calculate a percentage of sewer work processed by the water department. The percentage of sewer billing is 35% and the percentage of sewer accounts processed in the annual shut-off program is 52%. Ms. Smith said she has asked how the shared costs are determined by the town and has not received any answer, so she decided to run these numbers to determine a percentage that could possibly be used in calculating a shared cost between water and sewer.

Sewer Commissioner Watson said he figured that would have already been established in the shared cost from the town. Sewer Commission Chair Fiore explained the allocated costs (shared or indirect costs) paid to the town by the enterprise accounts that cover the costs from Accounting, Tax Collector, Human Resources, IT etc... However, she explained there has never been any shared costs between water and sewer and this is a new conversation. Water Commissioner Loring stated there are costs involved in the sewer billing that the water department takes on and that's why we wanted you to have this information and take some time to digest it and come back to us with a proposal.

Water Commission Vice Chair Kostka stated another area of shared costs is with meters. He stated that we know that many of our meters are under reading or not reading at all, and they need to be replaced. The water department has been exploring different meter companies and meter replacement options. He said accurate meter reads result in more revenue for both water and sewer departments. Sewer Commissioner Chair Fiore asked if these meters would be done all at once or over time. Water Commission Chair Kostka responded they will be replaced over time. Discussion continued regarding the benefits of the new meter systems and the different companies that have been explored.

Resident Mark Guidoboni entered the meeting at 4:07pm.

Sewer Commissioner Watson asked if the water department would be looking for sewer department to help defray the costs of the entire town replacement or just the sewer accounts. Water Commission Vice Chair Kostka just the accounts on sewer. Sewer Commission Chair Fiore asked about the timing of this request and if it would be for FY27? She continued she feels it may be best for the next budget cycle. Water Commissioner Loring stated we have to refer to the ACO as there are agreements with Mass DEP regarding deadlines for meter replacement. Water Commission Vice Chair Kostka stated he felt FY27 is the appropriate time to start thinking about for the following year. Sewer Commission Chair Fiore stated this item will be placed on the sewer commission's next agenda for discussion. Water Commission Vice Chair Kostka stated it was the water commission's intent to open the topic for discussion. Water Commissioner Loring stated those meter costs would also include the installation as that work will not be done in-house and will be contracted. Discussion continued regarding the determination of costs and the areas of town to start meter replacement.

Sewer Superintendent Walsh asked how long this meter replacement is expected to take. Ms. Smith said that would be determined by the ACO and Superintendent Veracka stated he believed it was 3 years.
Discussion continued regarding the areas of meter concern and larger commercial meters.

Sewer Commissioner Brian Donahoe stated the bigger meters on commercial properties obviously are the largest consumers. He asked why wouldn't the commercial properties purchase the meters? Water Commission Vice Chair stated we will look at that, and we may have to ask residents to contribute a portion as well. Water Commissioner Loring replied that there is a contribution from the residents. It's called the water rates and property taxes. He added, now to ask them to supplement the water meters, he feels you've lost your mind if you go that route.

Sewer Commissioner Donahoe stated he believes those commercial meters should be prioritized first in the replacement program.

Discussion ensued regarding having quarterly joint meetings. Water Commission Vice Chair Kostka asked if scheduling them around the quarterly billing cycle was appropriate.

Sewer Commission Chair Fiore stated that regarding the town's allocated costs (indirect or shared costs), she has asked for several years for the formula used to calculate these expenses as they have increased significantly year to year. She's been told there is no formula. Ms. Smith stated she was glad to hear that, as that has been her experience when asking about these costs. Ms. Smith asked how these numbers could be formulated without a formula? Sewer Commission Chair Fiore stated in the past she was told it was determined by how much time a department head spent on work that involved another department. She stated that the majority of these costs are paid by the Enterprise Funds. Sewer Commissioner Donahoe suggested it may be in the best interest of these two departments to have a separate accountant with experience in the business of these enterprise accounts. Sewer Commission Chair Fiore stated that both the sewer superintendent and administrative assistant have spent a significant amount of time assisting the town accountant in reconciling records. Discussion continued regarding the town's allocated costs.

Sewer Superintendent Walsh stated it's been in his experience that all departments have been asked to keep budgets below a specific percentage increase. He stated, it would make sense that the indirect costs should mirror that same percentage, but that hasn't been the case. Discussion continued regarding the scheduling of future quarterly meetings. Sewer Commission Chair Fiore suggested giving their respective staff their availability for January, and they can coordinate a time that works for everyone.

