

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
APRIL 28, 2026

A quorum being present, Chairperson Fox called the meeting to order at 5:03 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, Jr., Commissioner – Present.

Others present in person: Vincent Roy, Executive Director; Renee Adams, Executive Administrator; Karen Moretti, Assistant Treasurer; Tom Travers, Treasurer; and Michael Abbondanzio, Foreman

Others present remotely: None

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on April 14, 2026.

The Commissioners reviewed the minutes for the April 14, 2026, meeting. The Commissioners discussed corrections to the minutes, including removing unnecessary references to presence and clarifying how board members and other attendees should be noted. Commissioner Sheldon moved to approve the minutes as amended. 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

2. Review of the Director’s April 24, 2026, Bi-Weekly Report.

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

- *Craig Lane Water Main Break/Clean Up:*
Treasurer Travers asked the Director to provide an update on the clean-up effort on Craig Lane. Director Roy reported that the District had removed all silt within the wetland area resulting from the December 26th water main break. He explained that the District hired a mini excavator equipped with a grading bucket to optimize the removal process, which took approximately four days to complete. The total cost for the cleanup was \$8,600.
- *Raymond Road WTP/PFAS Treatment:*
Chairperson Fox asked Director Roy to provide an explanation for the order placed with Calgon Carbon to replace the granular activated carbon (GAC) filter media at Raymond Road WTP. Director Roy explained that the GAC is expected to experience PFAS breakthrough next month, and he has notified Calgon Carbon to schedule the replacement for July. The cost to replace the GAC media in two of the vessels is about \$115,000. Chairperson Fox asked whether the new Calgon media (Fitrasorb-400) has performed better than the Norit-400 GAC media. Mr. Roy responded that the new media has outperformed the Norit product, which has lasted approximately 2.5 months longer.
- *Department of Public Safety Inspection of the District:*
Chairperson Fox asked Director Roy to provide an explanation regarding the safety inspection conducted by the Department of Public Safety. Mr. Roy stated that the District was not in violation of any requirements and that the inspection was a routine review of the District’s safety program and equipment. The inspection lasted approximately four hours and included a review of procedures and equipment, concluding with a site visit to observe a water service repair on Dakin Road.

- OPEB/Financial Report:
Treasurer Travers informed the Commissioners that a meeting was held on April 23rd with Kathleen Cyganiewicz of Bartholomew & Company Investments, along with Tom Travers, Josh Fox, and Vin Roy. Treasurer Travers reported that investment earnings as of the end of April were positive, following a loss in the first quarter of the year. He noted that a treasury bond is maturing on June 20th, and a reinvestment decision for that bond will be made at that time. Chairperson Fox added that the District’s financial portfolio is performing well overall.

- Wells 4 & 6/PFAS Treatment Project:
Commissioner Sheldon explained the three-party structure overseeing the water treatment project, which includes DEP Water Quality, DEP SRF, and the Clean Water Trust. He noted that the project, approved for \$8.412 million and ranked fifth on the IUP list, requires a pilot test to determine the most effective ion exchange media for water treatment. A significant challenge is meeting DEP’s requirement to submit full contract documents and plans by October 15, 2026, which conflicts with the timeline needed to complete the bench-scale pilot testing.

Commissioner Sheldon stated that the proposed plan is to use ion exchange media rather than carbon, as ion exchange is more effective for this specific application. He explained that full-scale testing of ion exchange media cannot be conducted until after the project is completed. This approach mirrors the District’s strategy during the initial Raymond Road WTP/PFAS project, where MassDEP granted approval without requiring a bench-scale pilot. He further clarified that while funding is available for the water main project, it would not be available if the District proceeded with only the water main work without the associated treatment process. Commissioner Sheldon added that the District and Weston & Sampson are working with SRF and DEP to explore whether funding could be secured without completing the bench-scale pilot.

He reported that the District and Weston & Sampson are drafting a memo for MassDEP summarizing the District’s position and proposed plan for the ion exchange media pilot and overall project. Once the memo is complete, Director Roy will contact DEP to schedule a follow-up meeting—potentially in person—with the appropriate DEP representatives to resolve the bench-scale versus full-scale pilot testing issue.

Commissioner Sheldon also noted that the team plans to submit for full-scale testing approval and is seeking DEP authorization, emphasizing that DEP has previously approved similar ion exchange projects. Bench-scale tests are being conducted in parallel to confirm the effectiveness of the selected ion exchange media prior to construction.

- 12-inch Ductile Iron Pipe Analysis:
Director Roy provided an update on the 12-inch ductile iron pipe break on Route 20. He reported that two cut-away sections of the pipe had been sent to Corrosion Probe (Randy Nixon) for metallurgical analysis, which is expected to be completed within the next two weeks. Mr. Roy also noted that leak detectors have been installed near the pipe to proactively monitor for potential issues, emphasizing their accuracy and ability to help correlate leak locations.

3. Review of the 90th Annual Meeting and Special Meeting Warrant Articles Explanations.

The Commissioner and the District Moderator, Craig Blake, reviewed the 90th Annual Meeting Warrant explanations. District Moderator Craig Blake suggested to modify the motion for Article 13, in the event the election results are not ready at the conclusion of the meeting. The suggested change for the motion of article should state “Move to hear the report of the District Clerk regarding the election just concluded.” After some discussion, the Commissioners agreed with the proposed change.

4. Review Draft Employee Policy.

Director Roy made a recommendation to defer discussion on the Employee Policy Handbook until after the upcoming Annual Meeting, to a special date dedicated to revising The Commissioners agreed with Mr. Roy's request.

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 1, To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual." Review and vote to approve executive session minutes from March 17, 2026, March 23, 2026, and April 14, 2026, meetings. The motion was duly 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 Jr., Commissioner - Aye

There being no further discussion, the meeting adjourned at 6:34 p.m.