



TOWN OF LINCOLN

WATER DEPARTMENT

MIDDLESEX COUNTY MASSACHUSETTS

TOWN OF LINCOLN
WATER DEPARTMENT
16 Lincoln Road
Lincoln, MA 01773-6353
Phone: 781-259-2669

Board of Water Commissioners
Meeting Minutes -

Tuesday, January 13, 2026, 8:00 a.m.

Virtual Meeting Pursuant to Governor Baker's March 12, 2020, Order,
as Extended on June 15, 2021, with the Governor's signing of Senate Bill #2475,
Suspending Certain Provisions of the Open Meeting Law

Remote Participation Protocols: Pursuant to Governor Baker's March 12, 2020 Order, as extended on March 29, 2023, with the Governor's signing of a supplemental budget bill suspending certain provisions of the Open Meeting Law, G.L. c. 30A, §18, this meeting will be conducted in a hybrid format with both in-person and remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Lincoln website, at www.lincolntown.org.

Topic: Board of Water Commissioners Zoom Meeting

Time: January 13, 2026, 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/8036285630?pwd=b00zMFRiT3NyQUYwRW9qaWRtT053QT09>

Meeting ID: 803 628 5630

Passcode: Water

One tap mobile

+16468769923,,8036285630# US (New York)+16469313860,,8036285630# US

Attendees:

SG: Steve Gladstone, Commissioner, Chair

PL: Patrick Lawler, Commissioner

MB: Matthew Bio, Commissioner

RN: Richard Nolli, Water Superintendent

AB: Alison Boland, Water Department

ET: Edwin Tam, Minutes Taker

1. Call to Order

- Steve Gladstone called the meeting to order.
- The department read the legal virtual meeting pursuant to Governor Baker's March 2020 order (extended to March 29, 2023), authorizing hybrid meeting formats, and remote participation guidelines is available on the Town website.

2. Public Comments

- No public comments were made. General holiday well-wishes were exchanged.

3. Approval of December 16, 2025, Meeting Minutes

- Discussion: The minutes from the December 16, 2025, meeting were reviewed. Commissioner Lawler noted a few minor clerical corrections. The minor corrections paper copy will be dropped off to the Water Department by Commissioner Lawler to be included as the “corrected” meeting minutes.
- **Motion:** A motion was made by Steve Gladstone and seconded by Patrick Lawler, to approve December 16, 2025, meeting minutes, with the minor corrections as amended by Commissioner Lawler. A roll call vote was taken, Lawler, aye; Bio, aye; Gladstone, aye. **The motion passed unanimously.**

4. Operation Reports

Phase 2 Water Main Replacement

- The Board discussed coordination with other town infrastructure projects to ensure the Phase 2 schedule remains on track.
- Coordination: Major concerns include drainage repairs on Bedford Road (discovered during Phase 1) and Trapelo Road, as well as a new crosswalk on Lincoln Road. This required coordination from various parties, including Town Administration, to minimize road congestion and detour for residents.
 - Bedford Road Solution: A change order with AD Paolini is being considered to complete drainage work between February and April, funded by the DPW budget.
 - Timeline: Construction is targeted to begin June 1, 2026, and is expected to be a two-year project.
 - Impact Mitigation: Construction hours will be between 8:30 AM – 4:30 PM, to accommodate school traffic. Business accessibility for local shops (Donelan’s, Tack Room, Post Office etc.), will be prioritized through digital signage and community meetings.

Annual Town Report submission

- Deadline for the report is 2/2/2026
- Superintendent Nolli is working with Town Finance Director and Town Administrator on the 2026-2027 budget, items such as staffing plan, capital plan project, MWRA will be included in the report.
- Once the draft is ready, it will be emailed to Commissioners for review.

Lead and Copper Sampling

- New Requirements: Due to the Tower Road Well entering service on October 20, 2025, the DEP has revised Lincoln’s sampling schedule.
- Schedule: The town must collect 20 samples twice per year for the next three years. The first 2026 round is underway; the second begins in July.
- Resident Incentive: Participants who participated will continue to receive a \$25 water bill credit.

5. Other Business

Intergovernmental Agreement (IGA): Shared Consulting Services

- Superintendent Nolli noted all 3 commissioners have signed the IGA document.

Meter-Base Fee Waiver Program

- Discussion: The department currently waives the base meter fee for 67 individuals (approx. \$10,000–\$15,000 annually).
- Eligibility: This is administered by the Council on Aging and Human Services, primarily based on the "Circuit Breaker" tax credit criteria (income & property value limits).
- Current Impact: The program currently waives approximately \$6,000 in residential fees and approximately \$4,000 in direct payouts to condo residents.
- Recommendations: For FY2027, it is recommended to add a specific budget line item (\$4,000+) to track these non-revenues.
- How to Qualify: Residents must apply annually to the Council on Aging and Human Services and the Board of Assessors to verify qualifications, this information are subject to State audits.

6. Confirm the Next Meeting Date and Water Rate Increase Public Hearing Date

- Commissioners agreed to hold the next meeting on February 10th at 8:00 AM
- Rate Hearing Meeting: scheduled February 18th, 2026 at 7:00 PM, a second meeting will follow right after the regular March Water Commissioners' Meeting, which will be determined at the February 10th meeting,
- The rate hearing announcement will be publicized at Town Website and Lincoln Squirrel.

7. Adjournment

Motion: Patrick Lawler motioned to end the meeting. The motion was seconded by Steve Gladstone. A roll call vote was taken: Bio – Aye, Gladstone – Aye, Lawler – Aye. The motion was approved. **Motion passed.**

The meeting is adjourned at 8:42 AM