



*Established*

*1996*

## SPRINGFIELD WATER AND SEWER COMMISSION

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### Minutes of Meeting

December 11, 2025

The Springfield Water and Sewer Commission held a public meeting on December 11, 2025, in accordance with Chapter 2 of the Acts of 2025.

Chairwoman Otero called the meeting to order at 9:45 AM and announced the Commissioners that are participating. Secretary for the Commission Jaimye Bartak called the attendance roll:

Daniel Rodriguez, Present  
Vanessa Otero, Present  
Matthew Donnellan, Present

#### Also Present

Joshua Schimmel, Executive Director  
Domenic Pellegrino, Director of Finance  
Theo Theocles, Director of Legal Services  
Norm Guz, Commission Counsel  
Anthony Basile, Interim Comptroller  
Darleen Buttrick, Director of Engineering  
Steve Frederick, Director of Wastewater Operations  
Jennifer Boulais, Director of Human Resources  
Ryan Wingerter, Director of Field Services  
Darleen Buttrick, Director of Engineering  
Rick Gomez, Director of IT  
Jim Laurila, Director of Water Operations  
Jaimye Bartak, Communications Manager

#### Participating Remotely

Nicole Sanford, Water Resources Manager  
Raemarie Walker, Deputy Director of Finance  
Christina Jones, Deputy Director of Water Operations  
Kristin Monfette, Safety Manager  
Nicole Boland, Billing and Collections Manager  
Frank Zabaneh, Senior Engineer  
Dave Szymczakiewicz, Engineering Manager  
Katie Shea, Educational Outreach Manager

### **Business Matters**

1. Approve the minutes of the meeting held on November 6, 2025, without reading, because copies were furnished to each member of the Commission for their review.

**UPON MOTION DULY MADE BY COMMISSIONER RODRIGUEZ AND SECONDED BY COMMISSIONER OTERO**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSIONER OTERO:**

to approve the minutes of the meeting held on  
November 6, 2025.

**ABSTAINED –**

**COMMISSION DONNELLAN**

**New Business**

2. Financial Update: Report by Interim Comptroller.

Interim Comptroller Anthony Basile reported on November financials. There was an ending cash balance of \$156.6 million, which represents a \$15.7 million positive cash flow balance.

There was a projected negative revenue variance of \$3.6 million in FY26. This is due to a decrease in water/sewer usage from the original estimate. It is anticipated that 97% of projected revenue will be collected.

The operating budget is expended at 40% YTD. The operating budget was projected to be 100% expended by year-end, with \$466,000 remaining at the end of the fiscal year. This is a conservative estimate and is being closely monitored. Mr. Basile recommended delaying OPEB budgeted contributions until later in the year to make sure there is enough funding to offset the revenue shortfall.

The capital budget has been expended in the amount of \$49.3 million, with water supply/transmission accounting for \$38.5 million, mostly due to the new treatment plant. It is projected that capital spending will total \$127.8 million by the end of the fiscal year.

There was \$156.6 million in cash at the end of November, of which \$32.6 million was unrestricted. There was \$109 million in restricted cash (21% of overall cash unrestricted). A litigation settlement amount of \$15 million was received in November is now dedicated to the 42” project, under capital reserves.

There was a receivables balance of \$8.9 million, of which \$3 million was over 60 days old.

There was \$1.1 billion in assets, and \$792 million in liabilities, which includes outstanding debt, pension, and OPEB liability.

3. Report on CBIZ Governance Letter to the Board of Commissioners: Report by Interim Comptroller.

Mr. Basile reported that the CBIZ Governance letter communicates that there are no current outstanding financial risks based on their audit.

4. Consideration of Utility Billing Credit Summary and Summary of Accounts Receivable November 2025: Report by Director of Finance.

Director of Finance Domenic Pellegrino reported net billings of \$9.6 million and collections of \$7.5 million, for an accounts receivable balance of \$8 million.

There were 6,931 accounts with receivables over 60 days old, representing \$2 million.

There were 28 credits issued for a total of \$94,015.97, mostly for annual true-ups. The Town of Ludlow was issued a credit of \$86,841.37 for wastewater sewer costs due to flushing for past two fiscal years.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to approve credits in the amount of \$94,015.97 as presented.

5. Consideration of Closing Project Certificate General Revenue Bond 2019 Series E: Report by Director of Finance.

Mr. Pellegrino reported on the 2019 Series E revenue bond closure. Due to the litigation settlement, the final expenditure has been made. The last project was certified and the bond is closed.

6. Consideration of CIP Amendment 2026-09: Report by Director of Finance.

Mr. Pellegrino reported that the WIFIA portfolio included 26 projects, some of which experienced project cost increases. This CIP amendment would realign WIFIA funds within its appropriations, as one line item was over-appropriated due to an incoming litigation settlement, another was funded with a revenue bond, and the third has been increased to account for a change order.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to approve CIP Amendment 2026-09.

7. Consideration of 55<sup>th</sup> Supplemental Resolution of the Issuance of the 2026 Series – A, B, and C General Revenue Bonds to the MA Clean Water Trust: Report by Commission Counsel.

Commission Counsel Norm Guz reported that three bonds are to be issued in February of next year. This includes permanent financing for grit removal. The SRF has issued debt forgiveness for this project in the amount of \$5,569,473. Another \$3,362,339 BAN received \$1,005,339 in debt forgiveness. There has been additional debt forgiveness of \$16,900,000 of the \$65 million SRF loan for the new water plant. Payments will start in July on a 20-year fixed 2% loan.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ**

**COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to approve the 55<sup>th</sup> Supplemental Resolution as Presented.

