

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
FEBRUARY 4, 2025

A quorum being present, Chairperson Sheldon called the meeting to order at 5:02 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. Representatives from Kleinfelder Northeast, Inc. included; Chelsea Waite, Project Manager; Amanda Craver, Engineer; Steven Huang, Engineer; and Kirsten Ryan, Senior Project Manager.

Others Present Virtually: none

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on January 21, 2025.

The Commissioners reviewed and approved the minutes for the January 21, 2025, meeting, as amended. Commissioner Fox made the motion for approval, which was duly seconded by Commissioner Sheldon, and approved by unanimous roll call:

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

2. Kleinfelder Presentation on Draft Report on Evaluation for Short-term (Emergency) & Long-term Water Supply Sources.

Chelsea Waite, Project Manager from Kleinfelder Northeast, presented an overview of their evaluation for establishing an emergency water supply interconnection with neighboring communities and exploring an alternative long-term water supply source. The analysis included a detailed examination of water quality blending between the District’s water and sources from Marlboro, Framingham, Wayland, and the MWRA. It was noted that blending water from these sources posed no issues, except for the need to disinfect water using chloramines when blending with the MWRA source. Preliminary cost estimates and scenario rankings for the different options were also discussed.

Ms. Waite recommended that the Commissioners review the decision factors and adjust the weight factors as they deem appropriate for the District. Their decisions on the weighted factors would be incorporated into the final report. Director Roy mentioned that further discussion on the decision and weight factors would be scheduled for the next Commissioners meeting.

There was no further discussion on this topic.

3. Review Draft FY 2026 Budget

Director Roy presented the draft FY26 budget, highlighting significant increases in certain budget lines compared to the current budget. He explained that the 33% increase in the computer line is due to the need to replace the District’s network server this summer. Additionally, the chemical line shows a 59% increase due to the need to replace granular activated carbon (GAC) at the Raymond Road WTP/PFAS filtration system. The water testing budget has increased by 66% to comply with MassDEP regulations for

additional PFAS testing at the Raymond Road WTP. The overall increase in the operating and capital budgets is 4.6%. Several other specific line items were also discussed. Final approval of the budget was deferred to a future Commissioners meeting, pending further review by the Commissioners.

There was no further discussion on this topic.

4. Review Water Rates and Vote on Proposed Rate Increase

Director Roy presented three options for a proposed water rate increase to take effect in the upcoming 4th quarter billing cycle. The proposed rate increase options were as follows:

- **Option 1:** 4% increase
- **Option 2:** 6.5% increase
- **Option 3:** 8% increase

After a discussion and consideration of other potential increase percentages, the Commissioners agreed that a 6.5% rate increase, along with an increase of the base charge from \$31 to \$32 per quarter, is necessary to fund the proposed FY26 Operating Budget. Commissioner Fox moved to increase the current water rates by 6.5% and increase the base charge to \$32 per quarter, effective in the 4th quarter billing cycle. The motion was duly seconded by Commissioner Boyd, and approved by a unanimous roll call:

Robert E. Boyd, Jr. Commissioner – Aye

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner and Chairperson - Aye

5. Review of the Director’s January 31, 2025, Bi-Weekly Report.

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

- Leak abatement for Camp Sewataro

Commissioner Sheldon asked Director Roy to verify the abatement issued to the Town of Sudbury’s Camp Sewataro property, located at 1 Liberty Drive. Mr. Roy explained that a leak on the private side of the meter led to an invoice amount of \$22,964.38. The Town immediately repaired the leak upon receiving the bill and submitted proof of the repair along with an abatement application. According to the District’s policy formula, the abatement amount granted in the Director’s report is accurate at \$4,072.62, resulting in an adjusted balance of \$18,891.76 after the abatement.

- PFAS/MDL:

Commissioner Fox asked about the initial disbursement payments from the multidistrict litigation, which he thought were scheduled for early December but have yet to occur. Mr. Roy explained that Attorney Sansone had initially predicted the disbursements would occur in the first quarter of this year, though there was a possibility of payments in December. Mr. Roy said he would follow up with SL Environmental and report back to the Commissioners at a future meeting.

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

6. Review Draft Employee Policy (Handbook).

Director Roy stated that due to the late meeting, tonight’s discussion on the employee policy would be postponed until the next meeting. Commissioner Fox requested that Mr. Roy schedule a separate meeting with no other agenda items so that the Commissioners could focus solely on completing the revision of the employee policy. The other Commissioners agreed with this request, and Mr. Roy concurred.

Conclusion of Open Meeting

Commissioner Fox moved to adjourn the open meeting. The motion was duly seconded by Chairperson Sheldon and was approved by a unanimous roll call:

Joshua M. Fox, Commissioner - Aye

Robert E. Boyd, Jr., Commissioners - Aye

Robert H. Sheldon, Commissioner and Chairperson - Aye

There being no further discussion, the meeting adjourned at 6:45 p.m.