

**Attendees**

***Water and Sewerage Board Members***

Christian Carpenter  
Bill Harvey  
Clair Meehan  
Dave Pucci

***Town***

Frank Gervasio – Town (virtual)  
Maurice Goulet – Town  
Megan Rogers – Town

***Other***

Jeff Hyman – Resident  
Christine McCue Potts – Resident

***Water & Sewerage Board Meeting***

**Agenda**

1. Approval of outstanding meeting minutes
2. Review of status of Board Holdover Actions List
3. Review of filter project update report from PMO Woodard & Curran
4. Review FY 2024 operating budget draft from DPW Director
5. Frank Gervasio to update Board on capital project funding via County ARPA funds
6. Frank Gervasio to present list of unused funds from previous warrant article capital projects
7. Review FY 2024-2029 capital projects
8. Revenue commitment variance analysis.
9. Other new business
10. Adjustment sheets for signature by Chairman.

**New Action Items during This Meeting**

#	Item	Responsible	Due
1.	Clarify the process of refinancing bonds with Town Accountant	F. Gervasio	Mar 2023
2	Prepare list of unused funds from previous W&S articles	M. Rogers	Mar 2023

**Holdover Action Items**

#	Item	Responsible	Due
1.	Add water restriction decision tree to Town website	M. Rogers	Mar 2023
2.	Engage Board of Health in discussion of fencing around Wells	B. Harvey	Mar 2023

3.	Provide link to past Board of Health meeting	F. Gervasio	Mar 2023
4.	Obtain written update to schedule for water treatment plant commissioning	M. Goulet	Mar 2023
5.	Examine terms of agreement related to reimbursement of use of spare VFDs in water treatment plant commissioning	M. Goulet	Mar 2023
6.	Present updated list of ARPA projects to Board of Selectmen	F. Gervasio	Feb 2023
7.	Provide monthly update on balance of approved capital projects	F. Gervasio	Mar 2023
8.	Meet to discuss rate study	B. Harvey & F. Gervasio	Mar 2023
9.	Draft annual report	B. Harvey	Mar 2023
10.	Confirm timing of line items of Facility Assessment Plan	M. Goulet	Jan 2023

The Board Meeting was called to order at 8:02 am.

**1. Approval of outstanding meeting minutes: 03 February 2023**

C Meehan motioned to accept the minutes. C. Carpenter seconded the motion.

Vote: Aye unanimous

Motion passes

**2. Review of Status of Board Holdover Actions List**

*a. Add water restriction decision tree to Town website—Completed.*

*b. Engage Board of Health in discussion of fencing around Wells— Completed. B. Harvey mentioned this to the BOH Chair. The discussion will take place at a later meeting.*

*c. Provide link to past Board of Health meeting— Completed. F. Gervasio confirmed with BOH staff that fencing was never discussed at a previous meeting.*

*d. Obtain written update to schedule for water treatment plant commissioning— Completed.*

*e. Examine terms of agreement related to reimbursement of use of spare VFDs in water treatment plant commissioning— This item is open. M. Goulet confirmed there is no spare VFD. Woodard & Curran is looking into the costs of leasing one VFD.*

*f. Present updated list of ARPA projects to Board of Selectmen— This item is open. F. Gervasio already presented previously approved items to the BOS. F. Gervasio and B. Harvey will present the UV Replacement project at the BOS meeting on Tuesday, 07 March 2023.*

*g. Provide monthly update on balance of approved capital projects— This item will be discussed today.*

*h. Meet to discuss rate study— Completed.*

*i. Draft annual report— This item is open.*

*j. Confirm timing of line items of Facility Assessment Plan*— Completed. The estimated timeline for this project fits within the ARPA reimbursement timeframe.

**3. Review of filter project update report from PMO Woodard & Curran**

M. Goulet confirmed the report from Woodard & Curran is still pending and the project should be completed near the end of April 2023. The Board wants to confirm the necessity of a Certificate of Occupancy before providing water to the distribution system and agreed that more concrete information would be necessary.

**4. Review FY 2024 operating budget draft from DPW Director**

Water Operating

The FY24 budget encompasses expected operating increases and utility costs for the new Water Treatment Plant. Town Administration and staff are working on the renewal of the electric contracts pending the 07 March 2023 BOS meeting and other affected departments.

B. Harvey suggests adding specific line items for WTP under the operating budget to track expenses for future fiscal years.

Sewer Operating

The sewer operating budget is also impacted by the renewal of the electric contracts. The FY24 budget encompasses increases in sludge disposal, chemical, and utility costs.

**5. Frank Gervasio to update Board on capital project funding via County ARPA funds**

F. Gervasio reported that the vast majority of requested ARPA projects have been approved, including the Influent Screen, the Water and Sewer Rate Study, the Facility Assessment Plan, and Water Management Act Order to Complete. The procurement process for each of these projects will begin shortly.

The Board has agreed to move forward with the ARPA request for the UV Replacement.

**6. Frank Gervasio to present list of unused funds from previous warrant article capital projects**

F. Gervasio will clarify with A. Foster on the mechanics of reusing unspent portions of proceeds from prior bond sales. M. Rogers will have the total funds of unused water and sewer articles for the next meeting.

**7. Review FY 2024-2029 capital projects**

Future capital projects will be discussed when Woodard & Curran provides a final report of completed and pending projects.

**8. Revenue commitment variance analysis.**

B. Harvey confirmed the water revenue is 3% under projected due to the severity of the drought and its subsequent decreased usage. New construction connection fees have offset this decreased usage.

**9. Other new business**

M. Goulet confirmed the new Water Medium Permit from NPDES was brought in, which will aid in certain areas for WWTP. The ASR is due at the end of March.

C. McCue Potts asked about the status of the fence around Wells 3 and 4. B. Harvey confirmed they will be working with the BOH in the future.

C. McCue Potts wanted to confirm the timeline for the WTP going online. B. Harvey confirmed that they are waiting on a project list from Woodard & Curran to finalize the timeline.

C. McCue Potts asked M. Goulet about lab fees for UCMR, and M. Goulet confirmed that the list is not published yet.

J. Hyman presented the idea of an advisory committee for education & awareness of water conservation to Medfield residents, which also highlights risks/threats to Medfield's water. He hopes the committee will be a positive influence to the Town.

**10. Adjustment sheets for signature by Chairman**

B. Harvey reviewed and signed the adjustment sheets.

C. Meehan motioned to adjourn the meeting, and C. Carpenter seconded. Vote: Aye unanimous Motion passes

Meeting adjourned at 9:30am.