

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
MARCH 17, 2026

A quorum being present, Chairperson Fox called the meeting to order at 5:05 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; Robert E. Boyd, Commissioner –Present; and Joshua M. Fox, Commissioner and Chairperson- Present.

Others present in person: Vincent J. Roy, Executive Director; Thomas S. Travers, Treasurer; and Michael Abbondanzio, Foreman.

Others present virtually: None

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on March 3, 2026.

The Commissioners reviewed the minutes for the March 3, 2026, meeting. Commissioner Boyd 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., Commissioner - Aye

2. Review of the Director’s March 13, 2026, Bi-Weekly Report.

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

- Notice of Non-Compliance:

Treasurer Travers requested that Director Roy provide an explanation regarding the Notice of Non-Compliance (NON) received from MassDEP.

The NON was issued for failure to complete an assessment in accordance with 310 CMR 22.05(4)(b) and for not submitting the required assessment report form to MassDEP within the timeframe specified under 310 CMR 22.05(4)(b)4.a.

Mr. Roy explained that the assessment requirement was triggered because monthly coliform samples from three separate locations tested positive last August (2025). Upon being notified by R.I. Analytical of the positive results, the District immediately conducted repeat sampling. He noted that, in addition to conducting the repeat sample, public water suppliers are required to collect upstream and downstream samples from the original positive location. Although the repeat samples from the original locations were clean, two of the upstream/downstream samples tested positive.

Mr. Roy stated that, at that point, he verified that chlorine residuals were being recorded at each sample location, confirmed that there were no issues with treatment plant operations, and ensured that the District technician conducting the sampling was following proper protocol. Once satisfied that there appeared to be no issues on the District’s end, he contacted Rhode Island Analytical, suspecting a possible issue at the laboratory. The District also resampled the upstream/downstream locations that same day, and those results came back clean.

Mr. Roy emphasized that there are no issues with the District’s public water supply system and that all coliform bacteria samples taken since last August have been negative.

Commissioner Sheldon noted that MassDEP revised the regulation approximately five years ago to require assessments as a means to avoid non-compliance. Treasurer Travers asked Director Roy whether any fines were associated with the violation. Mr. Roy responded that, in order for the District to return to compliance, it must implement the compliance plan based on his assessment report,

including the schedule for completing the proposed activities, which also requires MassDEP approval. The deadline for submitting the assessment is March 18th. There is no requirement for notifying the public, other than including it in the annual Consumer Confidence Report.

- NEWWA Annual Spring Conference:

Commissioner Sheldon informed the Commissioners that he would be co-presenting the Raymond Road WTP/PFAS project presentation with Sara Guglielmi of Weston & Sampson at the upcoming NEWWA Annual Spring Conference in Worcester on April 1st. He explained that Director Roy, who was originally scheduled to present with Ms. Guglielmi, had requested that he fill in because Mr. Roy would be unable to attend the conference.

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

3. Vote to Accept Gap IV Energy Grant/Authorization to execute agreement.

Director Roy presented a copy of the letter he received from MassDEP awarding the District a \$257,000 GAP IV Energy Grant. He stated that he was requesting a vote to approve acceptance of the grant and authorization for him to execute an agreement with the State. Mr. Roy noted that he submitted the grant application last September.

The grant funding will be used to install new solar panels on the vehicle equipment building, and the grant will cover 90% of the estimated project cost. Weston & Sampson assisted the District with the application and provided an estimated project cost of approximately \$290,000. The District would be responsible for funding the remaining \$30,000 and would have two years to complete the project upon execution of the agreement with the State.

Commissioner Fox asked Director Roy what would happen if the District decided not to move forward with the project after executing an agreement with the State. Mr. Roy explained that the District would only be responsible for funds actually expended on the project; if no funds were allocated, the agreement would become null and void.

Commissioner Fox also asked Mr. Roy how much power would be generated by the solar panels. Mr. Roy stated that the system would not generate enough electricity to fully offset the property's energy consumption, but it would reduce annual energy costs. He added that, based on his personal experience installing solar panels on his home, the return on investment is less than five years. With the State funding 90% of the project cost, he emphasized that this represents a very good investment for the District. With no further discussion, Commissioner Sheldon moved to accept the GAP IV Energy Grant awarded by the Commonwealth and to authorize the Executive Director to execute an agreement with the Commonwealth for the grant. The motion was seconded by Commissioner Boyd and approved by unanimous roll-call vote.

Joshua M. Fox, Commissioner and Chairperson - Aye

Robert H. Sheldon, Commissioner - Aye

Robert E. Boyd Jr., Commissioner - Aye

4. Review Connection Fees.

Director Roy presented the Commissioners with a recently completed survey of surrounding communities and nearby water districts regarding their respective connection fees, which had been continued from the March 3rd meeting. After a lengthy discussion on various scenarios for adjusting the connection fees, the Commissioners agreed not to increase the residential connection fee but to increase the 2-inch commercial/industrial fee from \$5,000 to \$8,000.

Chairperson Fox moved to clarify the residential fee by removing the language "Up to 2-inch" and adding language stating that residential connection fees apply per dwelling unit, and to increase the 2-inch commercial fee as discussed. The motion was seconded by Commissioner Boyd and approved by unanimous roll-call vote.

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

5. Review 90th Annual Meeting Warrant and Special Meeting Warrant.

Director Roy presented the Commissioners with the 90th Annual Meeting Warrant, Special Meeting Warrant, and draft FY27 budget for their review. Following a review and minor editing to the warrants by the Commissioners, Commissioner Sheldon moved to approve 90th Annual District Meeting Warrant. The motion was seconded by Commissioner Boyd and approved by unanimous roll call vote:

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

Commissioner Sheldon moved to approve 90th Annual Special Meeting Warrant. The motion was seconded by Commissioner Boyd and approved by unanimous roll call vote:

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

6. Review Draft Employee Policy.

The Commissioners postponed discussion on this item to the next Commissioners’ meeting.

Conclusion of Open Meeting

Chairperson Fox asked attendees if there were any questions or comments on the proceedings so far, because he was preparing to make a motion to close to open public meeting. There were no comments or questions.

Chairperson Fox moved to conclude the open public meeting session and move into executive meeting session, not to return to the open public meeting session, under executive session “Exemption 7, to comply with, or act under MGL c. 30A, 21(a) (7), for the purposes of discussing extending health coverage and to review and vote to approve Executive Session Minutes for March 3, 2026,, session, and the chair so declares. Chairperson Fox subsequently so declared. 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 Jr., Commissioner - Aye

There being no further discussion, the meeting adjourned at 6:37 p.m.