LANESBOROUGH VILLAGE FIRE AND WATER DISTRICT
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BOARD OF COMMISSIONER'S MEETING May 01, 2026
20 Bridge Street, 10:00 a.m.

The Lanesborough Village Fire and Water District held its regular meeting at 20 Bridge Street, Lanesborough, Massachusetts on Friday, May 01, 2026 at 10:00 a.m.

Roll call: Present: William Prendergast, Chair; Mary Reilly, Board Member; Aaron Williams, Board Member; Mark Siegars, District Counsel; Kevin Swail, Superintendent; Katie Lemanski, Treasurer; Cindy Roughley, Clerk.

Also present: Barb Hassan
James Rathbun

William Prendergast opened the meeting at 10:00 a.m.

1. The warrant and payroll warrant for April were reviewed and signed.
2. The minutes from the regular meeting of April 03, 2026 were reviewed. Mary Reilly made a motion to accept the minutes. Aaron Williams seconded the motion. All in favor, motion carried.
3. Public comments: James Rathbun asked if there are term limits for the Board of Commissioners, and if so, what those were. Commissioner's terms are for three years and are elected at the annual meeting.
4. There were no disputes or abatements.
5. Zoning map update: Mark Siegars stated that a warrant article will be created for the annual meeting for acceptance of the map, which will include the boundary map showing the actual district property. Maps should be printed for the annual meeting and added to the website when approved.
6. Policy for freeze ups: postponed until a future meeting (tentatively July).
7. Taking property in Zone 1 for delineation of Bull Hill Road area: Barb Hassan requests more information including a map of the specific request and options such as gifting, purchasing or taking the property and all that is involved concerning usage, egress, etc. An evaluation should be done to determine the value of the property. The district could make a presentation so that there is a better understanding of all that is involved.
8. The annual budget was discussed. Katie Lemanski presented proposed budgets of 0, 2, 3 and 5 per cent increases for review. The 2 per cent increase would be twenty-four dollars ($ 24) for the year. James Rathbun commented that the water bills are too high especially for the elderly. Mary Reilly stated that the district cannot create a budget based only on the elderly or those with fixed incomes, but that providing quality water is the focus for the district. There are over nine hundred (900) customers in the district and concerted efforts to fix pipes in the least invasive and less expensive way are always considered. Mark Siegars stated that funds may be

available to help those who qualify for assistance through the BCAC heating and utilities program. James Rathbun asked if a notice could go out in the next bill about the discounts that are available.

9. Financial policies for review (Reserve Stabilization, Cash Handling, Debt Management Policy, Position Control Policy, Procurement and Purchase Policy, and Tailings policy). Aaron Williams questioned the use of “municipality” versus “district” in the wording of the policies. In the debt management policy, the term limit for bonds to fifteen (15) years needs to be removed. Katie Lemanski to review and make the changes where required. The term “tax” should be changed to “water fee” or “water rate.” Mark Seigars to review all six policies before the July meeting. Further action of the six policies postponed until the July meeting.
10. Financial software VADAR proposal and review: Katie Lemanski handed out documentation regarding the software acquisition and subscription. The implementation costs can be spread over a six (6) year, zero per cent interest payment plan. The costs for the acquisition fees and support with discounts applied would be $ 9,930.57 per year for six years. Aaron Williams made a motion to approve the purchase of the VADAR software with a six (6) year payment plan with equal payments of $ 9,930.57 at zero per cent interest. Mary Reilly seconded the motion. All in favor, motion carried. The Board requests that a representative from VADAR attend the next meeting.
11. Treasurer’s Report: Katie Lemanski reported that there were no further updates.
12. Date of the annual meeting was discussed. Mary Reilly made a motion that the date of the annual meeting will be Thursday, June 18, 2026 at 6:00 p.m. at the Water District office. Aaron Williams seconded the motion. All in favor, motion carried.
13. Items for the annual meeting: Kevin Swail and Katie Lemanski have sent their reports to Cindy Roughley. Aaron Williams will send image files to Cindy Roughley for the cover page of the annual report. Mark Siegars will send the Commissioners’ report, a page about “who we are” and information concerning payment plans to Cindy Roughley to add to the report.
14. Federal grants and loans: Mark Siegars reported that the USDA loan application was submitted on 04-30-2026. The One Stop grant application for the Bull Hill Road well should be completed by June 03, 2026. The district is pursuing other options including grants for the cost of water meters. The district continues to work with RCAP on the rate study.
15. Website update: Cindy Roughley reported that there were 169 visitors to the website in the last month. Need at least 930 copies of the water safety and conservation flyer to be added to the bills next cycle. Cindy to acquire two quotes for printing and have the copies to the Collector by the middle of June at the latest.
16. Superintendent’s report: Kevin Swail reported that he is working on the State reports. The WMMA has reported a mild drought in the area. Kevin Swail stated that the shut off policy concerning the main to the last flow in the house should be clarified. Discussion of current projects. Aaron Williams made a motion to approve the dig and repair of curb boxes for properties on Ocean Street and Narragansett Avenue. Mary Reilly seconded the motion. All in favor, motion carried.
    Discussion regarding the curb stop on Stormview Road. Kevin Swail recommends that the curb stop be dug up and separated into two. Mary Reilly made a motion to

separate the curb box on Stormview Road and that the Water District would pay for the separation. Aaron Williams seconded the motion. All in favor, motion carried.

17. The date for the next Commissioners' meeting is June 05, 2026 at 10:00 a.m.
18. Mary Reilly made a motion to enter into Executive Session pursuant to Massachusetts General Law Chapter 30A, section 21, 940 CMR, §§ 29.02 -29.03, G.L. c.30A, §21(a)(3)and (6) to discuss issues related to litigation that would have a detrimental effect upon the District if discussed in open meeting, and not to reconvene in open session. Aaron Williams seconded the motion. All in favor, motion carried.
19. The meeting was adjourned at 1:12 p.m.