

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
MARCH 18, 2025

A quorum being present, Chairperson Sheldon called the meeting to order at 5:02 PM. 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; Joshua M. Fox, Commissioner – Present; and Robert E. Boyd, 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; 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 March 4, 2025.

The Commissioners reviewed and approved the minutes for the March 4, 2025, meeting, as amended. Commissioner Fox made the motion for approval, which was duly seconded by Commissioner Sheldon, and approved by unanimous roll call:

Robert E. Boyd, Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner and Chairperson – Aye

2. Review of the Director's March 14, 2025, Bi-Weekly Report.

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

- East Street Water Treatment Plant/PFAS Project:
Mr. Roy reported that a progress meeting was held at 10:00 AM today. The foundation footing was completed last week, and the concrete forms for the foundation are currently being erected. The project is approximately two weeks behind schedule. However, Mr. Roy shared that Barbato Construction expressed confidence in making up for the delay, with minimal or no anticipated effect on the project completion date. This is expected to be achieved by simultaneously installing sections of the new water main and backwash piping this week.
- Metro West Regional Water Collaborative /Proposed Water Supply Study:
Commissioner Sheldon requested an update from Director Roy on the March 7th virtual meeting with the MetroWest Regional Water Collaborative. Mr. Roy reported that the meeting lasted approximately 20 minutes and primarily focused on the members' review of the draft Request for Proposals (RFP) for hiring a consultant to conduct the study. He also noted that the Sudbury Water District did not review the RFP due to its status as a non-contributing participant in the study.
- Malfunctioning Water Meters Reported from Last Billing Cycle:
Commissioner Fox requested an update on the replacement of the 40 water meters that could not be read during the last quarter's billing cycle. Executive Administrator Adams reported that 38 meters have been successfully replaced, with two still pending as efforts are underway to schedule appointments.

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

3. Review and Vote to Approve the 89th Special Meeting Warrant

Director Roy presented the draft amended warrant for the 89th Annual Special District Meeting for review and discussion. He noted the addition of Articles 5 and 6 to the warrant for the establishment of a Capital Projects Stabilization Fund Account. This would be a specific stabilization fund account, separate from others, and it would be used specifically for depositing claim settlement disbursements from the AFFF Multi-District Litigation (MDL). However, updates were made to the Special Annual Meeting warrant. Articles 5 would establish the fund, and Article 6 would allow for depositing anticipated claim settlement money into that account. Director Roy explained that Dick Hingston, former auditor and current financial advisor, recommended keeping this stabilization fund account separate from the one established for service connection fees, even though both could have funds withdrawn for capital projects.

Commissioner Sheldon made the motion to approve the amended Warrant for the 89th Annual Special Meeting, which was duly seconded by Commissioner Fox, and approved by unanimous roll call:

Robert E. Boyd, Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner and Chairperson – Aye

4. Vote to Authorize the Execution of the Three-Year Contract 25-12 with Calgon Carbon for GAC

Director Roy presented a three-year contract with Calgon Carbon for granular activated carbon (GAC) replacement services for the District. He explained that carbon replacement will be conducted annually for the primary vessels at each water treatment facility. Commissioner Sheldon requested a detailed cost breakdown, which Director Roy outlined as follows:

- **Year One:** \$110,000 to replace 60,000 lbs. of virgin carbon in two primary vessels at the Raymond Road WTP.
- **Year Two:** \$203,000, covering:
 - Replacement of 40,000 lbs. of virgin carbon in the East Street WTP (if required).
 - Replacement of 60,000 lbs. of regenerated carbon in the Raymond Road WTP.
- **Year Three:** \$209,000 to replace a total of 100,000 lbs. of regenerated carbon across both facilities. The contract also includes a \$14,000 bid alternative for temporary movement and storage of GAC during maintenance. This brings the total contract value to **\$546,400**, with the following cost per pound:
 - Virgin Carbon: **\$1.84/lb.**
 - Regenerated Carbon: **\$1.43/lb.**

Commissioner Sheldon made the motion to approve authorizing Director Roy to execute the three-year contract with Calgon Carbon, which was duly seconded by Commissioner Fox and approved by unanimous roll call:

Robert E. Boyd, Commissioner - Aye

Joshua M. Fox, Commissioner - Aye

Robert H. Sheldon, Commissioner and Chairperson – Aye

Closing of Open Meeting

Commissioner Fox moved to temporally close the open public meeting session and move into executive meeting session, under executive session “Exemption 3. To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and to review and vote to approve Executive Session Minutes for March 4, 2025. and the chair so declares.” Chairperson Sheldon subsequently so declared. 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

Reopening of Open Meeting

A quorum being present, the meeting was re-opened at 6:29 PM

5. Review Draft Employee Policy (Handbook).

Director Roy informed the Commissioners that he inserted a paragraph regarding health care insurance for surviving spouses of eligible employees in the Health & Dental Insurance section. The attendees reviewed the document from the Health and Dental Insurance section through the Vehicle Use Policy section. They made changes and noted where advice should be sought from counsel with expertise in personnel policy. Commissioners agreed to continue the review at the next meeting, with the goal of a complete review of the full document. Commissioner Boyd requested that Director Roy forward the Commissioners the approved amendment to insurance opt out along with a copy of the current Employee Policy Manual for their review.

Conclusion of Open Meeting

Commissioner Fox moved to adjourn the meeting. That motion was duly seconded by Chairperson Boyd and approved by 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 7:15 p.m.