

Attendance Roster

Board Members		
Bill Harvey	Chris Carpenter	Randy Karg

Others		
Maurice Goulet	Nick Milano	Willis Peligian

Agenda

- Call to Order
- Review of status of Holdover Actions List as of 19 November 2019 meeting.
- Board Members to approve meeting minutes of 19 November 2019.
- Review of YTD water pumping and YTD water and sewerage expenses
- Review of W&S Board strategic plan elements
- Update on Sewerage Rules and Regulations: Plan for final version
- DWP Director update on water main break, and water quality on Homestead Drive
- Update from EPG on Mt. Nebo and Filtration projects
- Hospital Tank RFP bid results
- Update on budget timeline and grant for rate setting tool
- Chairman to sign the outstanding billing adjustment sheets.
- Adjourn

Agreements

1. Construction of telecom equipment at the Hospital Water Tower by Verizon is approved

New Action Items

#	Item	Responsible	Due
1.	Contact DEP for guidance on future additional testing requirements for emerging PFAS regulations.	M. Goulet	Done
2.	Explain the allocation method for administrative overhead charges to the water and sewer department operating accounts.	N. Milano	At completion of the FY2021 budget

3.	Summarize the strategic planning discussion and create a written document for further strategy development	B. Harvey	Done
4.	Have Skip Malonson review the proposed Sewerage Rules and Regulations and then forward them to the Board for consideration and approval.	M. Goulet	21 Jan 20
5.	Provide the final lease contract for the AT&T equipment at the Hospital tank	N. Milano	Next meeting

Summary Notes

Meeting began: 08:33

Meeting concluded: 10:37

Meeting minutes for 19 Nov 19 amended and unanimously approved

Motion: C. Carpenter Second: R. Karg

Update from DPW Director –

November Water Withdrawal: 22.776 MGal 51% of Permitted Volume

December Water Withdrawal: 24.159 MGal 52% of Permitted Volume

Annual daily pumping for 2019 1.06 MGal/day 71% of Permitted Volume

Monthly cost summaries through 31 Dec 19 were distributed.

Fiscal Year Status: 54%
 Water Dept. Operating Budget Spent: 57%
 Sewer Dept. Operating Budget Spent: 43%

Lab Fee spending YTD has consumed the entire budget for the fiscal year in both the water and sewer accounts. The assignable cause for the additional spending this year is mandatory testing required by the DEP for emerging PFAS regulations. M. Goulet will contact DEP for guidance on the level of testing required for PFAS compliance for the remainder of this year and FY2021.

M. Goulet informed the board that T. Klenk’s salary will be charged directly to the water and sewer operating cost accounts in FY 2021. Presently this cost is incorporated into the Town administration operating account and allocated to the water and sewer operating accounts. When the FY 2021 budget is finalized, N. Milano will explain the allocation method for distributing administrative costs to the Town’s individual operating budgets.

M. Goulet reviewed the challenges of recent repairs on a water main break on Kamark Drive and a water quality complaint at 11 Homestead Drive. The Board is supportive of his follow-up actions for the quality complaint.

Strategic Planning -

B. Harvey led the group through a brief brainstorming exercise to identify the topics to be included in a strategic plan for the Board. He will summarize the discussion and provide written document for further strategy development.

Sewerage Rules and Regulations –

M. Goulet informed the group that he has been collecting relevant rules from surrounding communities to provide the starting point for Medfield. He will have Skip Malonson review them prior to submitting them to the Board for consideration and approval.

EPG Project Review –

M. Goulet distributed a summary from E. Kelley prior to the meeting via email. The summary is included here for the record.

Well 3 WTP:

1. New Source

- a. New source exploration was completed last week. Total of 5 additional test borings advanced between Wells 3 and 4 and suitable aquifer materials were not observed.
- b. Fall MPA testing of Well 4 found low risk of surface water influence. Recommendation is to conduct spring MPA testing of Well 4.
- c. Recommendations: 1. Proceed with replacement of Well 3 at test well location previously identified and re-permit for its 1.21 MGD capacity. 2. Conduct additional MPA testing in spring 2020. If spring risk is also low then Well 4 could be rehabilitated and integrated into WTP design.

2. Updated Preliminary Design:

- a. Workshop scheduled with Water Division staff for Tues. 1/21 to discuss basis of design for WTP: treatment capacity, siting, chemical feed, treatment footprint, site-work, and residuals management.
- b. Geotechnical drilling for WTP foundation and site-work scheduled for Thurs/Fri next week.
- c. Site topographic survey to be scheduled for February.

3. Nebo Tank:

- a. RFPs due today to the Town for new cellular leases

- b. Telecom companies unable to relocate their equipment in a timely fashion to allow for spring rehab of the tank.
- c. Inspec Coatings agreeable to adjusting their schedule for rehabilitation field work to take place September-November 2020 via contract change order to adjust schedule.
- d. Telecom companies would be directed by the Town to have all equipment relocated by mid-August 2020.

N. Milano stated that lease proposals were received from AT&T, T-Mobile and Sprint for the Mt. Nebo tank. All proposals were at the minimum lease fees identified in the RFP.

MSH Tank Update –

M. Goulet stated that the construction drawings proposed by Verizon have been reviewed and redlined. He asked for approval and was granted approval to proceed.

AT&T has responded with a proposal for installation of equipment and is requesting some changes in the contract language. N. Milano will provide a final version of the contract at the next Board meeting.

Water Rate Setting Tool/Consulting Service –

N. Milano informed the board that announcement of state grants for this service should be made next week. B. Harvey voiced his concern for the some elements of the Tighe & Bond proposal and requested a review of this prior to proceeding if we acquire the grant funding.

Motion to adjourn meeting Motion: C. Carpenter Second: R. Karg Unanimous