

BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
DECEMBER 9, 2025

A quorum being present, Chairperson Fox called the meeting to order at 5:20 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; Renee Adams, Executive Administrator – Present, and representatives from Kleinfelder Engineering, Chelsea Waite and Amanda Craver.

Others present virtually: Michael Sanders from Kleinfelder Engineering.

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

Director Roy provided a brief update to the Commissioners regarding the most recent virtual meeting with Commissioner Sheldon and members of the Kleinfelder team, Chelsea Waite and Michael Sanders. Mr. Roy reported that the meeting was very productive with changes being incorporated into the executive summary and weighting/decision tables within their report. He then introduced members of the Kleinfelder team to present the revisions and respond to any questions from the Commissioners.

Chelsea Waite of Kleinfelder summarized the revisions, noting that language was added to the Executive Summary regarding intermunicipal agreements and upgrades to wheel water from neighboring communities. Additional revisions included:

- Section 3.3, *Water Purchase Cost from the MWRA*.
- Section 6.4, *Historical Emergency Connections*, with the addition of Wayland and Framingham.
- Section 7.0, *Conclusions and Recommendations*, with the inclusion of the expired municipal aid agreement with Framingham and a schematic of the physical connection to Wayland's water infrastructure.
- Background information on existing wells and potential new well fields.
- Updates to the weighting and ranking decision tables.

Several discussion points were covered between staff and elected officials from the District and representatives from Kleinfelder. Kleinfelder agreed to make a few clarifications to the report, based on the discussions.

The Commissioners thanked Kleinfelder for their presentation and for the efforts put forth in producing the report.

2. Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on November 12, 2025.

The Commissioners reviewed the minutes for the November 12, 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

3. Review of the Director's November 7, 2025, and December 5, 2025, Bi-Weekly Reports.

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

- *East Street WTP/PFAS Treatment Project/ Gantry Crane:*
Chairperson Fox noted in the Director’s report that Weston & Sampson and Barbato Construction had agreed to split the cost evenly as a means of addressing the hatch removal issue. All three Commissioners voiced their opposition to the use of a gantry crane, which did not appear to provide a preferable or efficient means of removing the hatches, especially since the proposed solution also involved relocating piping to accommodate the positioning of the gantry. They instructed Director Roy to reject Weston & Sampson’s proposal for a gantry crane as the solution and to require Barbato Construction to provide an alternative solution that meets the design specifications for safely removing the hatches. Director Roy agreed to advance this matter with Weston & Sampson and Barbato Construction the following day.
- *Water Billing:*
Commissioner Sheldon reported that he had spoken with Director Roy and Executive Administrator Renee Adams regarding water billing complaints appearing on social media. He commended Mrs. Adams for preparing a written protocol to address customer complaints. Mrs. Adams emphasized that any complaints originating on social media should be directed to follow up with the District in order to properly resolve their concerns. Commissioner Sheldon requested that Mrs. Adams upload the Billing Complaint Protocol to the District’s website, and Mrs. Adams agreed to do so.
- *AFFF Multi-District Litigation (MDL):*
Director Roy informed the Commissioners that the District received its second MDL disbursement of \$842,121.81 on December 9. Chairperson Fox then asked Director Roy for the total amount received to date. Mr. Roy reported that the District had previously received \$439,080.62 on August 8, 2025, bringing the cumulative total to \$1,281,202.43.

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

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

Director Roy and Chairperson Fox reviewed the marked up draft lease agreement as presented to Director Roy on November 20, 2025. 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.

Temporary Closing of the Open Meeting at 6:50 PM

Chairperson Fox moved to temporary close the open public meeting session and move into executive 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

Reopening of the Open Meeting at 7:32 PM

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

Director Roy presented a revised draft regulation addressing Accessory Dwelling Units (ADUs) under the District’s System Rules and Regulations. Commissioner Sheldon reported that he had further discussed the matter with Director Roy and a representative from Framingham DPW, noting that the City of Framingham was strongly considering a requirement for a separate water service to each ADU.

Commissioner Boyd and Chairperson Fox expressed concern that such cost requirements could place an undue burden on property owners seeking to construct an ADU.

The Commissioners requested that Director Roy review the Mass Water Works Association discussion board regarding ADUs and conduct a survey of other utilities' requirements on this topic, with findings to be presented at the next Commissioners' meeting. Director Roy agreed to do so. No vote was taken on this matter.

6. 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

Chairperson Fox moved to conclude the open public meeting session. 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 7:50 p.m.