

BOARD OF WATER COMMISSIONERS  
MINUTES FOR THE MEETING OF  
JULY 7, 2026

A quorum being present, Chairperson Boyd 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 – Present; and Robert E. Boyd, Jr., Commissioner and Chairperson – Present.

**Others present in person:** Thomas S. Travers, Treasurer; Vincent Roy, Executive Director; Karen Moretti, Assistant Treasurer; Michael Abbondanzio, Foreman.

**Others present remotely:** Robin Merrill of 35 East Street; and Michael Miller of 18 West Street.

**1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on June 23, 2026.**

The Commissioners reviewed the minutes for the June 23, 2026, meeting. Commissioner Fox moved to approve the minutes as amended. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call vote:

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

**2. Review of the Director’s July 2, 2026, Bi-Weekly Report.**

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

*Solar Projects Status Update:*

Chairperson Boyd requested that Director Roy provide an update on the two solar panel projects. Director Roy reported that the solar panels installed on the roof of the new PFAS building at the East Street Water Treatment Facility were completed this past week. That work was included as part of that project’s design.

He also noted that the MassDEP grant/contract agreement for the Raymond Road garage roof solar panel project is still being finalized and that he anticipates the agreement will be executed sometime next week. Once executed, Mr. Roy will finalize an agreement with Weston & Sampson for design plans and bid-ready documents. This work will proceed under a design-bid-build approach once the State agreement is complete.

*Wells 4 & 6 Study/Preliminary Design:*

Chairperson Boyd requested that Director Roy provide an update on the Wells 4 and 6 PFAS Removal Project. Director Roy reported that Weston & Sampson submitted the WS21 permit application for the small-scale pilot testing for Wells 4 and 6 to MassDEP on June 21st. MassDEP has determined that the application required some modification, which is common for those applications. Weston & Sampson is addressing the noted requirements and will submit a response to MassDEP by Friday, July 9th.

He further noted that Weston & Sampson submitted the WS21 permit application for the full-scale pilot test at the Raymond Road Water Treatment Plant (RRWTP) on June 29th.

*Proposed Brewster Road Subdivision:*

Director Roy reported on a July 1st meeting between himself, District Counsel Lawson Williams, and the developer for the proposed Brewster Road subdivision extension. The project involves extending the water

main on Brewster Road to serve five new house lots and providing the District with a 30-foot-wide utility easement for access to the District's parcel adjacent to the developer's property for a future water tank.

Mr. Roy stated that the meeting was productive, with the developer agreeing to pay for all water main construction within the subdivision and to grant the District an easement from Old Sudbury Road to the District's parcel bordering the Brewster Road property. He further noted that the District initially suggested that the developer also fund construction of a new water main within the easement to the District's parcel, to be used once a future water tank is built. The developer did not agree to this request.

As an alternative, Mr. Roy offered that the District would pay for the design of the booster pump station and the design of approximately 1,900 linear feet of water main piping to be installed within the easement provided by the developer. Mr. Roy also stated that the District would pay for all materials needed for construction of the water main, including 12-inch ductile iron pipe and associated appurtenances such as restraint gland kits, a hydrant, bends, and bedding material. The District would additionally fund construction of the booster pump station and any water main work needed on Old Sudbury Road. The developer agreed to provide the District with a 30-foot-wide utility easement from Old Sudbury Road to the District's Brewster Road parcel. The developer also agreed to pay for the installation of the water main within the easement and for all required testing of the water main. Mr. Roy made it clear that the District is not funding the water main extension from Brewster Road to the cul-de-sac.

Mr. Roy then discussed the broader water infrastructure improvements associated with the Brewster Road extension, including installation of water lines, a new water tank, and a pump station. Construction within the easement will extend water service approximately 1,900 feet from Old Sudbury Road to supply the future water tank and will establish a high-pressure zone with a hydraulic grade line centered around the new tank location. He emphasized that the project, as proposed, would be highly advantageous to the District by improving the water distribution system. It would enable construction of a replacement water tank on Goodman Hill, create a new high-pressure service area to improve fire flow, and enhance water quality by eliminating dead ends on Old Sudbury Road and Brewster Road.

Administrative Abatement for 526A Boston Post Road:

Director Roy informed the Commissioners that he approved an administrative abatement for \$2,130.75 for 526A Boston Post Road on June 11th. Mr. Roy stated that the property met the minimum criteria under the District's abatement policy. The property owner reported that the cause of the leak was a faulty sink faucet in the basement and provided the District with a paid invoice documenting the repair work.

No other items were discussed in the Bi-weekly Report

### **3. Review Drought Level III Outdoor Water Restriction**

Director Roy informed the Commissioners that he confirmed with MassDEP that the Level 3 water restrictions implemented at the June 23rd meeting are not mandatory from the State. MassDEP's June 12th drought update to all public water suppliers consists of recommendations, not requirements. Mr. Roy further noted that the District is required to follow the provisions outlined in Paragraph 7 of its Water Management Act (WMA) permit. He explained that the District's mandatory restrictions are based on the calendar year (May 1–September 30). Level 2 restrictions are triggered by streamflow levels at the Concord River gauge, reducing outdoor watering to one day per week once streamflow drops below 71 cubic feet per second (cfs) for three consecutive days. Returning to Level 1 restrictions would be allowed only after streamflow at the Concord River gauge rises above 71 cfs for seven consecutive days.

Mr. Roy reported that the District's current per-capita water usage of 58–59 gallons remains well below the 65-gallon limit required by the WMA permit, indicating that District customers are collectively doing well with water conservation. He emphasized that the primary concern at this time is system capacity (ability to pump water through the distribution system) rather than overall water supply levels. Commissioner Sheldon asked whether handheld watering devices are restricted. Mr. Roy clarified that

handheld devices are allowed under Levels 1 and 2, but prohibited under Level 3, when all outdoor watering is not permitted.

Commissioner Sheldon moved to implement Level 2 Outdoor Water Use Restrictions as required under the District's WMA Permit, and to authorize the Director to adjust restriction levels in accordance with streamflow-triggered WMA requirements. The motion was seconded by Commissioner Fox and approved by unanimous roll call vote:

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner– Aye

Robert E. Boyd Jr., Commissioner and Chairperson - Aye

#### **4. Year-End Emergency Fund Transfer**

Treasurer Travers informed the Commissioners that a transfer of \$8,700 from the Emergency Reserve Account would be required to balance the FY26 accounts. The Director explained that the funds were needed to cover recent expenses for consultant services related to updating the District's Risk and Resilience Assessment report for MassDEP, as well as wireless communications consultant services.

With no further discussion, Commissioner Fox moved to approve the emergency fund transfer of \$8,700 to balance the FY26 accounts. The motion was duly seconded by Commissioner Sheldon and approved by unanimous roll-call vote:

Robert H. Sheldon, Commissioner– Aye

Joshua M. Fox, Commissioner - Aye

Robert E. Boyd Jr., Commissioner and Chairperson - Aye

#### **Conclusion of Open Meeting**

Chairperson Boyd moved to conclude the open public meeting session and move into executive session under Exemption 2, to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions for contract negotiations with non-union personnel, The motion was duly seconded by Commissioner Sheldon and approved by unanimous roll call:

Robert H. Sheldon, Commissioner– Aye

Joshua M. Fox, Commissioner - Aye

Robert E. Boyd Jr., Commissioner and Chairperson - Aye

There being no further discussion, the meeting adjourned at 6:04 p.m.