

LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT
20 Bridge Street/P.O. Box 1504
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BOARD OF COMMISSIONER'S MEETING
20 Bridge Street, 10:00 a.m.

December 01, 2023

The Lanesborough Village Fire and Water District held their regularly scheduled meeting at 20 Bridge Street, Lanesborough, Massachusetts on Friday, December 01, 2023. Chair William Prendergast called the meeting to order at 10:04 a.m. The agenda was properly posted.

Roll call: Present: William Prendergast, Chair; Mary Reilly and Aaron Williams, Board Members; Mark Siegars, District Counsel; Kevin Swail, Superintendent; Katie Lemanski, Treasurer; Cindy Roughley, Clerk; Kristen Tool, Website Design/Maintenance

Also present: Linda Pruyne

William Prendergast opened the meeting at 10:04 a.m.

1. The warrant and payroll warrant for November was approved and signed by the Commissioners.
2. The minutes from the meetings of November 03, 2023 and November 17, 2023 were reviewed. Mary Reilly made motions to accept the minutes as written. Aaron Williams seconded the motions. All in favor, motions carried.
3. The Board reviewed and discussed the referral statement that Mark Siegars had created to be given to the Collector with contact information for the Water District. Aaron Williams suggested to change the word "issues" to "concerns." Mary Reilly made a motion to approve the referral statement with those changes. All in favor, motion carries. Mark Seigars to change the wording and present the statement to the Collector for use.
4. The Board reviewed the one page process for collections. Change to number 4 on the list to add "water shut off" after the word lien and change email address for the clerk to cindy@lvfwd.com. Mary Reilly made a motion to accept the one page process with the changes. Aaron Williams seconded the motion. All in favor, motion carries.
5. Linda Pruyne presented a spreadsheet to use as a payment plan arrangement record. Discussion of spreadsheet and payment plan. Mark Siegars to change the wording on the payment plan agreement to include the current fiscal year. Linda Pruyne to revise the spreadsheet and Katie Lemanski will send to the Collector. Leins in December and shut off/demand notices to go out in January.
6. There was a discussion regarding lien on Liberty Market Properties, LLC.
7. Kristen Tool gave an update on the website. There were 132 visits last month. There was a message from a resident and Mark Siegars will respond. The information regarding the service line inventory and survey form are on the website. Kristen will make an announcement banner when appropriate, to announce the survey.

8. Abatements: There was an abatement request form received for property on Old State Road. The Board discussed and abatement was denied. Mark Siegars will send a letter to the resident stating denial.
9. Mass Rural Water Association recovery for PFAS class action lawsuit: Mark Siegars gave update that they are waiting on a hearing, possibly in February.
10. Treasurer's report: Katie Lemanski attended a meeting of the Berkshire County treasurers. Katie to send copies of the warrants to the Board.
11. Superintendent's report: Kevin Swail stated that 7 meters have been exchanged for new ones so far. A new water district meter will be installed at Laurel Ridge Senior Living.
12. Discussion of updating W-9 forms for vendors. Cindy Roughley will send out the forms to those on the list.
13. The next regular Water District meeting to be held on Friday, January 05, 2024 at the Water District office at 10 a.m.
14. William Prendergast adjourned the meeting at 12:27 p.m.