

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
JANUARY 6, 2026

A quorum being present, Chairperson Fox called the meeting to order at 5:07 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; Karen Moretti, Assistant Treasurer - Present; and Renee Adams, Executive Administrator – Present.

Others present virtually: “Michael G.” appeared in the waiting room to attend the meeting. He was asked, both orally and via Zoom message function, to identify himself and provide his address for the meeting record. The individual did not respond to the request and was therefore removed from the virtual meeting. “Michael G.” reentered the waiting room at approximately 7:00 PM and was again asked via the Zoom message function to identify himself and provide his address for the record. After failing to respond, he was again removed from the meeting. Had he spoken or written in the Zoom Chat with a compelling reason as to why he should not identify himself, he would have been permitted to remain in attendance. It should be noted that the District has been subject to sexually explicit and discriminatory Zoom attacks in the past.

1. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on December 9, 2025.

The Commissioners reviewed the minutes for the December 9, 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 December 19, 2025, and January 2, 2026, Bi-Weekly Reports.

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

- Small Claims Court Case:

Director Roy informed the Commissioners that he, Executive Administrator Renee Adams, and District Counsel attended the virtual hearing held on December 17th. The primary focus of the hearing was the District’s request for dismissal. The Magistrate concluded the session and took the motion to dismiss under advisement. On December 19th, the court dismissed the complaint without prejudice.

- Raymond Road WTP/Greensand Filters/Inspection Report:

Chairperson Fox requested that Director Roy provide further explanation regarding the greensand issue at Raymond Road WTP. Mr. Roy reported that higher-than-normal chlorine readings on water existing the greensand filters were first observed this past October. He suspected that the cause might be short-circuiting of the greensand media within the vessel, which led him to arrange for a professional inspection of both filter vessels by Andrew Taylor, a well-respected expert in water treatment filtration.

The inspection revealed that the greensand media had become heavily fouled with iron and manganese and would need to be replaced. Mr. Roy stated that the estimated cost for media replacement is approximately \$500,000 and noted that the FY26 budget does not currently include sufficient funding for this work.

Mr. Roy assured the Commissioners that the water being filtered continues to meet EPA standards for iron and manganese removal. He also confirmed with Mr. Taylor that the media replacement could be delayed until this coming fall. Additionally, Mr. Roy explained that District staff will adjust backwash operations by reducing the interval between backwash cycles from 60 hours to 40 hours and increasing the backwash duration from 25 minutes to 35 minutes.

Chairperson Fox asked when the media was last replaced. Mr. Roy responded that the most recent replacement occurred in 2014, when the District replaced the existing standard greensand with Greensand Plus.

Commissioner Sheldon requested that Director Roy consult with the District's engineering consultant regarding the differences between conventional greensand and Greensand Plus. Are they equally effective in removing iron and manganese? If there is minimal difference in performance, is there a substantial cost difference? Commissioner Sheldon also asked Mr. Roy to inquire about the potential use of Pantomite to break up iron and manganese buildup on the existing greensand as a temporary measure. Mr. Roy agreed to follow-up on both items.

- *Craig Lane Water Main Break:*

Chairperson Fox requested that Director Roy provide a brief summary of the Craig Lane water main break. Mr. Roy reported that he was contacted by the on-call District staff member at approximately 4:30 PM on December 26th regarding a major water main break and a rapid drop of about 10 feet in the water tank levels. Mr. Roy instructed the staff member to locate the gate valves and isolate the leak as quickly as possible, while he arranged for a crew to be dispatched to assist. He also contacted Dig Safe and initiated public notification. Mr. Roy noted that weather conditions during the repair were extremely difficult, with freezing temperatures and snowfall.

The break occurred on an 8-inch PVC pipe and is believed to have been caused by deflection of the pipe during its original installation. The pipe, installed roughly 30 years ago, likely failed due to minor ground movement and stress associated with the deflection. Water service was restored at approximately 1:00 AM.

- *OPEB Meeting:*

Treasurer Travers informed the Commissioners that he, Assistant Treasurer Karen Moretti, and Director Roy attended a meeting with the District's financial investment advisor, Bartholomew & Company, on January 7th to review the District's OPEB funds and General Fund investments. Mr. Travers reported that the District's OPEB remains 100% funded and that no changes to the current funding contribution are planned. He also noted that the District realized an 11.86% gain on its general investments over the past year, resulting in an ending balance of \$3,882,182.77.

Commissioner Sheldon inquired about the District's bond rating and what steps could be taken to restore the District's AAA rating. Assistant Treasurer Moretti responded that she would contact her representative at S&P to begin the process of reestablishing the AAA rating.

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

3. Authorization to Execute Land Lease Agreement at 100 East Street.

Director Roy stated that he was still awaiting Verizon's response regarding the District's final edits to the draft lease. He noted that he has been in contact with Verizon's representing attorney and expects Verizon's acceptance of the proposed changes later this week.

There was no further discussion on this topic.

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

Director Roy presented the Commissioners with the draft ADU policy along with a recent survey conducted by the Massachusetts Water Works Association (MWWA) regarding public water suppliers'

responses to the new State ADU regulation. He also provided statements from the Sudbury Building Department, National Grid, and Eversource outlining how each entity is addressing the ADU requirements. After reviewing the survey and engaging in extensive discussion, the Commissioners made several edits to the draft policy.

The Commissioners requested that Director Roy incorporate their revisions into a final clean version of the document in preparation for approving the policy at the next 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.

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, to approve Executive Session Minutes for December 9, 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 7:30 p.m.