

BOARD OF WATER COMMISSIONERS

Cotuit Fire District
Water Department

4300 FALMOUTH ROAD, P. O. BOX 451
COTUIT, MASS. 02635

11/19/2025

The Board of Water Commissioners held their monthly meeting on Wednesday, November 19, 2025, at 5:45 p.m. at Freedom Hall. Present at the meeting were Chairman Mark Robinson, Commissioner Scott Horsley, Commissioner David Churbuck, Superintendent Chris Wiseman and Office Manager, Jen Nash.

The meeting was called to order at 5:48 p.m. and opened to public comment. There was no public comment at this time.

Chairman Robinson recognized that Superintendent Wiseman had just celebrated 38 years of service, with the last 18 serving as Superintendent.

Superintendent Wiseman reviewed last month's water quality results. There was one total coliform detection; however, repeat samples taken both upstream and downstream were all clear. PFOS sampling was scheduled for November, however they are delayed due to a pending repair at Station #2, which is currently unable to run for testing.

The superintendent gave his report:

	<u>2024</u>	<u>2025</u>	<u>+/-</u>
October	14,204,000	13,018,000	-1,186,000

Commissioner Horsley would like to add rainfall to the gallonage report. He will provide the source for this data as well as assist with the graph itself.

Superintendent Wiseman noted that the water table is still low - below what it was last year at this time.

New Service= 1; Replacement Service= 2; Leaks= 0

Association Updates - Nothing new at this time.

Antenna Lease - Attorney Mark Boudreau responded to our inquiry and confirmed that a 10-year term is the longest lease the district can enter into. Mr. Wiseman will forward this information, along with the request from SWI Funds Tower Holding, to special counsel Attorney Rick Mann for review and guidance.

Staffing - Field Operator Keegan Duval has given his notice as he is moving to Maine and will be working for the Portland Water Department. We will post an ad for the open position. Also, the office will be closed on 12/26 as the staff will be taking a vacation day. The on-call Sr. Operator will still be doing station checks and handling any emergencies that may arise.

This concludes the Superintendent's report.

The board discussed the "Old Business" topics:

Source Water Protection - Commissioner Horsley notes that the Comprehensive Wastewater Management (CWPM) Adhoc committee will be making their recommendations to Town Council in January. The most significant to Cotuit will be to recommend a health regulation where all properties within 1,000 ft of shoreline will be required to replace their septic system with an approved I/A system. The requirement will be triggered by specific events (sale of property, failing system etc.). The reason for this recommendation is that the Town's initiative (sewer system) will not address the area of our wellfield until Phase 3 of their plan, which could be 20 years away.

Policy Advisory Committee Update - Commissioner Horsley informed the board that the Policy Advisory Committee has met, and the primary recommendation is to have joint meetings between all 3 commissions to enhance public participation, and to foster more collaboration between the boards. The frequency of these meetings is to be determined, maybe annually, possibly quarterly. PAC Chairman John Havel will follow up on this.

Commissioner Churbuck noted that the Bylaw Committee has not met yet. Any thoughts that should be addressed at that meeting should be sent to him.

Cotuit Elementary Conservation Restriction - Chairman Robinson will speak with Mark Boudreau regarding this. Mr. Robinson has not made any progress in reaching the Town's Attorney. The final restriction needs to be approved by the state and there are many steps that need to be taken in between.

Enabling Legislation - Commissioner Churbuck noted that it is still with the Senate Rules Committee, so it should remain viable for the spring session.

Chairman Robinson sent a brief list of questions to Superintendent Wiseman to review. They are mostly FAQs about our system. However, Superintendent Wiseman was participating via Zoom and Chairman Robinson thought it was best to review this at the next meeting.

Commissioner Churbuck drafted a memo to the Prudential Committee regarding the unfunded liability and the Water Department's Employee Policy. He received a response from special counsel, Attorney Michael

Pierce, and attached his letter of opinion to the memo. The letter indicates that the district is not facing an immediate threat and provides suggested language for a potential District Meeting article should the commissioners wish to amend the policy. Commissioner Churbuck's research also shows that district administration had been aware of this liability but did not establish a funding mechanism. The commission unanimously approved submitting the memo as written to the Prudential Committee. The commissioners discussed their recommendations for next steps and will meet with the Prudential Committee at its next meeting. Office Manager Nash was instructed to scan and submit an electronic version of the signed memo to the Prudential Committee the following day.

There was no new business to discuss.

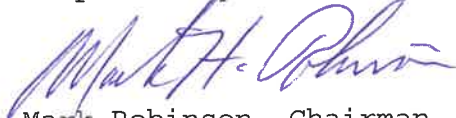
The minutes for the October 22nd regular meeting were reviewed and approved.

The board discussed and agreed to suspend the December meeting, and scheduled their next meeting for Wednesday, January 21st via Zoom.

There was no additional public comment.

The meeting was then adjourned at 6:42 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Mark H. Robinson".

Mark Robinson, Chairman
Board of Water Commissioners