

**Attendance Roster**

Board Members		
Bill Harvey	Christian Carpenter	Randy Karg

  

Others		
Maurice Goulet	Tracey Klenk	Mark Cerel
Dave O'Toole		

**Agenda**

1. Review of status of open action items from 13 December 2018
2. Board discussion and vote to pass Medfield Water Rules and Regulations
3. Update by Maurice Goulet on recommendation of location of new easement at Harding Street on Reineman property
4. Presentation by Maurice Goulet on Pleasant Court recommended solutions and costs
5. Discussion of EPG manganese removal pilot report
6. Update by Maurice Goulet on Unaccounted for Water study
7. Presentation by Maurice Goulet on draft FY 2020 operating budget and 20 year capital plan
8. Development of W&S Board Policies and Procedures: Agenda Policy and Written Materials for Agenda
9. Review monthly water and sewerage operations expense with year to date totals
10. Board Members to approve meeting minutes of 13 December 218
11. Chairman to sign billing adjustment sheets for December
12. Vote to go into Executive Session: Under Massachusetts Open Meeting Law Section 21 Exemption 3 Board to discuss strategy with respect to litigation of Turtle Brook payment dispute.

**Agreements**

1. Completed action items will be noted as complete in the final version of the meeting minutes.  
Unfinished action items will be carried forward into the 'Holdover Action Items' register of current meeting's minutes.
2. The current version of the proposed Water Rules and Regulations were approved pending completion of final edits.
3. The proposed relocation of the Reineman property easement on Harding St. was approved.
4. Replacement of the Pleasant Court water main will be conducted during the spring construction season using 8 inch piping. Sources of funding and construction strategy, i.e., contractor or Town staff labor, TBD.

**New Action Items**

#	Item	Responsible	Due
1.	Complete final edits to Water Rules and Regulations	M. Goulet	11 Jan 19

2.	File final version of Water Rules and Regulations with Town Clerk.	T. Klenk	18 Jan 19
3.	Follow up with appropriate actions related to relocation of the utility easement on the Reineman property on Harding Street.	M. Cerel	TBD
4.	Place manganese pilot plant study on next Board meeting agenda.	B. Harvey	31 Jan 19
5.	Advise E. Kelley, EPG, of time and location of next Board meeting	M. Goulet	11 Jan 19
6.	Forward the DEP documentation for waste water treatment staffing recommendation to Board members	M. Goulet	11 Jan 19

**Holdover Action Items**

#	Item	Responsible	Due
7.	Create placeholder on Annual town Meeting warrant for fire hydrant access by-law	B. Harvey	Done

**Summary Notes**

Meeting began: 08:43

Meeting concluded: 10:15

**13 Dec 18 Action Items –**

Completed action items were identified and will be noted as complete in the final version of the meeting minutes.

Unfinished action items are carried forward into the ‘Holdover Action Items’ register of this meeting’s minutes.

**Water Rules and Regulations –**

The current draft version of the regulations version was reviewed.

Clarification of Section 2.10 is required to explicitly state that irrigation backflow preventer device testing applies only to non-residential services only.

Section 2.19 governing water use restrictions was thoroughly discussed. An action item was taken by M. Goulet to confirm that this section is in compliance with DEP requirements for water conservation practices.

A vote to accept and approve this version, pending resolution of the two outstanding issues in sections 2.10 and 2.19 was made by C. Carpenter; Second by B. Harvey.

Voice vote: C. Carpenter – Yes, B. Harvey – Yes, R. Karg – No  
Motion carried

Action Items taken for follow-up.

**Harding Street Easement –**

M. Goulet reviewed the proposed relocation of this easement to the westerly and southerly property lines of the Reineman parcel on Harding Street.

Motion to accept the recommended re-location plan by R. Karg, Second by C. Carpenter.  
Approved unanimously by voice vote.

Action item noted for M. Cerel followup

**Pleasant Court Water Main Replacement –**

M. Goulet reviewed the cost estimate to replace the existing water main prepared by Environmental Partners Group. Two options were priced for consideration with costs based upon contractor provided materials.

- Replace with 8 inch main - \$65,587.78
- Replace with 6 inch main - \$59,087.78

The 8 inch option is the better solution based on two factors.

1. The cost differential is likely smaller than presented due to using the unit installed cost for the pipe in the estimate
2. Replacement of the remainder of the water main from Pleasant St to the tie point for this new piping is scheduled in the future. This piping will be 8 inch, is the standard for Town water mains.

Replacement fieldwork will be conducted during construction season with Town supplied materials. Funding is not in the current spending plan, but the funds in the emergency category can be used for this purpose. Final decisions on several issues will be determined in future meetings:

- Construction timing
- Source of funding
- Construction strategy - contractor or Town staff

**Manganese Pilot Plant Study –**

M. Goulet distributed an executive summary prepared by EPG. Hard copies of the full report will be available later this week. E. Kelley has requested time to review the report at the next Board Meeting. Action items taken for follow-up.

**Unaccounted for Water Study –**

M. Goulet informed the Board that a kick off meeting with EPG will be conducted next week.

**FY 2020 Budget Review –**

M. Goulet reported on the significant issues in the proposed spending plans.

**Water Budget –**

- Shifting of costs from one category to another for improved tracking and accountability
- Labor cost increases due to programmatic pay progressions

**Sewer Budget –**

- Increased spending for treatment chemicals to meet phosphorus effluent limits
- Increased spending for DEP mandated staff increase
- Labor cost increases due to programmatic pay progressions

An action item to forward the DEP documentation for staffing recommendation to Board members was taken.

Electrical costs in this budget are confounded by the renewable energy credits from the solar array. The timing of the credits do not match the electrical consumption billing cycle. Therefore there is a charge for the electric consumed that gets offset at a later date when the credit is issued. The Board needs to assure that this is considered when setting rates.

**W & S Board Policy and Procedures –**

B. Harvey distributed a draft ‘Agenda Policy’ based upon the Board of Selectmen’s policy for review and comment.

**Additional Agenda Topics –**

Deferred to future meeting due to time constraints.

A motion was made by C. Carpenter to proceed to Executive Session to review the Village in Medfield Homeowners Association, i.e., Turtle Book, billing payment dispute. Discussion of this topic in open session could be prejudicial to the Town’s interest. The meeting will not return to open session.

Second by B. Harvey

Roll call vote: C. Carpenter – Yes, B. Harvey – Yes, R. Karg – Yes

Open meeting concluded 10:15.