MOU DISCUSSION

Sewer Commission Chair Fiore stated in the review of the draft MOU, she proposed that the highway department take the lead in this process. She agreed that water and sewer should notify the highway department in case of emergency repairs requiring opening the road. She stated it provides a check and balance system to prevent anything from falling through the cracks. She also stated highway should take the lead in inspecting manhole covers as they are road-related.

Highway should also take the lead in scheduling quarterly meetings.

She agreed that road construction should be scheduled with permit approval and the highway department should do the final inspection and sign off that the work is acceptable. That way, if any issues occur later, they are responsible as they signed off on the completion of the work. Water Commission Vice Chair Kostka asked about the verbal notification and if it would be accepted in emergencies. Discussion continued regarding emergencies and if a permit is required prior to work being done. It was agreed by all this should be a point of discussion at the joint meeting with the Board of Selectmen.

Sewer Superintendent Walsh asked Water Superintendent Veracka if there was any mention of snow removal on the part of the water department. Water Superintendent Veracka responded that KWD has always performed snow removal for the town without issue with our trucks. Sewer Commissioner Watson asked if KWD had street routes. Water Superintendent Veracka stated yes, they do street routes in addition to clearing all KWD sites and properties.

Sewer Commissioner Chair Fiore stated the only other change she recommended in the document was regarding violations of any employee regarding the agreement and the changing of the word "will" to "may." Discussion continued regarding any additional edits and changes to be brought before the Board of Selectmen for discussion on Tuesday.

<u>OPPORTUNITIES FOR COLLABORATION</u>

Sewer Commissioner Donahoe stated the sewer commission has been developing the final phase of the sewer extension. They have been working with their engineer, CDM. The majority of the work is to assist in the protection of the wells on South Street and Millgate. A pump station was built on 106 to tie in to South Street and continue up Elm St to the bridge. He continued that the sewer commission has 30% of the funding for design and will be going to FY27 ATM for the remaining funds.

Water Commissioner Loring has been told in the past never to ask the following question, but he's going to ask anyway. He asked if anyone could tell him why Main St from Evergreen Street was left off the sewer expansion, where every single one of the 100 homes on Main St and its side streets are basically dumping their sewerage into the Jones River? That's lost sewerage that could be picked up by the sewer department. Sewer Commissioner Donahoe stated the focus of this phase is to protect the wells. Water Commissioner Loring stated, "That's a crock!" He added, that what is happening to the Jones River and Kingston Bay is as critically important as protecting the wells.

Sewer Commissioner Donahoe stated the wells are part of the public water system, and the Jones River is not the focus of this phase. Water Commissioner Loring asked again, why we aren't talking about Main Street. Sewer Commissioner Donahoe stated CDM and the Board of Health reviewed the failed septic systems on Main Street. The TMDL (total maximum daily load) study done by the Commonwealth stated the priority is the nitrogen loading in relation to the wells in the public water supply. He acknowledged the concern about the houses on Main Street and the run-off from septic systems into the Jones River, and that it is an area that should be looked at.

Water Commissioner Loring stated the town is discussing opening Main Street for a redesign and that would be the perfect opportunity to do this sewer tie-in work. Sewer Commissioner Donahoe stated if the town discusses opening Main Street, then, of course, we will look into it. Water Commissioner Loring stated that the Board of Selectmen and the Planning Board are already discussing it. Sewer Commission Chair Fiore stated if that's the case, the sewer commission will take it under review.

Sewer Commissioner Fiore made a motion to adjourn the sewer commission meeting. Sewer Commissioner Watson seconded the motion. All were in favor (3-0-0).
The Sewer Commission meeting ended at 4:59pm.

<u>FUTURE JOINT MEETINGS</u>

Refer back to MOU discussion.

<u>RICK LINCOLN, CONECO RE: CUSHMAN FARMS DEVELOPMENT PROJECT</u>

The appointment was postponed to January 13, 2026.

KRISTEN BERGER, RESILIENT CE RE: ENGINEERING UPDATES

NEW WELL PROJECT UPDATE

Ms. Berger provided an updated schedule from Kleinfelder. The project is tracking on schedule as the delay due to the test well being moved was offset by the reduced time frame that Mass DEP took to review the project. She added, the benefit to moving the 2-inch diameter test well was that the new site indicates more flow would be available compared to the previous site. She continued, the test well indicates the well could produce up to 1000 gals/pm. The review by Mass DEP included up to 680 gals/pm. Mass DEP has indicated they won't hold us to that figure if it can be demonstrated that a new well can produce more than that.

