



Established
1996

SPRINGFIELD WATER AND SEWER COMMISSION

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Minutes of Meeting

May 20, 2026

The Springfield Water and Sewer Commission held a public meeting on May 20, 2026, in accordance with Chapter 2 of the Acts of 2025.

Chairwoman Otero called the meeting to order at 9:30 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
Norm Guz, Commission Counsel
Anthony Wilson, Incoming Commission Counsel
Joshua Schimmel, Executive Director
Domenic Pellegrino, Director of Finance
Theo Theocles, Director of Legal Services
Christopher Geraghty, 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
Christina Jones, Director of Water Operations
Ted Sweeny, Chief Procurement Officer
Bruce Leiter, Attorney for the Commission
Jaimye Bartak, Communications Manager/Secretary for the Commission

Participating Remotely
Nicole Sanford, Water Resources Manager
Raemarie Walker, Deputy Director of Finance
Nicole Boland, Billing and Collections Manager
Frank Zabaneh, Senior Engineer
Katie Shea, Educational Outreach Manager

The Board and meeting participants honored the service of Atty. Norm Guz, who was attending his last Board meeting as Commission Counsel before retirement.

Business Matters

1. Approve the minutes of the meeting held on April 23, 2026, without reading, because copies were furnished to each member of the Commission for their review.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to approve the minutes of the meeting held on April 23, 2026 as presented.

New Business

2. Financial Update: Report by Comptroller.

Comptroller Christopher Geraghty reported on April financials. There was an ending cash balance of \$141.7 million, which represents a \$729,000 million positive year-to-date cash flow balance.

There is a projected negative revenue variance of \$3.2 million in FY26. This is due to a decrease in water/sewer usage from the original estimate. This projection is approximately \$340,000 more than projected in March due to a decrease in power generation revenue.

The operating budget was projected to be 97% expended by year-end. There is \$3.3 million positive balance of appropriated operational funds that will help offset the revenue shortfall. This is a conservative approach that is being monitored.

The capital budget has been expended in the amount of \$82.3 million, with water supply/transmission accounting for \$58.7 million (71%) due to the new treatment plant project. There is \$104 million in capital spending planned for this year.

There was \$141.7 million in cash at the end of April, of which \$24.6 million (17%) was unrestricted. There was \$117 (83%) million in restricted cash.

There was a receivables balance of \$6.6 million, of which \$2 million was over 60 days old.

There was \$1.1 billion in assets, and \$776 million in liabilities, which includes outstanding debt, pension, and OPEB liability. The total assets in the OPEB Trust Fund as of April were \$10.9 million.

3. Consideration of Utility Billing Credit Summary and Summary of Accounts Receivable April 2026: Report by Director of Finance.

Director of Finance Domenic Pellegrino reported net billings of \$8.5 million, payments of \$9.9 million, for an accounts receivable balance of \$5.3 million.

There were 6,354 accounts with balances over 60 days old totaling \$2 million. There were 280 active payment plans, 251 defaulted payment plans, and 321 invalid payment plans (offered but never signed).

There were 84 credits issued for a total of \$26,287.17.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to approve credits in the amount of \$26,287.17.

AT 9:36 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY COMMISSIONER RODRIGUEZ

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to take a short break.

AT 9:46 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND SECONDED BY COMMISSIONER RODRIGUEZ

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to return to open session.

4. Consideration of Eighth Amendment to Longmeadow Water Supply Agreement: Report by Director of Finance.

Mr. Pellegrino reported on a contract extension to June 30, 2029, to align it to expire at the same time as other communities with these agreements. Border accounts and asset management are issues that still need to be resolved.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to authorize the Executive Director to approve the eighth amendment to the Longmeadow Water Supply Agreement.

5. Update on WIFIA Quarterly Report Q1 2026: Report by Director of Engineering.

Director of Engineering Darleen Buttrick reported on the WIFIA status report for the first quarter of 2026. As of March 31, \$376 million has been expended, and of that approximately \$74 million of the WIFIA loan itself.

Ms. Buttrick continued that the report includes progress of the water treatment plant project. The Birnie Avenue project reached substantial completion during this quarter. Bidding activities for the Cobble Mountain Hydroelectric project began in the first quarter as well.

Commissioner Otero asked if the contractor has advanced the apprenticeship program. Director of Legal Affairs Theo Theocles reported that once trades work increases, there will be more apprentice opportunities.

Commissioner Rodriguez commended the WIFIA report and noted one project was \$69 million under budget and that \$104 million was to be spent in the CIP this year.

Commissioner Otero asked about the 42" pipeline project. Ms. Buttrick responded that water started flowing through it yesterday for testing.

Commission Counsel Norm Guz asked about the new contract with Holyoke Gas & Electric. Executive Director Josh Schimmel responded that it was still under development.

Atty. Guz commended Ms. Buttrick on her work, dedication, time, and effort as chief of engineering.

6. Consideration of Attorney Services Contracts with Atty. Chadwell, Atty. Stewart, Atty. Leiter, Atty. Kenefick, Atty. Dupre, Murphy McCoubrey, Tyler Kenefick, and Russel Dupere: Report by Commission Counsel and Director of Legal Affairs.

Commission Counsel Norm Guz reported on a series of legal contracts. Atty. Stewart's contract covers claims and extends through the end of this year. Atty. Chadwell's contract covers workers' compensation and extends through next year. Atty. Leiter's contract covers construction projects and extends through June of next year. Murphy McCoubrey's contract covers assistance with WIFIA reporting and assisting Atty. Wilson, and extends from June 1 through the end of the year. Assistance from Atty. Guz with issuance of debt would need to be covered by a separate contract.

