

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
JANUARY 20, 2026

A quorum being present, Chairperson Fox called the meeting to order at 5:13 PM. He announced that the virtual version of the meeting was being recorded and requested those in attendance to state their name and title for the record by roll call:

Board Members present in person: Robert H. Sheldon, Commissioner – Present; Joshua M. Fox, Commissioner and Chairperson – Present; and Robert E. Boyd, Commissioner – Present.

Others present in person: Vincent J. Roy, Executive Director - Present; Thomas S. Travers, Treasurer – Present; Karen Moretti, Assistant Treasurer - Present; and Renee Adams, Executive Administrator – Present.

Others present virtually: Tony Roselli, District Auditor of Roselli, Clark & Associates.

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on January 6, 2026.

The Commissioners reviewed the minutes for the January 6, 2026, meeting. Chairperson Fox moved to approve the minutes as amended. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call vote:

Joshua M. Fox, Commissioner and Chairperson - Aye

Robert H. Sheldon, Commissioner – Aye

Robert E. Boyd, Jr. – Aye

2. Presentation of FY 26 Financial Audit Report:

Tony Roselli of Roselli, Clark & Associates presented the District's FY26 Audit Report via Zoom. Mr. Roselli commended the District's Treasurer for strong investment performance over the past year, noting an additional \$300,000 in interest earnings. He reported that the District's overall financial position is excellent. OPEB is more than 100% funded, placing the District among only about ten communities in the Commonwealth that have fully funded their obligations.

Chairperson Fox asked Mr. Roselli whether the OPEB fund would remain fully funded after three of the District's highest-paid employees retire in approximately three years. Mr. Roselli responded that the District would not remain fully funded unless it makes additional annual contributions to offset any new liability.

Commissioner Sheldon reminded the Board that the District is currently funding retirees' health care costs through the OPEB Stabilization fund to offset the liability and will continue to do so in order to maintain full funding.

Director Roy asked about the District's bond rating and whether S&P might consider raising it given the District's strong financial position. Mr. Roselli explained that the District had been downgraded from AAA to AA+ about three years ago due to a technical reporting error. He recommended that the District contact S&P to request an upgrade based on its current financial strength.

3. Review of the Director's January 16, 2026, Bi-Weekly Report.

Director Roy presented his bi-weekly report, covering the following topics:

• Landham Road Water Main Project:

Commissioner Sheldon asked Director Roy to explain his recommendation for delaying construction of the water main project next fiscal year. Mr. Roy stated that the District does not have sufficient funds in next year's budget to proceed at this time and noted that he would provide additional details during his presentation of the FY27 draft budget later in the meeting.

- Well 5 Replacement Project:

Commissioner Sheldon requested that Director Roy provide an update on the Well 5 project. Mr. Roy reported that Weston & Sampson's CMR work was nearly complete, with one day of pump testing remaining. He noted that water quality analysis would follow the pump test, after which the well would be capped for future development.

Mr. Roy stated that pump testing results to date were slightly better than those of the original well, producing approximately 402 gallons per minute with a specific capacity of 12 gallons per foot. Initial indications are that the water quality is very good, better than the high iron and manganese in the existing well, but this is too early to make long-term assumptions. He also noted that Beta Engineering would be submitting a report to MassDEP and the District. The original well will remain in service for water quality testing as required by MassDEP.

- Metrowest MWRA Collaborative:

Commissioner Sheldon informed the Commissioners that he attended a virtual meeting January 15 with the MWRA discussing status of the MetroWest Expansion Study. He said there was minimal discussion about the MWRA's plans, with the discussion moving more towards the work being undertaken by the Metrowest Collaborative. There are nine communities participating in that collaborative, led by Maynard and Concord, and the project just getting underway is an evaluation of cost allocation among the nine communities for future water project(s). Stantec is serving as the primary consultant and will be working with Kleinfelder to support the study. Commissioner Sheldon added that accessory dwelling units (ADUs) were discussed, and that the Town of Maynard's director of public works noted that they had received pushback from the State for being too restrictive in its requirements for providing water service to ADUs.

