

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
JANUARY 10, 2023

Chairman Fox, being unable to physically attend the meeting, requested that Commissioner Sheldon act as acting Chair for the January 10th meeting. Commissioner Sheldon called the meeting to order at 5:02 p.m., announced that the virtual version of the meeting was being recorded, and asked for each Commissioner to state their name for the record by roll call:

Board Members Present: Robert H. Sheldon, Commissioner – Present; Robert E. Boyd, Jr., Commissioner – Present; and Joshua M. Fox, Commissioner and Chairman - Present, in attendance virtually.

Others Present (all in person): Thomas S. Travers, Treasurer; Renee M. Adams, Customer Service Manager; Susan O’Connor, District Clerk; and Vincent J. Roy, Executive Director

1. DISCUSSION ON INVESTMENTS/VOTE TO TRANSFER OF FUNDS

Director Roy provided the Commissioners with a printed hard copy of the draft motion for the authorization of transferring funds. After some discussion, Commissioner Sheldon moved to authorize Assistant Treasurer Karen Moretti to transfer up to \$2.5 million from the District’s Main Street Bank/Money Market account to invest in Treasury Bond or Bills through Batholomew & Company, Inc. as directed by Treasurer Thomas S. Travers. The motion was seconded by Chairman Fox. Commissioner Sheldon asked if there was any further discussion on the matter before the vote. Treasurer Travers stated to the Commissioners that the intent of transferring funds is to create a ladder of treasury bonds, generating a higher yield that would be reviewed every three months. Treasurer Travers also stated that future transfers would be dependent on market rates and would require further review from the District’s Financial Committee but would not require a vote by the Commissioners. After no further discussion, the motion which was approved by a unanimous roll call:

Robert H. Sheldon Commissioner - Aye
Joshua M. Fox, Chairman and Commissioner - Aye
Robert E. Boyd, Commissioner - Aye

2. REVIEW THE MINUTES FROM THE DECEMBER 13th COMMISSIONERS MEETING:

The Commissioners approved the Minutes for the Meeting of December 13, 2022, as amended. The motion for approval was made by Commissioner Boyd and duly seconded by Chairman Sheldon, and approved by unanimous roll call:

Robert H. Sheldon Commissioner - Aye
Joshua M. Fox, Chairman and Commissioner - Aye
Robert E. Boyd, Commissioner - Aye

3. REVIEW THE DIRECTOR’S JANUARY 6^h BI-WEEKLY REPORT:

Executive Director Roy presented his bi-weekly report to the Commissioners and addressed questions regarding the following topics:

513B Boston Post Road - Unathorized removal of Meter and Backflow Prevention Device

Commissioner Sheldon requested that Director Roy provide further information on the discovery of the meter and backflow prevention device removal at 513B Boston Post Road. Mr. Roy stated that upon the last quarterly meter reading the meter was flagged for not sending a reading to schedule a work order. Upon investigation, the District staff discovered that the meter and backflow prevention device had been removed during a renovation project and never replaced, unbeknownst to the District. Once that discovery was made, Mr. Roy immediately contacted the Town's Building Inspector and property owner about the violation. Mr. Roy stated that he ordered the property owner to accommodate an area at the water service point of entry for the installation of a replacement meter and backflow prevention device to be accomplished within the twenty-four hours or the District would shut off service until the work had been completed to the full satisfaction of the District. Mr. Roy also stated the District would impose a \$500 fine to the property owner and would be forwarding a bill to the property owner for labor and material costs associated with the restoration.

There were no further questions or comments regarding the Director's Report.

4. REVIEW DRAFT FY 2024 BUDGET

Director Roy presented the draft FY 24 budget to the Commissioners. Mr. Roy stated that line items for Drinking Water Chemicals, Utilities, and Insurance are a significant increase from the FY 23 budget. The increases in chemicals and utilities were mainly due to inflation, while the increase in insurance is due to a combination of increased insurance costs and the dynamics of staff changes, namely the retirement of two former employees (who continue to remain on the District's health care plan) and adding three current employees to the District's health care plan. The Commissioners requested that Mr. Roy provide a further breakdown of the increase in insurance coverage to help explain the line item increase. Commissioner Boyd requested further information regarding the meter replacement program, to which Mr. Roy responded that the projected cost per meter has gone up to \$400 per meter and that the District planned to replace 300 meters in FY 24.

There was no further discussion on this topic.

Conclusion of Open Meeting:

The motion to conclude the meeting was made, duly seconded, and approved by unanimous roll call:

Robert E. Boyd, Jr., Commissioner. - Aye

Robert H. Sheldon, Commissioner - Aye

Joshua M. Fox, Commissioner and Chairman - Aye

The Open Meeting concluded at 6:21 p.m.