

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
NOVEMBER 28, 2023

Chairperson Boyd called the open 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: None.

1. REVIEW THE MINUTES FROM THE BOARD OF WATER COMMISSIONERS NOVEMBER 14, 2023, MEETING:

The Commissioners approved the Minutes for the Meeting of November 14, 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, Commissioner and Chairperson - Aye

2. REVIEW THE DIRECTOR'S NOVEMBER 24th BI-WEEKLY REPORTS:

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

BEAVER DAM LOCATED ON RAYMOND ROAD

Director Roy informed the Commissioners that a beaver dam located near the culvert crossing on Raymond Road was negatively impacting Wells 7 and 9 by raising the water level 2 feet in the area. He also stated that he contacted Lori Capone, Town of Sudbury Conservation Commission Agent, and Dan Nason, Sudbury DPW Director, to assist the District with removing the dam and trapping beavers. Mr. Roy stated that the DPW had already begun removing a small section of the dam, lowering the water level in 6-inch increments per day and that he would be meeting with a local trapper later this week.

O2 BILLING

Director Roy informed the Commissioners that the District mailed out the 2nd quarter billing earlier this day on November 28, 2023. Mr. Roy stated that the 2nd quarter billing was about \$75,000 less than last year's 2nd quarterly billing cycle and that revenues thus far were down about \$600,000 from last year's figures, mostly attributed to the wetter than average summer and fall seasons. Mr. Roy also stated that he is currently drafting the FY 2025 proposed budget and will present options for the Commissioners for water rate adjustments in late January.

Treasurer Travers asked Assistant Treasurer Karen Moretti to provide an update on the outstanding receivables. Mrs. Moretti stated that the current outstanding receivables are \$71,992.00 and that 3rd notices for billing had been sent one week prior. Mrs. Moretti also stated that the admin staff is currently contacting customers with past-due accounts to reduce the outstanding receivables balance. Mr. Travers stated that he would be willing

to work with the admin staff to revise the District's billing policy.

3. VOTE TO ACCEPT THE HOUSING CHOICE GRANT

Director Roy informed the Commissioners that the District had not received the terms for the grant agreement from the Commonwealth at this time and requested to defer any action on this item until it has been received. The Commissioners agreed and deferred discussion on this matter.

4. REVIEW DRAFT EMPLOYEE POLICY HANDBOOK

The Commissioners deferred this item to the next meeting.

No further discussion on this matter.

Conclusion of Open Meeting:

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

Robert H. Sheldon, Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

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

There being no further discussion the meeting adjourned at 5:48 p.m.