

**West Groton Water Supply District**  
**Minutes of the Monthly Meeting**  
**October 14, 2025**

The meeting was called to order @ 6:05 PM. The following were in attendance:

Bob Blood, Jason Kauppi, Commissioners  
Paul W. Curtin, General Manager  
Dawn Priest, Treasurer

**Review of the Monthly Minutes:** September 2025 Monthly Minutes were approved and accepted.

**Review of Monthly Invoices/Treasurer's Report:** September 2025 invoices were approved and accepted.

**Review of Profit & Loss Statement:** The Profit & Loss Statement for 07/01/25 to 09/30/25 was approved and accepted.

**Report of the General Manager**

- There was nothing to report.

**Other Business**

- District Tax - Dawn is working with Attorney Doneski to prepare appropriate notifications for the new use of funds (Kemp Street Tank replacement).
- Retiree health insurance renewals and will be going up approximately 15%, similarly to the increases we saw in July. These renewals occur in January.
- 331 Townsend Road – We received the formal approval from Bob Garside on our Request for Determination on splitting the property back into two parcels, which allows us to move forward with a potential purchase.
- 328 Townsend Road – Dawn spoke with our attorneys concerning the restrictions. She asked them to prepare a simple summary of what can and cannot be done on the property under the existing restrictions. The purpose of the restriction is to protect the water supply, but control over the restriction lies with the Conservation Commission. There are two paragraphs in the restriction that provide the District the ability to raise concerns to the Commission in the event we believed there would be negative impacts to the water supply. The attorneys advised Dawn to reach out to Charlotte to let her know we would like to be kept informed of any action involving either of these parcels.
- Dawn suggested beginning the process of establishing written financial policies (ex. cash policy, A/P procedure, etc.) as a set of internal controls. Having these written policies in place provides for consistency amongst staff, present and future, and is in line with best practices.
- Dawn also suggested, based on a recommendation from our auditor, that we have a pension valuation performed. The Commissioners agree this is a good idea. Dawn will begin to gather information as to how to proceed and what a valuation like this will cost.

A motion was made and seconded to enter Executive Session (pursuant to MGL c30A, s21 (6): to consider the purchase, exchange, lease or value of real property [Parcel ID 206-12, Groton, MA]) at 6:30 PM and not to return to Open Session.

**Vote**

The vote was unanimous to enter Executive Session and not return to the Open Session.

As there was no further business, a motion was made and seconded to adjourn the meeting at 7:30 PM.

Respectfully Submitted,

Lisa M. Dearth  
Clerk