

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
OCTOBER 17, 2023

Chairperson Boyd called the meeting to order at 5:02 p.m., and 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; Joshua M. Fox, Commissioner - Present; and Robert E. Boyd, Jr., Commissioner and Chairperson - Present.

Board Members Not Present: None.

Others Present: Vincent J. Roy, Executive Director; Thomas S. Travers, Treasurer; Michael Abbondanzio, Foreman; Karen A. Moretti, Assistant Treasurer; and Renee M. Adams, Customer Service Manager.

Virtually Present: District Counsel Lawson Williams (by telephone only to seek advice relative to Item 3).

1. REVIEW THE MINUTES FROM THE BOARD OF WATER COMMISSIONERS OCTOBER 3, 2023, MEETING:

The Commissioners approved the Minutes for the Meeting of October 3, 2023, as amended. The motion for approval was made by Commissioner Fox, duly seconded by Commissioner Sheldon, and approved by unanimous roll call:

Robert H. Sheldon, Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

Robert E. Boyd, Jr., Commissioner and Chairperson - Abstained

2. REVIEW THE DIRECTOR'S OCTOBER 13th BI-WEEKLY REPORTS:

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

Release of Lien:

Commissioner Fox asked Mrs. Adams to clarify a Release of Lien for 28 Victoria Road. The original release was issued on May 27, 1980. Mrs. Adams stated that the original Release of Lien had not been recorded because the property owner on record neglected to issue payment to the Middlesex County Registry of Deeds. The lien was discovered during a title search for the property for conveyance. Mrs. Adams stated that this is a confirmatory Release of Lien. The Commissioners then signed the document and it was notarized.

Staff - MCPPO Training:

Director Roy explained that MCPPO is an acronym for Massachusetts Certified Public Purchasing Official, which is a training vehicle for procurement certification and best practices. Director Roy stated that District foreman, Michael Abbondanzio, is presently enrolled to begin training on October 30th.

Raymond Road WTF/PFAS Mitigation Project:

Commissioner Fox asked Director Roy if the foundation issue has been resolved. Director Roy responded that it has been resolved and that the slab was poured in sections. Despite this required corrective action, the project is running on target to be completed in February 2024.

Private Wells - Geo-Thermal Heating:

Commissioner Sheldon asked Director Roy if he was aware if any geothermal systems had been installed in Sudbury and which Town department would oversee these types of projects. Commissioner Sheldon inquired if installations of such systems, which involves drilling holes several hundred feet deep, would affect the public drinking water wells and whether the District should have a policy regarding installation of those systems or at least be notified of such installations. Mr. Roy stated that the Sudbury Board of Health Department is tasked with the responsibility of issuing permits for the installation of private wells in Sudbury. He also stated that he is not aware of any special Bylaw or regulations having to do with the installation of geo-thermal wells. Mr. Roy stated that he would inquire about this topic with the Health Department Director to ensure that the District is notified as part of the approval process with the Town and will further research the topic for drafting a policy for the District.

Grant Award:

Director Roy stated that the District was awarded a \$285,000 grant from the Housing Choice Grant program to be used towards a Feasibility Study for Well # 5. Treasurer Travers asked if the Board needs to vote to accept the contract for the Housing Choice Grant. Director Roy stated that the contract was not yet available, however the offer of the grant would be placed on the next Commissioners meeting agenda to get approval to for acceptance.

FY 2023 Budget – Submittal to MassDOR for certification of free cash:

Treasurer Travers stated that Assistant Treasurer Karen Moretti completed the FY 2023 budget closing and submitted her report to the Massachusetts Department of Revenue (MassDOR) for certifying the District’s free cash. Mr. Travers also stated that revenues were better than in the prior fiscal years because of success in collecting outstanding receivables.

There were no further questions about the Director’s Reports.

3. REVIEW DRAFT EMPLOYEE POLICY (HANDBOOK):

This item had been scheduled for executive session. However, Director Roy contacted District Counsel Lawson Williams by telephone prior to adjourning the public session to confirm that it was appropriate for this matter to be restricted to an executive session under Exemption 2. Mr. Williams, participating via speaker phone, stated that there is no justification to go into Executive Session under Exemption 2 and that the agenda item should only be discussed in open session. Commissioner Fox concurred that the subject does not fit within the four corners of the exemption, and therefore would be discussed in a future open session.

Director Roy presented the Commissioners with copies of the draft Employee Policy handbook with his recommended changes in “track changes.”

No further discussion on this matter.

Conclusion of Open Meeting:

Chairperson Boyd moved to adjourn the meeting. That motion was duly seconded, by Commissioner Fox and approved by unanimous roll call:

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

There being no further discussion the meeting adjourned at 6:30 p.m.