

**BOARD OF WATER COMMISSIONERS**  
**MINUTES FOR THE MEETING OF**  
**FEBRUARY 20, 2024**

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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 in Person:** Robert H. Sheldon, Commissioner - Present; and Robert E. Boyd, Jr., Commissioner and Chairperson - Present.

**Board Members Present Virtually:** Joshua M. Fox, Commissioner

**Others Present in Person:** Vincent J. Roy, Executive Director; Thomas S. Travers, Treasurer; Renee M. Adams, Customer Service Manager and Karen Moretti, Assistant Treasurer.

**Others Present Virtually:** None

**1. REVIEW THE MINUTES FROM THE BOARD OF WATER COMMISSIONERS FEBRUARY 6, 2024, MEETING:**

The Commissioners approved the Minutes for the Meeting of February 6, 2024, 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 FEBRUARY 16<sup>th</sup> BI-WEEKLY REPORT:**

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

**MWRA METROWEST EXPANSION STUDY**

Commissioner Sheldon provided a summary of the February 15<sup>th</sup> meeting between the District and representatives from the MWRA. They stated that there is some potential that the deadline for the MWRA connection fee waiver of December 31, 2027, might be extended. They also said the District could connect onto the MWRA system without becoming a member but for emergency use only. An emergency requires a declaration by MassDEP.

Commissioner Sheldon noted that MWRA said there is a potential option for the District to connect to the MWRA system through Framingham by way of a twenty-four-inch connection near Framingham's Elm Street Pump Station which is less than one mile from the Sudbury town line. Commissioner Sheldon emphasized that to establish this connection the District would need to install a pumping station and water main at the District's expense. Commissioner Fox asked if the infrastructure for an emergency connection is the same as a permanent connection to which Commissioner Sheldon responded yes. MWRA representatives had also discussed Maynard's need for water and the options of a dedicated pipeline from Framingham (MWRA) through Sudbury to Maynard or wheeling water from Framingham (the MWRA) through Sudbury to Maynard. Commissioner Fox stated that the District should conduct a feasibility study or cost benefit analysis for connecting onto the MWRA system, given the permanent and emergency options, as well as Maynard's desire for more water. Also, the District should reach out to Framingham and to Maynard to get their thoughts on proposed connections. Director Roy stated that he has received cost proposals from two consulting firms for conducting

such a study and that the District's proposed Fiscal Year 2025 budget included funding for this study. Mr. Roy stated that the study will include evaluations of the District's hydraulic system and how it compares with surrounding communities (Framingham, Wayland, and Marlboro). Commissioner Fox asked if there was value for the District to establish a connection to the MWRA system, to which Commissioner Sheldon stated yes, that such connection would provide redundancy to the District's water supply and provide an alternative supply in case of an emergency.

### **WATER BILLING/LATE FEES**

Treasurer Travers informed the Commissioners that he met with Assistant Treasurer Karen Moretti, Customer Service Manager Renee Adams, and Director Roy earlier this week to discuss the District's late-fee policy. Mr. Travers stated that he is satisfied with the policy, except that there is one large-volume commercial customer who almost always pays late. The low cost of the late-payment penalty is a small fraction of the invoiced amount itself, which means there is minimal incentive for such a customer to pay promptly. More is gained in interest on the money held back than the cost of the penalty. The Commissioners discussed potential options for changing the late fee policy for commercial users from a flat penalty fee to a percentage rate for past due balances. This discussion is to be continued at a later meeting.

There was no further discussion on the Director's Report.

### **3. REVIEW DRAFT 88<sup>th</sup> ANNUAL & SPECIAL MEETING WARRANTS**

The Commissioners reviewed the draft warrants for the 88<sup>th</sup> Annual and Special District meetings. The Commissioners made edits to the draft Annual Meeting Warrant and asked Director Roy and Assistant Treasurer Karen Moretti to incorporate those changes for review at the next Commissioners meeting. There were no changes to the draft Special District meeting warrant.

### **4. REVIEW DRAFT EMPLOYEE POLICY HANDBOOK**

Director Roy requested to defer discussion on this topic to the next Commissioners meeting, scheduled March 5, 2024, and the Commissioners agreed.

### ***Conclusion of Open Meeting:***

Commissioner Fox moved to adjourn the meeting. The motion was 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 6:45 p.m.