



TOWN OF KINGSTON
Office of the Sewer Commission/Wastewater Department
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Sewer Commissioner Minutes 11/18/25

AI Transcribed with edits made by ADMINISTRATIVE Staff

The meeting focused on reviewing and finalizing a draft MOU between the highway, water, and sewer departments. Key changes included moving responsibilities to the highway department, changing inspection intervals to annual, and altering staffing requirements. The discussion also covered cost-saving measures, such as sharing infrared paving services and collaborating on manhole projects. The need for better communication and coordination was emphasized, especially regarding traffic and construction plans. Additionally, the meeting addressed staffing shortages, budget adjustments, and the potential for long-term staffing solutions for the Silver Lake treatment plant.

Action Items

- [] Revise the draft MOU based on meeting comments, produce a clean copy and coordinate sending it to the water department for review
- [] Email the garage owner/applicant regarding sewer connection details, provide copies of relevant maps/plans, and follow up on betterment resolution and next steps for 29 Leigh Road
- [] Respond to the developer's inquiry with available ER-use amounts and guidance on where their tie-in point is within the next week
- [] Compile and provide revenue numbers, rate information, number of ER uses, and encumbrance details requested by finance to help close FY25 budget and to review FY26 projections
- [] Submit the request documents to HR for two new positions (part-time admin and Grade 4 operator) by the end of the week (this Friday) or by the following Tuesday if not finished
- [] Confirm and report the preferred timing for the December 9 joint water/sewer meeting (gauge water department's expected schedule and confirm whether 4:00/4:30 works)

Outline

Review of Draft MOU and Initial Changes

- Elaine Fiore opens the meeting and mentions the review of the draft MOU, noting that Eric has other obligations.
- Elaine Fiore details the changes made to the draft, including moving responsibilities to the highway department and changing terms like "sewer department" to "wastewater department."
- The frequency of manhole inspections is changed from every two years to annually, jointly inspected by highway and wastewater departments.
- Staffing changes include altering the requirement for wastewater staff to assist with highway plowing operations from "shall" to "may."

Feedback and Coordination with Other Departments

- Eric Crone emphasizes the need for feedback from the water department and mentions that highway, police, and fire departments have reviewed the changes.
- Eric Crone explains that the MOU is an alternative to pursuing the DPW, which can handle 99.9% of the goal through the MOU.

- Brian Donahoe supports the idea and mentions a meeting on the ninth to discuss joint heavy equipment use.
- Eric Crone reiterates the importance of communication and formalizing the organizational structure through the MOU.

Traffic and Construction Coordination

- Elaine Fiore discusses the typical process for roadwork, involving engineers and the police department to figure out traffic plans.
- Brian Donahoe recalls a successful school project that involved intense coordination and working at night to minimize disruption.
- Eric Crone highlights the importance of communication to avoid confusion and complaints from the public.
- Elaine Fiore suggests sending a clean copy of the MOU for further review and feedback.

Cost-Saving Measures and Collaboration

- David Walsh suggests using an alternative method for infrared paving to save costs, as the current method is very expensive.
- Eric Crone mentions a recent discussion about sharing infrared paving services to save money.
- David Walsh shares a success story about working with Sean to lower manhole costs from \$3000 to \$800 per manhole.
- David Walsh discusses the challenges of being short-staffed during storm events and the need for flexibility in staffing for plowing operations.

Staffing and Operational Challenges

- David Walsh explains the historical short-staffing issue and the need for flexibility in staffing during storm events.
- Eric Crone mentions the ongoing search for a new building inspector.
- Tara D'angelo brings up a request for sewer capacity for a garage on 29 Larson Road, which is discussed in detail.
- Elaine Fiore and David Walsh discuss the logistics of connecting the garage to the sewer system and the need for a betterment fee.

Silver Lake School's Operator Needs

- Mark Giodoboni presents a letter from Silver Lake School requesting a temporary operator to cover a vacancy.
- Mark Giodoboni discusses the possibility of hiring a grade four licensed operator or contracting the work to an external company.
- Brian Donahoe and Mark Giodoboni discuss the potential benefits of having a long-term solution for managing the treatment plant.
- Mark Giodoboni mentions the need for a short-term operator to cover the vacancy until a permanent solution is found.

Financial and Budget Adjustments

- David Walsh discusses the need to adjust the budget due to a \$59,000 discrepancy in the town meeting motion.
- Elaine Fiore suggests making a housekeeping correction at the spring town meeting.
- David Walsh mentions the need to work with the finance department to resolve the discrepancy.
- David Walsh updates on the progress of various projects, including the laundromat and 22 Main Street.

Leaching Fields and Maintenance

- David Walsh provides an update on the leaching fields, including hydroseeding and addressing erosion issues.
- David Walsh mentions the agreement with CDM and CC Construction to revisit the leaching fields in the spring.

- Brian Donahoe and David Walsh discuss the importance of maintaining the leaching fields and addressing any issues that arise.
- David Walsh highlights the need for regular maintenance and the benefits of in-house repairs.

Staffing and Operator Recruitment

- David Walsh discusses the recruitment of two new positions, including a part-time admin position and a grade four operator position.
- David Walsh mentions the ongoing physical therapy of an injured operator and the potential return in January.
- Brian Donahoe and David Walsh discuss the importance of having a fully staffed team to handle operational needs.
- David Walsh updates on the progress of the FY 27 budget and the need to finalize the operator position.

Commitments and Financial Adjustments

- Elaine Fiore explains the need to adjust the quarterly bill for a property due to overestimated consumption.
- Elaine Fiore makes a motion to adjust the bill to reflect the actual consumption.
- Elaine Fiore provides details on the adjustment and confirms the new billing amount.
- Elaine Fiore makes a motion to accept the final commitments for real estate transactions, which are seconded and approved.

Meeting Scheduling and Future Plans

- Elaine Fiore confirms the meeting schedule for December 9, with a meeting at the water department followed by a meeting at the sewer commission.
- Brian Donahoe suggests discussing the MOU and other topics during the meeting.
- Elaine Fiore plans to adjust the MOU based on comments and send it to the water department for review.
- Brian Donahoe emphasizes the importance of regular site visits to both the water and sewer departments to foster better understanding and collaboration.