

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
MARCH 24, 2020
5:00 PM

Meeting Access was via Conference Call

The statutory requirements as to notice having been complied with, the meeting was convened at 5:00 PM.

Members Present: Chairman Robert E. Boyd, Jr., Commissioner Joshua M. Fox and Commissioner Robert H. Sheldon.

Others Present: Treasurer Thomas Travers, Customer Service Manager Renee M. Adams, Assistant Treasurer Karen A. Moretti, Executive Director Vincent J. Roy, District Moderator Craig Blake and District Counsel Lawson Williams.

Chairman Boyd called the meeting to order.

1. REVIEW MEETING MINUTES

The Commissioners approved the Minutes for the Meeting of March 10, 2020 as amended. The motion for approval was made, duly seconded, and approved by unanimous roll call.

2. DIRECTORS BI-WEEKLY REPORT

Director Roy presented his bi-weekly report to the Board and addressed questions regarding several topics:

Mr. Roy informed the Board of recent changes made to staffing and customer service related to the COVID-19 pandemic. Mr. Roy stated that the following: the District office is closed to public access until further notice, all in-home appointments have been canceled and all future appointments will be scheduled on an emergency basis. Commissioner Fox asked if the staffing change was sufficient to handle an emergency event such as a water main break. Mr. Roy replied that each crew has an assigned backhoe operator, dump truck driver, treatment plant operator, administration receptionist and supervisor. Mr. Roy stated that the remaining staff would be on standby status and are required to report to work in the event of an emergency. Mr. Roy stated that there would be no reduction in pay due to the schedule change. Mr. Roy also informed the Commissioners that Cyber Security Training and the New England Water Works Association [NEWWA] Annual Conference had been postponed until further notice. Commissioner Sheldon noted that other communities were developing COVID-19 construction procedures to protect workers and the public while performing construction activities.

3. REVIEW AT&T DRAFT LEASE EXTENSION

No movement, discussion tabled until the next Commissioners meeting.

4. DISCUSSION ON COVID-19/ UPCOMING ANNUAL MEETING AND ELECTION

District Counsel Lawson Williams informed the Commissioners that the state legislature had approved a bill that would allow municipalities to postpone their annual elections. Mr. Williams also stated that the District Moderator has the authority to change the date and venue for the upcoming Annual District Meeting, if necessary. Mr. Williams emphasized that the Annual District Meeting had to be held before June 30, 2020. District Moderator Craig Blake asked Mr. Williams if he needed to file official

documents to change the Annual Meeting date and venue. Mr. Williams responded that he would research the requirements. Mr. Roy stated that he would make inquiries to see what actions other municipalities were taking regarding their annual meeting and election. Commissioner Sheldon asked Mr. Roy to place this topic on next meeting agenda for an update on the COVID-19 situation.

5. REVIEW EXECUTIVE DIRECTOR PERFORMANCE EVALUATION

Commissioner Sheldon presented his edits of Mr. Roy's Draft Performance Evaluation to the other Board members. Commissioner's Fox and Boyd stated that they would review the edited version and provide comment at the next Commissioners meeting.

Commissioner Fox moved to conclude the open meeting and to move into executive session for the purpose of reviewing the Minutes from the Executive Session Meeting of February 24th and to review the draft Purchase & Sale Agreement between the Town of Sudbury and CSX Railroad. The chair confirmed that having discussion in an open meeting may have a detrimental effect on the negotiating position of the public body pursuant to General Laws chapter 30A, §21(a) (exception 6). The motion was seconded by Commissioner Sheldon and approved by unanimous roll call:

Chairman Robert E. Boyd
Commissioner Joshua A. Fox
Commissioner Robert H. Sheldon

There being no further discussions the meeting adjourned at 6:05 PM