

**West Groton Water Supply District**  
**Minutes of the Monthly Meeting**  
**August 12, 2025**

The meeting was called to order @ 6:10 PM. The following were in attendance:

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

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

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

**Review of Profit & Loss Statement:** The Profit & Loss Statement for 07/31/25 was approved and accepted.

**Report of the General Manager**

- Sanitary Survey – There were no major violations just recommended improvements. The report will be mailed to us.
- The barn doors at the top of the garage were replaced due to rot.
- The back stairs at the office need to be repaired/replaced.
- A new chemical pump was purchased.
- Paul is trying to figuring out the logistics for the purchase of a generator for the Townsend Road Wellfield. He has a call into Milton Cat to ask about the scope of their service. He will inquire about state contract bids and will also contact the electrical engineer that worked on the wellfield and ask him for advice. He felt there might be a possibility of downsizing the generator.

**Other Business**

- Dawn received a quote from Mark Mueller, CPA for \$16k for his services for our annual financial audit which includes a \$4k retainer fee. He would begin the audit in October and have it completed no later than January 15<sup>th</sup>.
- Brooks Lyman's house, 328 Townsend Road, is being torn down. Dawn emailed Takashi and will have our attorney review restrictions and provide a clear understanding.
- Dawn enrolled in the Financial Accounting certification program at Harvard Business School for this fall and is thinking about enrolling in the Mass Municipal Financial Management certification program offered by Suffolk University in the spring if she can get a scholarship.
- 331 Townsend Road – Farrell & Robbins, a law firm in Westford, is handling this for us. They have been in contact with the seller's attorney and with Bob Garside (Town of Groton Zoning Enforcement Officer). A title examination is being done and once they review it will reach out to us with further updates.

- Jason said we need to consider appointing a third commissioner to fill Josh's seat until our next annual district meeting.

As there was no further business, a motion was made and seconded to adjourn the meeting at 7:23 PM.

Respectfully Submitted,

Lisa M. Dearth  
Clerk