

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
SEPTEMBER 17, 2024

A quorum being present, Chairperson Sheldon called the meeting to order at 5:07 p.m. He announced that the virtual version of the meeting was being recorded and requested those in attendance to state their name and title for the record by roll call:

Board Members Present in Person: Robert H. Sheldon, Commissioner and Chairperson - Present; Robert E. Boyd, Jr., Commissioner - Present; and Joshua M. Fox, Commissioner - Present.

Board Members Present Virtually: None.

Others Present in Person: Vincent J. Roy, Executive Director - Present; Thomas S. Travers, Treasurer - Present; Michael Abbondanzio, Foreman - Present; Karen A. Moretti, Assistant Treasurer - Present; and Renee M. Adams, Executive Administrator - Present.

Others Present Virtually: None.

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on September 3, 2024.

The Commissioners approved the minutes for the meeting of September 3, 2024, as amended. Commissioner Fox made the motion for approval, which was duly seconded by Commissioner Boyd, and approved by unanimous roll call:

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

2. Review of the Director's September 13th Bi-Weekly Report.

Director Roy presented his bi-weekly report, covering the following topics:

17 Trailside Circle: Abatement

Commissioner Fox informed the Board that the homeowner of 17 Trailside Circle, Robert Crane, had reached out to him regarding his recently abated water invoice. Commissioner Fox stated that he planned to call Mr. Crane to discuss the abatement, provided the other Board members had no objections. The Commissioners agreed that they had no issue with Commissioner Fox speaking with Mr. Crane but affirmed that their position on the abatement would not change. Commissioner Fox further noted that Mr. Crane had inquired with a member of the Town's Select Board and was informed that the Town has no authority over District matters. Commissioner Fox then asked Director Roy if a shut-off notice had been issued. Director Roy responded that a second notice was sent by certified mail return-receipt on September 12th and, if payment in full was not received by September 27th, a shut-off notice would follow.

New Employee Hire: Distribution/Treatment

Chairperson Sheldon inquired about the status of the new employee hire. Director Roy responded that the interview team had completed interviews and unanimously selected Nathan Dee, who accepted the position. Mr. Roy highlighted that Nathan has eight years of experience in the waterworks industry, having worked for the Towns of Concord and Maynard. Mr. Roy noted that Nathan holds several certifications, including Drinking Water certifications for Treatment 4 (T4), Distribution 2 (D2) and Backflow Testing, and has a Class B Commercial Driver's License (CDL). Nathan will begin his role at the District on September 30th.

Cash Receipts: Salem 5 Savings Bank

Treasurer Travers informed the Commissioners that the District needs to open a new bank account for cash receipts because the District's current bank, Main Street Bank, is closing its Sudbury branch. Mr. Travers proposed opening an impressed account with an initial \$500 deposit at Salem 5 Savings Bank in Sudbury. He further stated that future cash deposits will be transferred from this account into the District's operating banking account. Commissioner Fox requested that Treasurer Travers gather the necessary corporate resolution forms from the bank and present them at the next meeting for the Commissioners authorization to open the account. Commissioner Fox asked Director Roy to add this topic to the agenda for the next scheduled Commissioners meeting. Mr. Roy agreed to do so.

MassDEP Notice of Noncompliance (NON) for Cold Brook Crossing Wastewater Treatment Plant

Director Roy informed the Commissioners that MassDEP has issued a Notice of Noncompliance for violations at Cold Brook Crossing's wastewater treatment plant, citing that effluent data has consistently exceeded permissible limits. Cold Brook Crossing was required to submit a Return to Compliance (RTC) plan to the State by July 27th. In the interim, the facility has been pumping wastewater off-site for treatment. Mr. Roy also reported that, according to Sudbury's Board of Health, the wastewater treatment facility has been back online since mid-August, with no reported issues.

Proposed Expansion of the District to provide water to Maynard sub-division

Director Roy updated the Commissioners on a recent inquiry from a developer regarding connection to the District's public water supply for a proposed 40B subdivision in Maynard. He informed the developer that a petition for the expansion of the water distribution system is necessary. Additionally, Mr. Roy outlined several prerequisites that must be met before submitting a petition, including conducting a water impact study and making a formal presentation to the Board of Water Commissioners to discuss the proposed subdivision.

There were no further questions regarding the Director's Bi-Weekly Report.

3. Discussion: Proposed Brewster Road Sub-division

Commissioner Fox asked Director Roy about his meeting with Erik Rhodin regarding the proposed development of a subdivision consisting of eight single-family homes on Brewster Road, adjacent to District property on Goodman Hill. Director Roy explained that the development is still in the conceptual phase, but the developer may be open to including a utility easement for the installation of a new water main to the District's property at the top of Goodman Hill. The Commissioners and Director Roy reviewed the site plan and agreed to table further discussion until the next Commissioners meeting when the developer will be present.

4. Review of the Leak Abatement Policy

Commissioner Fox requested that the Board postpone discussion on the leak abatement policy until the next meeting to allow more time for reviewing the current policy. Chairperson Sheldon and Commissioner Boyd agreed to this request.

Conclusion of Open Meeting

Commissioner Fox moved to conclude the open public meeting session and move into executive meeting session, not to return to the open public meeting session, under executive session "Exemption 1. To discuss the reputation, character, physical condition, or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, for the review and vote to approve Minutes for the

March 24th, April 2nd, April 16th, April 22nd, and April 30th, Executive Sessions and the chair so declares.”
Chairperson Sheldon subsequently so declared.

The motion was duly seconded by Commissioner Boyd and approved by unanimous roll call:

Robert E. Boyd, Jr., Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner and Chairperson - Aye

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