

Attendance Roster

Board Members		
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Bill Harvey	Chris Carpenter	Randy Karg
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Enterprise Board Members		
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Bill Harvey	Chris Carpenter	Randy Karg
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Others		
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Maurice Goulet	Tracey Klenk	Stephan Slesar
Dave O’Toole	David Maxson	Tom Caragliano
Paul Millet, EPG	Eric Kelley, EPG	

Agenda

19:00 - Board of Water and Sewerage & Enterprise Fund Committee
 Public Hearing regarding water & sewer rate increase

19:30 – Board of Water & Sewerage Meeting:

1. Review status of Holdover Actions List of 02 May 2019 meeting
2. Board Members to approve meeting minute of 02 May 2019
3. Discussion and vote to approve water and sewer rate increase
4. Cell site update from Dave Maxson
5. Update of EPG regarding Mt. Nebo Tank and Water Treatment Plant
6. Review monthly water and sewerage operating expenses with year to date totals
- 7.

Agreements

1. The proposed water and sewerage rates for FY2020 were approved:
 Water +10% across all tiers
 Sewer +4% across all tiers

New Action Items

#	Item	Responsible	Due
1.	Investigate billing issue with Stephen Sleser of Noon Hill Grill restaurant	T. Klenk/D. O’Toole	Done
2.	Arrange a meeting with K. Trierweiler, M. Cerel, M. Goulet, D. O’Toole and D. Maxson to review the status of the RFP and leasing status for telecom providers seeking equipment installation leases for the State Hospital Water Tower and make decisions for project management.	B. Harvey	7 June
3.	Advise AT&T that Medfield remains interested in	M. Goulet	Done

	pursuing a lease with them		
4.	Forward current Verizon equipment design documents to D. Maxson.	M. Goulet	Done
5.	Create a proposal to conduct the next phase of engineering design work for Well #3 treatment facility	E. Kelley	Done
6.	Review electrical charges and water withdrawn/production rates	M. Goulet	14 June

Holdover Action Items

#	Item	Responsible	Due
7.	Send water and sewerage debt schedule to B. Harvey	G. Colivas	03 May
8.	Send 2018 Water Enterprise Fund Board meeting notes to B. Harvey	K. Trierweiler	08 May

Summary Notes – Water Enterprise Fund Board Meeting

Meeting began: 19:01

Meeting concluded: 19:23

B. Harvey reviewed the proposed water and sewerage rates proposed by the boards and the Department of Public Works for FY 2020 and the factors that drive the proposed rate increases.

Water – 10% increase across all tiers

Cost increases are driven by the need to install treatment equipment to remove manganese and iron contaminants from Well #3. Funding in FY2020 will pay for engineering work to develop detailed design and procurement documents for this new facility and well re-development. Approval to proceed to construction will be sought at Annual Town Meeting in May 2021 with construction to begin in July 2021.

Sewerage – 4% increase across all tiers

The primary driver of cost increase is due to a mandated increase in staffing levels at the wastewater treatment facility and increased chemical treatment dosing rates.

A motion was made to formally approve the proposed water and sewerage rates for FY2020.

Motion: C. Carpenter Second: R. Karg Vote: Unanimous

Stephan Slesar, owner of Noon Hill Grill restaurant, expressed concern over the amount of water that his business is billed. His accountant has advised him that his water usage is much higher than expected. An action item was taken to follow up with DPW personnel.

Motion to adjourn Water Enterprise Fund meeting
 Motion: R. Karg Second: C. Carpenter Vote: Unanimous

Summary Notes – Board of Water & Sewerage Meeting

Meeting began: 19:30

Meeting concluded: 21:57

Board Members to approve meeting minutes of 02 May 19 -

Vote to approve meeting minutes for 02 May 19

Motion: R. Karg

Second: C. Carpenter

Vote: Unanimous approval

C. Carpenter had to leave the meeting at this time.

Cell Phone Antenna –

Dave Maxson led a review of the current situation at the State Hospital water tower. He began with an overview of the site acquisition process conducted by telecom providers. With respect to the hospital water tower, Verizon has signed a lease for space to install cell phone transmission equipment at the base and the top of the tower. AT&T has expressed their interest in obtaining a lease for their equipment and has conducted a site visit.

