

Commissioner Meeting Minutes  
October 22, 2025

Meeting called to order at 4:00 pm.  
All Board members present

The Board reviewed and signed Warrants

Mr. Bursch made a motion to approve the minutes of October 8th, 2025, all in favor.

The Clerk received an email earlier in the week from the lawyer representing the Woodland Condos. He replied to the email she had sent requesting the kayak rack be moved immediately due to MassDEP stating that it could no longer be in the Zone I. He stated that they still wanted to wait until they received the letter from DEP and he also supplied a picture of where they would like to move the rack to. The Chairman felt it was time to have legal council get involved. This has been going on since the first in person meeting back in February. At the meeting the Chairman stated that if MassDEP was ok with the rack's location, then the Water District would be ok with it as well. DEP reached out to both the Superintendent and the specialist the Woodlands hired to study the kayak racks impact and told them both that the rack could not stay in the Zone I area. MassDEP said they would be sending a letter eventually but that they are very short staffed. The Board felt that that communication was enough to move forward on having the rack moved as they are not sure when the letter will come. The Board requested the Clerk reach out to KP Law and asked what steps they should take next. If the rack is not moved the Chairman would like to start imposing fines. When the Clerk has a draft letter drawn up, she will send copies to all the Commissioners to review.

The Board discussed the different options for purchasing a new rubber tires excavator. They felt it would be a good investment for the District in order to work on broken water mains and continue with Capital improvement projects in house instead of having to hire contractors. The Board requested the Supt to go through and decide exactly what options he would like to have on the machine then they can decide later if the District has a Special meeting or at the Annual meeting to add it to the warrant.

The Rolling Acres water main project will be done this week. The Supt didn't have the final cost yet but was guessing it would come in around \$150 thousand. The final breakdown will be ready to review at the next meeting. The Chairman felt that because of the amount of money saved doing this project in house and how hard the entire staff and employees worked, he wanted to give everyone a bonus of \$500.00 The other Board members agreed. Mr. Bursch made a motion to give all employees a \$500 bonus. Second, all in favor.

The Clerk had spoken with the billing company Northern Data about adding a program to help with work orders. The current system for tracking backflow tests is outdated and insufficient. In the future MassDEP will be reviewing all this data when coming out to do the sanitary survey. She felt this program would benefit the District greatly. The Supt felt that in the near future it would be worth looking into a different billing company, Vadar. He felt this company could provide everything the District needs. The Board asked for him and the Clerk to look into this

more. Mr. Bursch made a motion to approve the Clerk to add the work order services to the NDS program for \$3500. Second, all in favor.

#### Old Business

Still waiting for the contractor, MDR, to fix the one driveway that DOT requested. Then the project can be signed off on.

Tighe & Bond will be submitting the Keating's pilot study report to MassDEP for review. They felt that might help decide if any further testing will be required if the District decided to blend the Keatings and Lancaster Ave wells into one treatment plant.

#### Public comment

Meeting adjourned 4:45 p.m.

Minutes by Christina Schwinger