

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
DECEMBER 12, 2023

Chairperson Boyd called the open meeting to order at 5:04 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; 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 28, 2023, MEETING:

The Commissioners approved the Minutes for the Meeting of December 28, 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 DECEMBER 8th BI-WEEKLY REPORTS:

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

ASBESTOS PIPE DISPOSAL TRAINING

With regard to this item from the report, Commissioner Boyd asked Director Roy if the State requires workers within the waterworks industry to be certified and if so, how long are the certifications valid before needing to be renewed. Mr. Roy stated that public water suppliers that have asbestos cement (AC) pipe in their respective systems are required to have licensed personnel on staff who perform AC pipe removal for the purpose of main break repairs or water main replacement. He also stated that MassDEP has a strict multi-step protocol for removal and disposal, which requires documentation throughout the entire process. Mr. Roy stated that four of the District's staff are currently certified and that the certifications are valid for 5 years. He also stated that four staff are scheduled for training for certification on December 13th and January 14th.

ZONE II DELINEATION REPORT

Director Roy informed the Commissioners that he received a message from Ron Myrick of Tetra-Tech Engineering on December 12, 2023, informing him that MassDEP completed their initial review of Tetra-Tech's request to relocate the Zone II boundary line and that MassDEP has since requested additional information on the entire Zone II area. Mr. Myrick also stated that he was unsure if the property owner would be willing to move forward on providing the information to MassDEP and that he would contact Mr. Roy in the near future.

LEAD SERVICE LINE (LSL) PROJECT

Director Roy provided an update on the LSL project, stating that Environmental Partners has completed about 55% of Task 2, which consists of reviewing all existing documentation provided by the District on the services connections. Task 3 (developing an LSL inventory and GIS mapping) will begin following the completion of Task 2 which is scheduled for mid-January.

HUDSON-SUDBURY EVERSOURCE 115-KV PROJECT

Commissioner Sheldon asked Mr. Roy if he knew when the project would be completed, to which Mr. Roy responded that he believed the project is scheduled to be completed by August 2024, but that he needed to verify that time. Mr. Roy also stated that the remaining water main crossing on Boston Post Road is scheduled for May 2024.

3. VOTE TO ACCEPT THE HOUSING CHOICE GRANT

Director Roy presented the unsigned contract agreement between the District and Commonwealth for the terms to accept the Housing Choice Grant for their review. Mr. Roy provided a brief overview of the terms of the agreement, stating that the grant award to the District was for \$285,000. The start date of the agreement would be upon the date of final signature and would expire on June 30, 2025. Mr. Roy stated that there was no matching fund requirement for the grant and that the District would receive the grant funding via payment requisitions submitted to the Executive Office of Housing and Livable Communities (EOHLC) along with back-up documentation. Commissioner asked Mr. Roy if the District had contracted with an Engineering firm, in which Mr. Roy stated that he received a scope of services and cost proposal this past summer from BETA Group to do the preliminary design at Well # 5, and that was submitted in the original grant application to the Commonwealth. Commissioner Fox asked Mr. Roy if the proposed cost estimate matched the grant amount, to which Mr. Roy stated that BETA's cost proposal was for \$295,000 and that the \$10,000 delta would be paid from the District's Future Systems account.

Commissioner Fox moved that the Sudbury Water District accept the \$285,000 Housing Choice Grant Award from the EOHLC, Executive Office of Economic Development (EOED), and Massachusetts Development Finance Agency, and that the Executive Director, Vincent J. Roy is hereby authorized on behalf of the District to execute the grant agreement and all related documents for the \$285,000 grant under the Housing Choice Grant Program as well as furnishing such information, data, and documents pertaining to the District for a grant as may be required; and otherwise, to act as the authorized representative of the District; and that the purpose of said grant shall be to fund planning activities associated with Well 5. The motion was 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

4. REVIEW DRAFT EMPLOYEE POLICY HANDBOOK

The Commissioners reviewed the draft employee policy handbook from Pages 19 to 26, providing edits and comments. The Commissioners asked Director Roy to incorporate the edits into the draft policy for the Board's review at the next scheduled bi-weekly Commissioners meeting.

No further discussion on this matter.

Conclusion of Open Meeting:

Commissioner Boyd moved to conclude the open meeting and to move into executive session under Exemption 9 to review the meeting minutes from November 14, 2023, Executive Session and that the chair declares to not return to the Open Session at the conclusion of the Executive Session. The motion was duly seconded and subsequently approved unanimously by roll call:

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

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