BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
OCTOBER 13, 2026

A quorum being present, Chairperson Boyd called the meeting to order at 5:06 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:

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

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

Others present remotely: Michael Miller, address unknown.

1. **Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on September 29, 2026.**

   The Commissioners reviewed the minutes for the September 29, 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 H. Sheldon, Commissioner– Aye
   Joshua M. Fox –Commissioner – Aye
   Robert E. Boyd, Jr., Chairperson and Commissioner – Aye

2. **Review of the Director's October 9, 2026, Bi-Weekly Report.**
   Director Roy presented his bi-weekly report, covering the following topics:

   - *East Street PFAS Mitigation Project:*
     Commissioner Sheldon asked Director Roy to provide a brief update on the East Street WTP/PFAS Project. Mr. Roy reported that a progress meeting was held on October 6th. During the meeting, Barbato Construction identified an issue raised by R.E. Erickson regarding completion of the SCADA configuration. An additional panel will be required in the original treatment plant to house communication equipment needed for dosage control and for measuring pre-chlorination residual readings for the Greensand filters.

     The design plan had called for all communication cables to run between the Greensand building and the new PFAS treatment facility. After conduit installation, however, it was discovered that the conduit was undersized and could not accommodate all required cables. As an alternative solution, a new panel will be installed within the Greensand Filter Building, and a smaller 10–20-wire communication line will be run to the new building to transmit pre-chlorination dosage and residual data.

     Mr. Roy also noted that Weston & Sampson has provided Barbato with the complete punch list of items. Barbato remains on schedule for final completion on November 30th. However, start up of the facility to begin providing PFAS-treated water to the distribution system is expected within a week of this Commissioners meeting.

   - *SRF Application for Wells 4&6 Project:*
     Director Roy reported that he attended a meeting on October 8th with Michele Higgins of the Clean Water Trust and representatives from Weston & Sampson to review the District's recently submitted SRF application. Mr. Roy stated that Ms. Higgins identified two items that must be

addressed before approval can be granted: a certificate of title for the property and final approval for full-scale pilot testing. He explained that he informed Ms. Higgins he had recently spoken with MassDEP water quality staff reviewing the District's full-scale pilot plan submittal and was assured that the approval would be forwarded to the Clean Water Trust well in advance of the December 14th deadline to meet SRF requirements. Mr. Roy also noted that he has already contacted District Counsel to begin work on obtaining the certificate of title. He added that he intends to advertise bid for the project once the District secures State funding, anticipating an early-January bid release to ensure the availability of contractors before their schedule fill.

- *Meeting with Town Officials to discuss the Wells 4&6 Project:*
  Chairman Boyd requested that Director Roy provide a brief summary of his meeting with Town officials regarding the Wells 4 & 6 project. Mr. Roy reported that he and Andy Reid of Weston & Sampson presented the project, offering an overview of the full scope while providing additional detail on the work proposed within the public right-of-way, including plans to bore under a culvert and ongoing coordination with the town engineer to determine the proper footing depth. The discussion also covered construction details for Wells 4 and 6, including plans for directional line boring under a culvert on Raymond Road, with potential work beginning in June or July to avoid disruption during the school year.

  Mr. Roy informed the Commissioners that he will be presenting the project at the October 19th Conservation Commission meeting for the Notice of Intent filing, and that all abutters have been notified of the upcoming meeting.

- *Green Sand Filter Rehabilitation Project:*
  Commissioner Fox asked Director Roy to provide an explanation of the RFP submission review process. Mr. Roy reported that the deadline for submitting proposals was October 7th. He explained that the Greensand Filter Rehabilitation Project was advertised with tightly written specifications intended to attract a specialized vendor; however, due to current economic conditions, only one proposal was received. The District received a single submission from Carbon Filtration Systems, Inc. of Johnston, RI, with a cost proposal of $645,800. Mr. Roy noted that he was able to reduce the cost by $195,000 by removing the pipe replacement work from the original scope, bringing the adjusted project total to $565,000. Treasurer Travers indicated that at the May 2026 annual meeting $500,000 was approved for this project which left a shortfall of $65,000, which will be funded through the Future System Development account funds. Work is scheduled to begin in approximately two weeks with a kickoff meeting and then will take 4–6 weeks to complete. During construction, only one filter will be offline at a time, allowing the system to remain fully operational. However, this will be in the low-demand period, and that could allow the District to operate with only the East Street Plant in service if both filters had to be off line for a short period.

- *Housing Planning Discussion at Library:*
  Commissioner Sheldon reported that a recent Round Table discussion at the Goodnow Library focused primarily on housing initiatives, during which officials also discussed water supply concerns. He stated that he and Director Roy assured attendees that the District has water supply capacity sufficient to support additional demands to accommodate projected potential future housing growth in Town.

- *Cyber-Security Breach:*
  Director Roy informed the Commissioners of a cyber-breach targeting Bluefin, one of the companies used by Continental Utility Solutions (CUSI), the District's billing software company, to handle "guest" payments and create new payment accounts. However, the District has not used Bluefin for several years. The District's cyber security firm, Magna5, had recommended using Striped instead of Bluefin when the District updated its billing software three years ago, and the District acted accordingly. Furthermore, immediately upon learning of Bluefin being compromised,

the District's online payment portal was shut down, and it will remain shut down while CUSI and others undertake a thorough investigation.

Commissioner Sheldon suggested that the District post a notice on its online news feed to inform customers of the breach. Director Roy recommended waiting until Magna5 and CUSI complete their forensic analysis before issuing a public statement. Bluefin itself is not related to any aspect of online payments. No District members have been affected, and as an extra precaution the online portal was immediately shut down anyhow. Despite that, the Commissioners requested that Mr. Roy inquire whether either vendor conducting the investigation intends to release a public statement, and Mr. Roy agreed to do so.

No other items were discussed in the Bi-weekly Report

3. **Water Abatement Appeal – 62 Phillips Road.**

Director Roy informed the Commissioners that Item Number 3 on the abatement appeal had been resolved prior to the meeting. He stated that the request for abatement was related to a leak in the homeowner's irrigation system, and the necessary paperwork was submitted earlier today, eliminating the need for further discussion.

4. **Review Draft Employee Policy (Handbook).**

Commissioner Sheldon provided a comprehensive overview of the proposed changes to the employee handbook, highlighting specific modifications including updates to vacation time policies, military leave, and personal time rules. Mr. Sheldon identified the need to further review health insurance benefits for employees on military leave, particularly regarding coverage for families when employees are deployed for extended periods. The Commissioners agreed that several sections required further review and clarification with legal counsel. They also agreed to review the handbook in its current form before the October 27th Commissioners' meeting.

Conclusion of Open Meeting

Chairperson Boyd 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 Boyd moved to conclude the open public meeting session and not move into executive meeting session. 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 6:58 p.m.