Ms. Berger stated it's estimated that the 8-inch test well needs to be pumped at 500 gals/pm, which would be half the flow rate of the production well. In order to get to that figure, Maher will need a new 50-slot size screen. This screen is not currently in Maher's inventory and will need to be ordered through Johnson screens. Johnson Screens does take a company-wide break over the holidays, so this may delay the schedule by 4–6 weeks. However, she believes the benefit of the higher yield will outweigh the delay in schedule. All three commissioners voiced their agreement. Ms. Berger went on to say the Trackle Pond Treatment Facility was built with the intent of taking on another future well that could pump up to 1,000 gals/pm, so this would work well. Discussion continued regarding the schedule delay and the possibility that it may not take as long. Ms. Smith asked if there was a cost difference in screen size. Ms. Berger did not believe so.

Commissioner Loring made the motion to authorize Maher Services to order the 50 slot screen. Vice Chairman Kostka seconded the motion, and it was voted on unanimously (3-0-0).

Superintendent Veracka updated the Board on the clearing work at the well site. He met with Ryder from Maher Services to walk the site and discuss access for the drilling rig. It was determined that several trees would have to be cleared and grading needed to be done, so the machine didn't bottom out. He stated he and a few department employees had been busy removing trees and performing grading work to allow the equipment clear and level entry. He was told by McKenna at Kleinfelder that Maher wouldn't be out until next week, but this would be further delayed by ordering the new screen, as they would not dig until the screen is in hand.

Ms. Berger stated the only other thing she had to update was that she is still waiting for Mass DEP to release the SRF intended use plan. That information should be coming any day, and we will see if this project qualifies.

WATER SUPERINTENDENT DEPARTMENTAL UPDATE:

STATUS UPDATE ON ACO FROM MASS DEP

Superintendent Veracka stated he has been in touch with town counsel regarding the ACO. It is now in the hands of the Mass DEP counsel for review of the edits. He stated we are in safe harbor right now with the deadline as the document is with Mass DEP.

In other updates, Superintendent Veracka stated the 4th quarter samples have all been done and submitted. Employees have been renewing their drinking water licenses. Those employees eligible to upgrade to Full status have been recommended to do so.

NEW BUSINESS:

LETTER DATED 11/18/25 FROM MARK GUIDOBONI RE: ABATEMENT REQUEST FOR 13 OLD ORCHARD LANE DUE TO LEAKING OUTSIDE SPIGOT

Ms. Smith presented the abatement request to the board. Vice Chairman Kostka made the motion to charge the total gallons at the lowest tier for a one-time adjustment on the account. Commissioner Loring seconded the motion, and it was voted on unanimously (3-0-0).

LETTER DATED 11/25/25 FROM KENNETH MOALLI, BUSINESS MGR OF HILLTOP CLUB RE: ABATEMENT REQUEST DUE TO LEAKY TOILET IN PAVILION

Ms. Smith presented the abatement request to the Board. Vice Chairman Kostka made the motion to charge the total gallons at the lowest tiered rate for a one-time adjustment on the account. Commissioner Loring seconded the motion, and it was voted on unanimously (3-0-0).

Commissioner Loring suggested at the next meeting a discussion take place regarding the abatement process and policy. Vice Chairman Kostka agreed.

VOTE TO APPROVE THE FY25 WATER LIENS TO THE TAX BILLS

Vice Chairman Kostka made a motion to request the Assessor lien FY25 and prior water balances for a total of 80,598.33.
Commissioner Loring seconded the motion, and it was voted unanimously (3-0-0).

UNFINISHED BUSINESS:

NONE

BUSINESS OF WATER QUALITY REVIEW COMMITTEE:

BOARD TO SIGN THE WATER QUALITY CERTIFICATE FOR 363 BISHOPS HIGHWAY (ASSESSORS MAP 104 LOT 2) UNDER THE PROJECT NAME OF LONGVIEW REALTY LLC

No discussion. Signatures were provided.

WATER CORRESPONDENCE FROM LAST MEETING:

NONE

NEXT REGULAR MEETING:

THERE WILL BE NO ADDITIONAL MEETING IN DECEMBER. THE NEXT BOARD OF WATER COMMISSIONERS MEETING IS SCHEDULED FOR JANUARY 13, 2026, AT 4PM.

ADJOURNMENT OF OPEN SESSION:

Commissioner Loring made the motion to adjourn. Vice Chairman Kostka seconded the motion, and it was voted unanimously (3-0-0).
The meeting adjourned at 5:19pm.

ZOOM INFORMATION

TOPIC: BOARD OF WATER COMMISSIONERS
TIME: THIS IS A RECURRING MEETING
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