Dave recommends that a revised/updated RFP be prepared to govern potential future leases to new tenants such as AT&T. The update needs to include the fact that an existing lessee has plans to install equipment along with detailed drawings of the proposed Verizon equipment installation at the base and top plus cable routing. Language also needs to include a restriction that potential lessees must install their equipment in a manner that will not restrict or prevent additional subsequent equipment installation by future lessees.

The experience to date with Verizon strongly suggests that better oversight of the lessor equipment design and installation process needs to be conducted to prevent interference with existing equipment at the site. This situation will be more complicated as additional lessors seek to use the facility.

An action item was taken to follow up follow up on the RFP being prepared for the AT&T lease pursuit.

The issue of how to best manage the relationship between the Town and telecom providers who are leasing space was discussed. This issue should be resolved with a clear identification of roles and responsibilities for the proposal, construction and operational phases of the relationship.

Update of EPG regarding Mt. Nebo Tank and Water Treatment Plant –

E. Kelley advised the board that bids for the Mt. Nebo tank rehabilitation project are due to EPG at 14:00 29 May. He will advise the board of the results as soon as they are received. Construction is planned for the September through November timeframe.

E. Kelley reviewed the summary points from conversations EPG conducted with regulatory authorities.

Replacement wells installed within 50 feet of the existing well and with the existing withdrawal rate are subject to a 'streamlined review process'. The planned location for new Well #3 would qualify.

With respect to the inactive Well #4, it may be subject to surface water regulations and treatment requirements if re-activated. Testing is required to determine a realistic plan for re-commissioning. An alternative path forward would involve identification of a new well location within the site that meets legal requirements for both surface water and railroad right of way setbacks/clearances. This is a desk top engineering pursuit.

Well #4's future use is an issue that potentially impacts the design basis for the manganese and iron treatment facility at Well #3. If there is a reasonable chance to re-activation Well #4 in the future, it may be prudent to design the treatment facility with features to incorporate Well #4. These include a larger building footprint for additional equipment and piping tie points. No decision was made on this point.

The recommended path forward for this project includes these major activities.

- Update the cost estimate for the treatment facility based upon revised loading rates determined by the pilot studies
- Conduct a desktop study to find a suitable conforming site for a new well #4
- Make a decision regarding the incorporation of design features to enable future connection of Well #4 or its successor into the treatment facility
- Determine the actual site boundaries and wet lands location to identify the treatment plan buildable envelope

UAW Assessment -

A summary report is being prepared to wrap up this work and will be forwarded to the board.

E. Kelley shared the key points from the investigation of distribution system leaks and metering issues. In summary, leaks are the cause of about 80% of the unaccounted water. Furthermore, a review of the historical data strongly suggests that these leaks are concentrated in a few water mains. The report will recommend priorities for water main replacements.

The results of a review of water meter aging and large volume users were presented. Two strategies could be used to address water meter replacement and will be reviewed in the summary report. An additional consideration impacting the meter replacement strategy is the planned remote data collection strategy via the new SCADA system. This project requires the installation of new MXU's (data transmitting devices) at all meters. No conclusions regarding the meter replacement path forward were reached at the meeting.

Review monthly water and sewerage operating expenses with year to date totals -

Attention was drawn to the electrical cost/consumption for the water department operations. Two issues were raised:

1. Are the charges accurate?
2. Have we withdrawn lower quantities of water that drive reduced electrical use?

Action item for follow up was noted.

Motion to adjourn meeting

Motion: R. Karg

Second: B. Harvey

Vote: Unanimous