

BOARD OF WATER COMMISSIONERS  
MINUTES FOR THE MEETING OF  
NOVEMBER 12, 2025

A quorum being present, Chairperson Fox called the meeting to order at 5:06 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 – Present; Joshua M. Fox, Commissioner and Chairperson – Present; and Robert E. Boyd, Commissioner – Present.

Others present in person: Vincent J. Roy, Executive Director - Present; Thomas S. Travers, Treasurer – Present; Michael Abbondanzio, Foreman – Present; and Renee 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 October 28, 2025.**

The Commissioners reviewed the minutes for the October 28, 2025, meeting. Chairperson Fox moved to approve the minutes as amended. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call vote:

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

**2. Review of the Director's November 7, 2025, Bi-Weekly Report.**

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

- *Federal Grand Jury Subpoena for Billing Information:*  
Chairman Fox asked Director Roy if he was aware of the reason for the Grand Jury subpoena. Mr. Roy explained that the subpoena was issued in connection with a criminal investigation and requested billing information related to a Sudbury address. He further noted that the specific address identified in the subpoena must remain confidential due to the ongoing investigation.
- *Landham Road Water Main Replacement Project:*  
Commissioner Sheldon requested that Director Roy provide an update on the engineering design. Director Roy reported that Phase One of the design contract is nearly complete, with the only remaining task being a property boundary survey of the Boston Post Road and Landham Road intersection.

Mr. Roy noted that the following items have been completed: data collection, base mapping, wetland flagging, GPS and drone surveys, and flow simulation using the District's hydraulic model. The model simulated a 2.5-mgd flow from a possible MWRA connection in Framingham. Mr. Roy further explained that retaining the recently replaced 12-inch water main beneath the culvert on Landham Road would not affect water flow, due to the distribution system being supported by connections from adjacent side streets.

Mr. Roy concluded by stating that the remaining tasks include preparation of engineering design plans and bid-ready documents. The project is expected to be ready for bid by mid-February.

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

**3. Review Kleinfelder Draft Report/Emergency & Long-Term Water Supply.**

Director Roy informed the Commissioners that he had held a phone conference with Chelsea Waite of Kleinfelder to address the Commissioners' additional concerns and the need to incorporate missing items

into their report. He noted that he recently discovered a gated physical connection with the Town of Wayland's public water supply, located off of Old County Road near the Wayland DPW. Because the District operates at a higher pressure, this connection primarily benefits Wayland; however, the District could utilize it by isolating that section of its distribution system to be supplied by Wayland. That would require shutting off a number of specific valves in the District's distribution system when Wayland feeds the area. That feed would reduce the overall demand on the District's system.

Mr. Roy also stated that he instructed Kleinfelder to include information regarding the District's expired agreement with the Town of Framingham for a hydrant-to-hydrant emergency connection at the end of Dawson Drive. He further directed Kleinfelder to attend the December 9<sup>th</sup> Commissioners' Meeting to provide a brief presentation and discussion on their draft report.

Commissioner Sheldon expressed skepticism about Kleinfelder's interpretation of a beneficial connection to the MWRA via Marlboro, emphasizing his preference for the District to maintain its own water supply. Mr. Roy reiterated that any connection with surrounding communities or the MWRA should be considered solely for emergency purposes or to supplement the District's resources, and not as a means to eliminate the District's resources. The District has complete control over its own sources, as opposed to sources emanating from the MWRA and an adjacent municipality's system. Mr. Roy then asked Commissioner Sheldon if he would be available for a phone conference with Kleinfelder to further discuss and finalize the report, to which Commissioner Sheldon agreed. Chairman Fox added that the report should also highlight the District's historical success in providing water to the residents and businesses of Sudbury since 1933 without incident or supply issues.

**4. Authorization to Execute Land Lease Agreement at 100 East Street.**

Director Roy and Chairman Fox reviewed the marked up draft lease agreement from the October 28<sup>th</sup> Commissioners meeting. After a thorough review of the draft agreement, the Commissioners requested that Director Roy forward their additional edits to Ivan Pagecik, the District's cell tower consultant, for his feedback. They also asked that Mr. Pagecik present the updated draft to Verizon. Director Roy agreed and stated he would present the revised lease agreement at a future meeting.

**5. Review Draft Employee Policy.**

Director Roy stated that he was not prepared to present the draft policy at this time and elected to bring it forward for discussion at a future meeting. The Commissioners concurred with this approach.

**6. Review and Vote to Approve Accessory Dwelling Unit (ADU) Regulation.**

Director Roy presented a draft regulation addressing Accessory Dwelling Units (ADUs) under the District's System Rules and Regulations. He noted that the draft had already been shared with District Counsel, who confirmed that it is consistent with the newly promulgated State law. Mr. Roy further reported that he had surveyed nearby Water Districts regarding their requirements for providing water to ADUs, and that his proposed draft was less stringent than those of neighboring districts. The Commissioners expressed concerns in imposing cost requirements that would burden property owners seeking to construct an ADU. They requested that Director Roy expand his survey to include neighboring communities beyond Water Districts and present his findings at the next Commissioners meeting, to which Mr. Roy agreed. No vote had been taken by the Commissioner on this topic.

**Conclusion of Open Meeting**

Chairman 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 9. To confer with a mediator, as defined in section 23c of chapter 233, with respect to any litigations on public business, and approve Executive Session Minutes for October 14, 2025, session, and the chair so declares."

Chairperson Fox subsequently so declared. The motion was duly seconded by Commissioner Sheldon and was approved by a unanimous roll call:

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

Robert E. Boyd, Commissioner - Aye

There being no further discussion, the meeting adjourned at 6:10 p.m.