Mr. Theocles reported on a contract with Atty. Dupere, which covers HR and labor issues and extends through the end of next June for \$60,000. Atty. Kenefick's contract covers housing court and extends through June for \$40,000.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to accept the agreements for legal professional services and authorize the Executive Director to sign the agreements.

7. Consideration of On-Call Engineering Consultant Contracts per RFQ 26-30: Report by Chief Procurement Officer.

Chief Procurement Officer Ted Sweeney reported that they received 23 qualifications and deemed 21 as qualified. The contracts issued would be identical to the ones issued in the previous 3-year cycle with 2-year options.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to approve On-Call Engineering Consultant
Contracts per RFQ 26-30.

8. Consideration of Westfield Radio License Agreement: Report by Director of Legal Affairs.

Mr. Theocles reported that a radio rental and license agreement with Westfield was procured through state procurement for \$39,600 annually for 3 years. The license agreement for Marcus Communications and the City of Westfield is to put a tower that boosts cell phone and radio reception. This helps with reception in the watershed. The agreement can be terminated with 60-day notice.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to authorize the Executive Director to sign the
three-year agreement.

9. Consideration of Professional Service Contract with Peter Karalekas: Report by Executive Director.

Mr. Schimmel reported that Mr. Karalekas has been a consultant for 30+ years and was a former lead for EPA Region 1 Office of Water. This year-long contract would allow him to provide QA/QC of engineering projects and the current water plant project.

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

VOTED YES –

**COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:**

to authorize the Executive Director to execute
the contract with Peter Karalekas.

10. Update on new West Parish Water Treatment Plant: Report by the Executive Director.

Mr. Schimmel reported on the approval of a beneficial use determination of SSF 7-10, which will allow material of 7-10 to be re-used on site. The sampling plan has also been approved and 200 samples have been taken at the construction site and the off-site locations. There are no results yet.

11. Water and Sewer Updates: Report by Executive Director.

Mr. Schimmel reported on award from MassDEP, recognizing it as a regional leader utility. The award was meaningful for the staff that attended Drinking Water Awards Day.

Mr. Schimmel reported he met with the mayor last week to issue the draft FY27 budget, and the budget was issued last Friday to city council.

Mr. Schimmel reported that he and staff met with Westfield officials about West Parish construction traffic. The Commission bought some road signs for installation in Westfield to slow truck traffic, and is doing an existing conditions survey to document the current state of the road.

Mr. Pellegrino reported that he met with wholesale communities about their contracts, which were well received. The Commission is now waiting for the contracts to be approved by the communities. Mr. Pellegrino is also working on the public hearing and year-end reporting.

Director of Water Operations Christina Jones reported that the 42" pipeline has been filled and drained to make sure equipment is working. Water quality continues to be steady. Cobble Mountain Reservoir is full at 98% capacity. The remaining slow sand filters are being cleaned. There is lot of work on site with contractor coordination.

Director of IT Rick Gomez reported that staff are working on cyber patching, replacing end-of-support equipment, and doing testing on a new thermal infrared sensor on a large drone for detecting hidden leaks in water mains.

Ms. Buttrick reported that work continues on over-burden removal at SSF 7-10 and drainage relocations. The EDV facility is being tested through a 30-day demonstration period. There have been several bid packages received on the electrical and generator design for the hydroelectric power station.

Mr. Theocles reported that the York Street Pump Station closeout is being finalized, and that he is assisting procurement and engineering with various issues as they arise.

Director of Human Resources Jen Boulais reported that the health insurance transition to MIIA is almost complete, and commended Mildred Colon for her high standards on this project.

Director of Wastewater Operations reported on various progress in operations, odor control, and the cleaning and assessment program. Biosolids trucking costs are rising due to fuel costs. Staff have been working with communications to conduct 1-2 educational tours per week.

Educational Outreach Manager Katie Shea reported that Pipeline Program job offers have been made to 12 interns from 8 different schools, and many field trips are being conducted at the wastewater treatment plant and Ludlow Reservoir.

Comptroller Chris Geraghty reported on preparations for the budget hearing and the end of the fiscal year.

Atty. Guz stated his appreciation for being able to serve the Commission, and noted the value of public service.

Commissioner Rodriguez commented the 42" pipeline coming online demonstrates hard problems can be solved, and that such projects showcase staff skillsets.

**AT 10:29 AM, UPON MOTION DULY MADE BY COMMISSIONER DONNELLAN AND
SECONDED BY COMMISSIONER RODRIGUEZ**

VOTED YES –

COMMISSIONER DONNELLAN
COMMISSIONER RODRIGUEZ
COMMISSIONER OTERO:

to adjourn.

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

None considered.

Submitted By:

A handwritten signature in black ink, appearing to read 'JBartak', written in a cursive style.

Jaimye Bartak, Secretary

Exhibits

April Financial Report FY26

2026 April Finance Director Report

Executed Contracts Under Threshold Monthly Report 04162026 - 05132026

Cobble Mountain Reservoir levels

Contract with Peter Karalekas

Eighth Amendment to Longmeadow Water Supply Agreement

WIFIA Quarterly Report Q1 2026

Attorney Services Contracts with Atty. Chadwell, Atty. Stewart, Atty. Leiter, Atty. Kenefick, Atty.

Dupere, and Murphy McCoubrey

Request for Approval to Award RFQ 26-30 05202026