



**WESTFORD WATER DEPARTMENT
BOARD OF WATER COMMISSIONERS
MINUTES OF THE MEETING**

DATE: January 28, 2026
TIME: 9:00 AM
PLACE: Westford Water Department
60 Forge Village Road

PRESENT:

Hugh C. Maguire, Chairperson
Titus Palmer, Vice-Chairperson
Chauncy Chu, Secretary
Tim Hall, Alternate
Mark Warren, Superintendent of Water Department
Doug Yargeau, Environmental Compliance Manager
Gulshan Kumar, Business Manager
Kyle Fox, Director of Public Works

Documents Reviewed:

-n/a

Maguire called the Open Session meeting to order at 9:08 AM. The Order of Business Conducted Was as Follows:

Open Forum

Coliform Sampling Location

Yargeau explained that the Westford Regency, which is now closed, can no longer be used as a coliform sampling location. Yargeau asked Palmer if he would be amenable to use the Westford Real Estate location as a permanent coliform location. Palmer stated that he did not see any problems but would confirm the use of the location in a few days.

Commissioners Meeting Request

Palmer requested that the monthly Water Commissioners Meetings be held to two hours as he often has scheduled meetings or commitments. The Water Commissioners agreed that they will try to adhere to the two-hour limit.

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Water Allocation for New Developments

The Board of Water Commissioners discussed water allocations for new developments. Palmer expressed concern that the Water Department may not have the authority to put water restrictions on new developments.

Warren provided information on residential daily water demand and Title V requirements. Warren noted that he received the 219 Littleton Road Impact Study and that the daily and maximum average daily water use figures were the same as the 37 Powers Road project.

Chu asked if there were penalties for exceeding daily water use limits. Warren stated that there were no penalties outlined in the Water Department Rules and Regulations. Warren added that a plan should be developed to define how water usage is tracked and potential penalties.

Warren stated that the new developments will be a steady source of revenue throughout the year.

MIT Water Connection

A discussion was held to determine which meter type and size would be used at the proposed MIT water connection project. Warren stated that MIT would like 5 individual meters located at each of the connected buildings for ease of billing. It was agreed that a 4-inch master meter would be installed at the booster station which would be used for billing MIT.

Also discussed was the System Development Charge (SDC). Warren proposed charging MIT the less expensive SDC for five individual 5/8-inch meters rather than the higher SDC of the 4-inch meter. Kumar and Fox were more supportive of charging the higher 4-inch meter SDC.

It was moved by Maguire to direct Warren to require a 4-inch meter w/ backflow device at the booster station, seconded by Palmer as amended to also reduce the SDC charge for five 5/8-inch meters and approved unanimously **(3-0-0) 3-0-0 Maguire: Yes, Palmer: Yes, Chu: Yes**

PFAS Update

Warren stated that the PFAS treatment plant construction was ongoing. Foundation work was being done at both Forge Village and Nutting Road locations.

The Water Commissioners discussed the allocation of PFAS Settlement funds. It was agreed that a 90/10 percent split between the Water Department and Health Department was reasonable and fair.

It was moved by Chu, seconded by Palmer and approved unanimously **(3-0-0)** to recommend to the Select Board, a 90/10 percent split of 3M and Dupont settlement funds. **3-0-0 Maguire: Yes, Palmer: Yes, Chu: Yes**

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Old/New Business

Food Recycling Location

Warren stated that the proposed location for the food recycling containers was not within Zone 1 (250 feet).

Review and Approve Outstanding Minutes

It was moved by Maguire, seconded by Palmer and approved unanimously (3-0-0) to approve the minutes of the January 7, 2026, Open Session meeting. **3-0-0 Maguire: Yes, Palmer: Yes, Chu: Yes**

Schedule Next Meeting

The next Board of Water Commissioners Meeting was scheduled for Thursday, February 26, 2026, at 9:00 AM.

Meeting Adjourn

It was moved by Palmer, seconded by Chu, and approved unanimously to adjourn the meeting at 11:00 AM. **3-0-0 Maguire: Yes, Palmer: Yes, Chu: Yes.**

Approved by _____

The Board of Water Commissioners

Date Approved _____