



TOWN OF KINGSTON
BOARD OF WATER COMMISSIONERS
OPEN SESSION
WATER DEPT OFFICE - 22 ELM ST, MICHAEL J.
MACPHERSON MEETING ROOM & VIA ZOOM
AUGUST 19, 2026

4:00 PM – CALL TO ORDER

Chairman Robert Erlandsen called the meeting to order at 4:00pm.

In attendance were Vice Chairman Richard W. Loring Jr, Commissioner Robert Kostka, Interim Superintendent Matt Darsch and Clerk Stacey Smith.

Attending via ZOOM were Tina Betti, Human Resource Director, and Kristen Berger of Resilient CE and resident Mark Guidoboni.

APPROVAL OF DEPARTMENT BILL SCHEDULES:

MEETING MINUTES:

NO MINUTES TO APPROVE — PREVIOUS MEETING MINUTES ARE NOT YET FINISHED.

APPOINTMENTS:

KRISTEN BERGER, RESILIENT CE RE: ENGINEERING UPDATES

WELL CLEANING PROJECT

Ms. Berger sent a request to Maher Services to change the well cleaning contract for South Street Well, which was last cleaned in 2019, to the Grassy Hole Well which last cleaned in 2016. Ms. Berger has spoken to Maher Service, and they stated the contract and scope will remain the same. Ms. Berger stated she also requested a quote should the well pump need to be replaced. They will use as large a pump as possible without having to increase the motor horsepower size. This work is expected to start in October 2026.

NEW WELL PROJECT UPDATE

Ms. Berger stated that regarding the new well project, the DEP WS19 permit is being drafted. Ms. Berger referenced a memo from Kleinfelder regarding the discussions regarding the access road into the well site.

Vice Chairman Loring stated, after attending last week's meeting with Kleinfelder, his suggestion is to scrap the cheapest access route which crosses Article 97 conservation property and go the other way, avoiding this entirely. Ms. Berger agreed and said trying to get a determination from town counsel prior to the Environmental Notification Form (ENF) review time expires seems unlikely. Vice Chairman Loring stated it was his opinion that Kleinfelder be directed to look at the other two access routes.

Interim Superintendent Darsch stated we should be able to pave the access road if we avoid the Article 97 conservation property. Ms. Berger stated, yes, but still with stormwater planning. Discussion continued regarding road access and finished road covering.

Ms. Berger stated we would still need a Zone 1 easement from the Conservation Commission which will provide added protection for the land. Ms. Berger stated she will speak to Kleinfelder and discuss the scope change to investigate the other two alternate access road design routes. She stated with the current ENF, she recommends we pull back or put it on pause due to a project change. Ms. Berger stated she has asked Kleinfelder to submit an engineering and OPM (Owners Project Manager) budget during construction. Vice Chairman Loring stated that hopefully, we can use a placeholder article until budget figures are final. Ms. Berger stated she did speak with Kleinfelder regarding the precast versus brick construction for the pump station, and they are going to revise the plan.

UNACCOUNTED FOR WATER (UAW) COMPLIANCE PLAN

Ms. Berger drafted an Unaccounted for Water (UAW) Compliance Plan. This memorializes the steps taken to reduce the unaccounted for water. This plan should be revised annually until the UAW percentages are back under the threshold. She asked the board to review and select the items to be addressed, according to the recommendations of the AWWA Water Audit.

Interim Superintendent Darsch stated he spoke with Maher Services about obtaining a quote to replace the Venturi meter at Grassy Hole while they are doing the well cleaning. Maher Service stated they can contract that work out. Commissioner Kostka stated that it would be good to get that done.

Discussion continued regarding monthly billing and budgeting for items to be addressed in the future. Ms. Berger asked about the larger meters, and where are we with that? Vice Chairman Loring stated that was discussed with the former superintendent, but no action was taken, so it needs to be revisited. Superintendent Darsch stated he would take a look and give it some thought. His initial thought was to replace them with new meters and eliminate the calibration process.

Ms. Smith asked Ms. Berger if she wanted the board to review and choose items to address for the next meeting. Ms. Berger said yes, there were recommendations given not requirements and so it would be helpful put those items in order of importance for the board.

****AMENDED TINA BETTI, HUMAN RESOURCES DIRECTOR RE: UPDATE ON RECRUITMENT FOR WATER SUPERINTENDENT AND PUMP OPERATOR**

Ms. Betti presented an update to the board regarding the recruitment of the two open positions of pump operator and the water superintendent. There have been no licensed applicants for the pump operator position. Ms. Betti asked the board if they would like to post an opening for a water repairman instead. Interim Superintendent Darsch stated it would probably be best to post the position as a water repairman at this point.

Regarding the superintendent's position, we have five applicants. Wage and Personnel requires the position be posted for two weeks, which we have reached. Ms. Betti suggested we keep the posting up until such time we have filled the position. She recommended to the board that the recruiting committee meet to review the five applicants. Commissioner Kostka asked if the meeting would be in person or via ZOOM. Ms. Betti stated in person with four people is feasible unless someone is unavailable. She will send out some available dates and times for next week.

She told the board that Wage & Personnel adopted a new policy for hiring department heads that will now include a full background check to be done by the police as a condition of employment. This is beyond the CORI check typically done. She said we have to make all applicants aware of this new policy.