8. Consideration of Amendment No. 1 to Brown & Caldwell Task Order No. 6: Report by Director of Engineering.

Director of Engineering Darleen Buttrick reported that this amendment is for construction phase services for the Residuals Management project at the West Parish Filters Water Treatment Plant. The activities in this amendment include additional efforts necessary to provide engineering services through the project completion period of December 2025, which is 3 months beyond the original anticipated construction duration. The additional effort primarily includes additional onsite resident engineering. The amendment value is \$188,707.00, for a total revised task order value of \$498,165.00.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY  
COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to authorize the Executive Director to execute Amendment No. 1 to Task Order 6 with Brown and Caldwell.

9. Consideration of Hazen & Sawyer Task Order No. 17 for PCB Remediation Services: Report by Director of Engineering.

Ms. Buttrick reported that this item is for consideration of Task Order No. 17 with Hazen and Sawyer for PCB remediation services for the West Parish Water Treatment Plant project. The activities in this task order include additional PCB sampling, evaluation of disposal options, development of interim action plans, remediation plans, technical specifications, and coordination with regulatory agencies. The task order value is \$507,700.00.

Mr. Schimmel noted that expenditures for these efforts will be tracked.

**UPON MOTION DULY MADE BY COMMISSIONER RODRIGUEZ AND SECONDED BY  
COMMISSIONER DONNELLAN**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to authorize the Executive Director to execute Task Order No. 17 with Hazen and Sawyer.

**AT 10:09 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND  
SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ**

**COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to take a 5-minute break.

**AT 10:16 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND  
SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to return to open session.

10. Consideration of Service Contract Amendment No. 7 with Veolia: Report by Director of Wastewater Operations.

Director of Wastewater Operations Steve Frederick reported on a time extension within the Veolia service contract for final completion of the electrical system upgrade project.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY  
COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to approve Service Contract Amendment No. 7.

11. Consideration of Solar Credits Agreement: Report by Asset and Maintenance Manager.

Facilities Manager Pat Karalekas reported on an agreement with New Leaf to accept portions of credits for new solar project that will begin in 2028. The agreement covers four five-year periods. Mr. Schimmel noted the agreement is part of an effort to secure alternative revenue streams.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY  
COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to allow the Executive Director to execute the New Leaf solar credits agreement.

12. Consideration of Energy Broker Agreement: Report by Asset and Maintenance Manager.

Mr. Karalekas reported on an agreement for Tradition Energy to be the Commission's energy broker to potentially lead to energy savings. The agreement is a three-year term.

**UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY  
COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to approve the energy broker agreement as presented.

13. Water and Sewer Updates: Report by the Executive Director.

Mr. Schimmel reported on a revision of the job description for the Director of Water Operations in anticipation of the upcoming retirement of the current director.

Mr. Schimmel reported that screening interviews for the comptroller are scheduled for December 12.

Mr. Schimmel reported that the general counsel is currently advising on the search for a new general counsel in advance of his retirement.

Mr. Schimmel reported that a public notification about HAA5 will be issued January 6.

Mr. Schimmel reported that the IRS recently completed an audit due to an error by the third-party payroll system. One result is that the employee boot allowance will be distributed differently and employees will be reissued W2s for 2023.

Mr. Frederick reported that final testing is taking place on the electrical project ICI. Upgrades to the aeration basin is resulting in savings on electrical costs. The grit project is experiencing 8-9 months in time overage.

Director of IT Rick Gomez reported that all Commission laptops have been updated to Windows 11. Upgraded server software for the water treatment plant SCADA system is expected to carry over into the new treatment plant.

Director of HR Jennifer Boulais reported on the comptroller search. An offer was also made to a new payroll specialist.

Director of Legal Affairs Theo Theocles reported that litigation on the 42" project has concluded. Mediation schedules are being developed for other projects.

Ms. Buttrick reported that work is progressing on the water treatment plant with the installation of 60" and 72" raw water transmission mains. Interior piping is complete on the 42" valve project, and electrical and instrumentation installation is underway. Completion of the 42" project is expected in March. The lagoon project is complete and a credit is anticipated because the volume of residuals was less than anticipated. The Locust Street transfer project is complete. One water main segment of the Birnie Avenue is complete. Sewer rehabilitation in St. Michaels cemetery is nearly complete. Water main replacements in the X are complete for the season and ahead of schedule. FY25 sewer improvements are nearly complete. The Provin water quality monitoring station project is starting. Design the Cobble Mountain Hydrostation project is 100%, and bidding for the crane, valves, and penstock lining is upcoming.

Director of Field Services Ryan Wingerter reported that there were three main breaks this season. The Water Quality group is assisting with the leak detection contractor. The sewer cleaning and assessment program will start again in January.

Director of Water Operations Jim Laurila reported that Cobble Mountain Reservoir is at 80% capacity. Plant production is in the 20 MGD range. Coordination with Engineering on construction projects is ongoing. Preparations are underway for the leadership transition. The SCADA server transition was

successful. Water Resources staff are working with students from Smith College's engineering program on assessing culverts on Cobble Mountain Road.

Director of Finance Domenic Pellegrino reported that planning and modeling for the FY27 budget is underway, as well as preparations for the general revenue bond sale. Wholesale customers are requesting a 5-year rate projection.

Mr. Basile reported that he is planning for the FY27 budget.

**AT 10:48 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND  
SECONDED BY COMMISSIONER RODRIGUEZ**

**VOTED YES –**

**COMMISSIONER RODRIGUEZ  
COMMISSION DONNELLAN  
COMMISSIONER OTERO:**

to adjourn.

14. Consideration and/or action on any other matters that may come before the Commission at this meeting.

None considered.

The next meeting will be held at 9 AM on January 15, 2026.

Submitted By:



Jaimye Bartak, Secretary