BOARD OF WATER COMMISSIONERS
MINUTES FOR THE MEETING OF
NOVEMBER 10, 2026

A quorum being present, Chairperson Boyd called the meeting to order at 5:04 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:

Board Members present in person: Robert H. Sheldon, Commissioner – Present; Joshua M. Fox, Commissioner– Present; and Robert E. Boyd, Jr. Chairperson and Commissioner - Present.

Others present in person: Thomas S. Travers, Treasurer; Vincent Roy, Executive Director; Karen Moretti, Assistant Treasurer; Renee Adams, Executive Administrator; Michael Abbondanzio, Assistant Director/Foreman; Blake Martin, Andy Reid, Margaret McCarthy, and Rob Musci from Weston & Sampson.

Others present remotely: Michael Miller, address unknown.

1. **Request for Amendment No. 3 to Contract for Wells 4&6 PFAS Mitigation Project.**
   Director Roy provided a brief overview of the Wells 4 & 6 PFAS Treatment Project and the proposed third amendment to the current contract in the amount of $100,000. He explained that approximately six weeks earlier, Andy Reid of Weston & Sampson had contacted him regarding the need for an amendment to cover additional work that fell outside the original contract scope.

   Director Roy reviewed the history of the project, including the original $250,000 preliminary design contract, a subsequent amendment for full-scale design, and the project's recent pre-approval for State Revolving Fund (SRF) financing. He further explained that the project timeline accelerated significantly after the Massachusetts Clean Water Trust unexpectedly approved $8.4 million in SRF funding for the Sudbury Water District in April 2026. According to Director Roy, this approval required the District to meet an expedited schedule in order to remain eligible for funding before the June 2027 SRF deadline.

   Rob Musci of Weston & Sampson described how the firm shifted the project from a small-scale pilot program to a full-scale pilot approach. This effort included extensive coordination with the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust to develop an innovative strategy involving two parallel pilot programs that would satisfy regulatory requirements while meeting the accelerated funding schedule.

   Mr. Musci explained that the additional work included meetings with regulatory agencies, development of the full-scale pilot program, resubmission of the SRF application, and anticipated modifications related to pre-filter testing and PFAS treatment processes. He provided the Commissioners with a draft of Amendment No. 3 and reviewed the cost breakdown contained within the amendment. Mr. Musci noted that approximately $40,000 of the requested amount had already been expended on the additional work necessary to prepare and submit applications to MassDEP and to participate in related regulatory meetings.

   Mr. Musci requested the Commissioners' approval of Amendment No. 3 and the associated additional funding in the amount of $100,000. Director Roy stated that sufficient funds were available within the current project budget to support the amendment. He expressed his support for the request and recommended its approval.

   Following discussion and review of the amendment and associated costs, Commissioner Fox moved to authorize the Executive Director to execute Amendment No. 3 for the Wells 4 & 6 PFAS Treatment Project. The motion was seconded by Commissioner Sheldon and approved unanimously by roll-call vote:

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

Temporary Closing of Open Meeting to move into Executive Session at 5:40 PM

Chairperson Boyd asked attendees if there were any questions or comments on the proceedings so far, because he was preparing to make a motion to temporarily close the open public meeting in order to move into Executive Session. There were no comments or questions.

Chairperson Boyd moved to temporary close the open public meeting session and move into executive meeting session, and to return to the open public meeting session at the conclusion of the executive session, under executive session, ***Exemption 6:*** "To consider the purchase, exchange, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating positions of the District", regarding the proposed Brewster Road Subdivision – Chairperson Boyd so declared, and to review and vote to approve executive session minutes from October 27, 2026. The motion was duly seconded by Commissioner Sheldon and approved by unanimous roll call:

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

Reconvene the Public Meeting at 6:18 PM

2. **Review and Vote to Approve the Minutes from the Board of Water Commissioners Meeting held on October 27, 2026.**

   The Commissioners reviewed the minutes for the October 27, 2026, meeting. Chairperson Boyd moved to approve the minutes as amended. The motion was seconded by Commissioner Sheldon and approved by unanimous roll call vote, Commissioner Fox not being present because of another commitment that arose during the Executive Session:

   Robert H. Sheldon, Commissioner– Aye
   Robert E. Boyd, Jr., Chairperson and Commissioner – Aye

3. **Review of the Director's October 23, 2026, Bi-Weekly Report.**
   Director Roy presented his bi-weekly report, covering the following topics:

   - *Macone Property:*
     Commissioner Sheldon asked Director Roy whether he had received a response to his email to Nina Pickering-Cook regarding the Commissioners' question about the timing of the land swap agreement between the District and Mr. Macone in relation to the Deutsche Bank foreclosure notice. Director Roy stated that he had not yet received a response from Ms. Pickering-Cook but would follow up with her later in the week.

   - *Landham Road Water Main Break:*
     Commissioner Sheldon noted that two water main breaks had occurred during the previous two weeks, on Landham Road and Alta Road, and expressed concern that the incidents had not been communicated to the public, contrary to notifications in recent years for most other emergencies.

     Director Roy noted the challenge to make notifications when other activities during emergencies (finding valves, stopping the flow of water, assembling resources, etc.) take priority, a problem that is especially the case during off hours. He stated that he was committed to improving the process going forward to get notifications out during all water emergencies. He explained that the District's standard procedure for emergency communications includes issuing notifications through Rave Alert and posting updates to the District's website. Director Roy stated that he himself and Renee Adams were the two who are the most experienced at making the notifications and therefore are the two who are most comfortable doing so. He acknowledged the importance of training additional administrative staff, including Jennifer and Karen, to carry out these responsibilities when needed.

Commissioner Sheldon suggested that all administrative staff be trained on the District's emergency messaging procedures and be compensated for time spent issuing emergency communications outside of normal working hours.

Director Roy agreed that additional staff training would be beneficial and stated that he would speak with Sudbury Police Chief Nix regarding the possibility of utilizing dispatch personnel to issue Rave Alert notifications as a backup to District staff during emergency situations.

- *Solar Panel Project:*
  Chairman Boyd requested an update on the District's Solar Panel Project. Director Roy reported that he had authorized Weston & Sampson to proceed with the design of a solar panel system to be installed on the roof of the Vehicle Equipment Building, consistent with the recommendation outlined in the firm's feasibility and investigation report. Director Roy explained that, although Weston & Sampson had initially expressed concerns regarding the roof pitch to the north and the project's efficiency requirements, their analysis ultimately determined that the Vehicle Equipment Building would provide the highest energy production and overall performance among the locations evaluated and that the pitch to the north could be accommodated.

  Director Roy further stated that the design plans for the solar project were expected to be completed by the end of January, with installation anticipated during the spring. He noted that the project timeline allows for completion by the following year and therefore remains on schedule.

No other items were discussed in the Bi-weekly Report

4. **Review Draft Employee Policy (Handbook).**
   The Commissioners tabled further discussion and agreed to review the updated version, including Mr. Travers' comments, prior to their next meeting, scheduled for November 24th.

Conclusion of Open Meeting

Chairperson Boyd asked attendees if there were any questions or comments on the proceedings so far, because he was preparing to make a motion to close to the public meeting. There were no comments or questions.

Chairperson Boyd moved to conclude the public meeting. , The motion was duly seconded by Commissioner Sheldon and approved by unanimous roll call:

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

There being no further discussion, the meeting adjourned at 6:46 p.m.