WATER SUPERINTENDENT DEPARTMENTAL UPDATE:

MATT DARSCH, INTERIM SUPERINTENDENT

PUMP MOTOR REPLACEMENT AT I-86 WELL

Interim Superintendent Darsch told the board the I-86 pump motor burnt out. Maher Services has replaced it with a temporary motor while they investigate the burnt out motor and see if it can be repaired or if it needs a full replacement. Vice Chairman Loring asked if we had the money in the budget to replace the motor, if needed. Interim Superintendent Darsch stated he asked Stacey, and she said 'she would find the money'.

The cost of the temporary replacement and installation is \$3400. We will receive another invoice for the installation of the replacement motor once the motor work is complete.

Vice Chairman Loring made the motion to approve the purchase and installation of the pump motor, if necessary, for I-86. Chairman Erlandsen seconded the motion, and it was voted on unanimously (3-0-0).

Interim Superintendent spoke of Smith's Lane tank and water levels that fluctuate quickly. He placed a call into Electrical Installations to come out and look at the level indicator. It may need to be replaced.

A SIGNIFICANT LEAK WHICH LED TO A MAIN BREAK ON OCEAN HILL DRIVE WAS ADDRESSED LAST WEEK. A SECONDARY LEAK WAS DISCOVERED AT THE END OF THAT REPAIR AND WAS ADDRESSED THE FOLLOWING DAY. THE KWD CREW HAS

BEEN BUSY MANAGING THESE REPAIRS.

No discussion, information only

THE RFP FOR METER REPLACEMENT HAS BEEN SENT TO THE TA FOR REVIEW BY TOWN COUNSEL

Interim Superintendent Darsch received an RFP draft from the meter company. He reviewed it and sent it up to the town administrator. He stated that he and Ms. Smith will be meeting with Town Administrator Scott Lambiase tomorrow to discuss the RFP before sending it to Town Counsel for review.

PROWLER LEAK DETECTION STARTED A COUPLE DAYS LAST WEEK AND WILL CONTINUE THROUGH THIS WEEK

Interim Superintendent Darsch stated Prowler Leak Detection has been in town. They haven't been finding much regarding leaks. He stated Prowler had completed half the town. Interim Superintendent Darsch stated he researched the pump totals over the last four years and data points to the low zone in town as having the leak issues.

WATER RESTRICTION SIGNS HAVE BEEN UPDATED TO REFLECT COMPLETE BAN AND HAVE BEEN PLACED AROUND TOWN

Chairman Erlandsen asked if the new water restriction signs have been placed throughout town. Interim Superintendent Darsch stated yes, they were all out. Commissioner Kostka asked how many signs were purchased. Interim Superintendent Darsch stated he purchased a dozen.

Chairman Erlandsen stated he was made aware the Drought Management Task Force was scheduled to meet tomorrow, to determine if the drought status could be lowered, but has rescheduled the meeting for September 9th at 10am.

LEAD AND COPPER SAMPLING LETTERS HAVE GONE OUT TO SAMPLE SITES. SAMPLE BOTTLES WILL BE DELIVERED TO THOSE RESIDENTS ON 8/31 AND COLLECTED ON 9/1.

No discussion - information only.

**AMENDED SMITH'S LANE WATER TANK MAINTENANCE PLAN - USG CONTRACT

Ms. Smith presented the board with the proposal from Utilities Service Group (USG) to add the Smith's Lane tank to the current maintenance program. She referenced the previous presentation from USG a few years back and how we had to put the plan on hold due to budgeting constraints in FY25. At the Spring town meeting this past May, the town voted to appropriate funds for tank maintenance. USG has provided three updated pricing options.

Superintendent Darsch stated he spoke with USG about replacing the altitude valve at the Smith's Lane Tank and including it in this work. That was an article approved four years ago, and the funds are available.

Commissioner Kostka made the motion to adopt Option 3, to include Smith's Lane Water tank, as part of the water tank maintenance plan. Vice Chairman Loring seconded the motion and it was voted unanimously (3-0-0).

NEW BUSINESS:

INVITATION FROM PLYMOUTH COUNTY COMMISSIONERS TO ATTEND A REGIONAL LEADERSHIP SUMMIT, WEDNESDAY, SEPTEMBER 16, 2026 RE: ESTABLISHING A PLYMOUTH COUNTY REGIONAL WATER AUTHORITY

Discussion ensued regarding who would attend. Vice Chairman Loring will be out of the country. Chairman Erlandsen will be back to school. Commissioner Kostka stated he could attend.

Consensus was it was a good opportunity to collect information and see what this is all about.

UNFINISHED BUSINESS:

NONE

WATER CORRESPONDENCE FROM LAST MEETING:

NONE

BUSINESS OF WATER QUALITY REVIEW COMMITTEE:

NONE

NEXT REGULAR MEETING:

SEPTEMBER 8, 2026 4PM

ADJOURNMENT OF OPEN SESSION:

Commissioner Kostka made a motion to adjourn. Vice Chairman Loring seconded the motion, and it was voted on unanimously (3-0-0).

The meeting adjourned at 4:41pm

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](https://us02web.zoom.us/j/89052013207?pwd=AWNZOWIYK01WCGZJR2VEBFJNDVLSQT09)

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Respectfully submitted,



Stacey L. Smith
Clerk