Mr. Sheldon requested that Director Roy contact the DPW Director in Maynard to gather more information about their situation with the State.

There were no further questions regarding the Director's Bi-Weekly Reports.

4. Authorization to Execute Land Lease Agreement at 100 East Street.

Director Roy informed the Commissioners that Verizon had accepted all changes made by the District to the draft lease agreement and that the document was ready for approval. Chairperson Fox briefly reviewed the final version and moved to award the land lease to Verizon Wireless Communications and to authorize Director Roy to execute the lease on behalf of the District. The motion was seconded by Commissioner Boyd and was approved by a unanimous roll call:

Joshua M. Fox, Commissioner and Chairperson - Aye

Robert H. Sheldon, Commissioner - Aye

Robert E. Boyd, Commissioner - Aye

5. Review and Vote to Approve Accessory Dwelling Unit (ADU) Regulation.

Director Roy presented the Commissioners with the final draft ADU policy for their review. After a brief discussion and minor edits, Chairperson Fox moved to approve the ADU policy. The motion was seconded by Commissioner Boyd and was approved by a unanimous roll call:

Joshua M. Fox, Commissioner and Chairperson - Aye

Robert H. Sheldon, Commissioner - Aye

Robert E. Boyd, Commissioner - Aye

6. Review Draft FY 27 Budget

Director Roy presented the draft FY27 budget, noting several significant increases compared to the current fiscal year. He explained that the 10.2% increase in the salary line is partly due to contractual obligation but is mainly due to budgeting for the retirement of three long-term staff members and budgeting for their vacation time buy-back. The chemical line reflects a 38% increase to fund the

replacement of granular activated carbon (GAC) at the Raymond Road WTP/PFAS filtration system. The water testing budget has risen by 26% to meet MassDEP requirements for additional PFAS testing at East Street WTP as required by MassDEP during the new treatment system start-up. Overall, the operating and capital budgets show a combined increase of 15.9%. Additional individual line items were also reviewed.

Final approval of the FY27 budget was deferred to a future Commissioners meeting to allow for further review. However, it was deemed a sufficient predictor of expenses to enable an assessment of water rates.

7. Review Water Rates and Vote on Proposed Rate Increase.

Director Roy presented three options for a proposed water rate increase to take effect in the upcoming 4th quarter billing cycle:

- **Option 1:** 4% increase
- **Option 2:** 5% increase
- **Option 3:** 6.5% increase

After discussion and consideration of additional potential rate adjustments, the Commissioners agreed that a 4% increase, along with raising the base charge from \$32 to \$34 per quarter, is necessary to support the proposed FY27 Operating Budget, considering the unpredictability of water usage by tiers and the need to have some cushion in case usage drops off significantly during the upcoming warmer months of the year. Chairperson Fox moved to increase the current water rates by 4% and adjust the base charge to \$34 per quarter, effective in the 4th quarter billing cycle. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call:

Joshua M. Fox, Commissioner and Chairperson - Aye
Robert H. Sheldon, Commissioner - Aye
Robert E. Boyd, Commissioner - Aye

8. Review Draft Employee Policy.

Director Roy stated that he was not prepared to present the draft policy at this time and elected to bring it forward for discussion at a future meeting. The Commissioners concurred with this approach.

Conclusion of Open Meeting

Chairman Fox moved to conclude the open public meeting session and move into executive meeting session, not to return to the open public meeting session, to approve Executive Session Minutes for December 9, 2025, session. The motion was duly seconded by Commissioner Sheldon and was approved by a unanimous roll call:

Joshua M. Fox, Commissioner and Chairperson - Aye
Robert H. Sheldon, Commissioner - Aye
Robert E. Boyd, Commissioner - Aye

There being no further discussion, the meeting adjourned at 7:22 p.m.