

Attendees

Water and Sewerage Board Members

Christian Carpenter
Bill Harvey
Clair Meehan
Dave Pucci (virtual)

Town

Frank Gervasio – Town
Maurice Goulet – Town

Other

Christine McCue Potts – Medfield Resident

Water & Sewerage Board Meeting

Agenda

1. Approval of outstanding meeting minutes
2. Review of status of Board Holdover Actions List
3. Revenue commitment variance analysis
4. Update from DPW Director
 - a. Wastewater EPA consent order: Status on request for compliance date extension
 - b. Filter project: Commissioning schedule and requests from general contractor
 - c. Presentation of UV replacement quote
 - d. Recommendations from Woodard & Curran of obvious wastewater system improvements
 - e. Update on water meter MXU board replacement status
 - f. Well 1 & 2 valve replacement status
 - g. Status on wastewater treatment supervisor recruitment
 - h. Annual review of permits: Permits that need action in 2023
5. Update from Assistant Town Administrator
 - a. Securing perimeters from foot traffic and animal waste around Wells 3 & 4: (routing of trail, signage, soft fencing, public campaign, Board of Health update)
 - b. Status of ARPA application for water and wastewater capital projects and expected response time
6. Discussion of changing water fines during water restrictions
7. Board annual report items
8. Other new business
9. Adjustment sheets for signature by Chairman

New Action Items during This Meeting

<u>#</u>	<u>Item</u>	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	M. Goulet	Mar 2023

	plant commissioning		
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

Holdover Action Items

#	Item	Responsible	Due
1.	Confirm timing of line items of Facility Assessment Plan	M. Goulet	Jan 2023

The Board Meeting was called to order at 8:06 am.

C. Carpenter noted that the Board visited the Wastewater Treatment Plan on January 9, but no deliberation occurred.

1. Approval of outstanding meeting minutes: 29 November 2022 and 20 December 2022

The Board provided edits to the draft minutes of 29 November and 20 December. From 20 December, the Board discussed the proposed assessment of the wastewater treatment plant that is part of the ARAP funding list. B. Harvey commented that there are many studies ongoing and that he does not support the idea of a new study.

C. Carpenter motioned to accept the minutes as edited, and C. Meehan second. Vote: Aye unanimous. Motion passes

2. Review of Status of Board Holdover Actions List

a. Provide percent of residents on water and sewer—Completed.

b. Provide updated budget for water treatment project—This item is open.

c. Create decision tree for water restriction decisions—Completed. B. Harvey created a flow chart that outlines decision made in various categories of water restriction. This graphic will be added to the Town website. C. McCue Potts asked whether both the Charles River flow and the Neponset River flow are considered in making decisions about water restrictions. B. Harvey clarified that only Charles River flow is considered.

d. Contact S. Raposa (Town Planner) about considering fencing at Wells in the broader context of trails and open space—Completed. F. Gervasio spoke to S. Raposa. It would cost \$50,000 to construct two fences that would provide a 150-foot buffer around each well head. The Board discussed whether a fence is the right approach or whether other options might exist (e.g.,

signage). B. Harvey will follow up with the Board of Health (BOH) on this topic. F. Gervasio will share a link to the BOH's recent discussion. S. Raposa and the BOH will be invited to the next meeting.

e. Provide Treatment Plant Commissioning Schedule—Completed.

f. Discuss schedule of Fines and Enforcement for Water Usage—This item will be discussed during this meeting.

3. Revenue commitment variance analysis

This topic was tabled. More information is needed for this discussion. Water revenue was generally lower, but B. Harvey, F. Gervasio, and M. Rogers will provide more analysis.

4. Update from DPW Director

a. Wastewater EPA consent order: Status on request for compliance date extension

EPA granted an extension for the repairs to the dynasand filter to 01 April 2023. This project is one being considered for ARPA funding.

b. Filter project: Commissioning schedule and requests from general contractor

DPW has not yet received the official letter asking for an extension, but M. Goulet expects to receive a request for a 90-day extension. The extension is needed because there is a delay in receipt of the variable frequency drives (VFDs). The contractors are working to commission the plant with spare VFDs from Well 3. B. Harvey asked that the Board be provided an updated commissioning schedule in writing. The schedule does not need to include project close out. He also asked that future meetings with Bizko be recorded since minutes do not capture all commitment dates. M. Goulet will request an updated schedule be provided by 10 February 2023.

C. Carpenter asked whether the Town will be compensated for the use of the spare VFDs. M. Goulet will investigate the terms of the agreement.

c. Presentation of UV replacement quote

DPW received a quote of \$368,308 for replacement of the UV system. The project had been on the list of proposed ARPA projects. B. Harvey noted that this project is critical, and the Board requested that the topic be on the 21 February Board of Selectmen meeting. At that meeting, F. Gervasio will make a request of the Board of Selectmen that we apply to the County for ARPA funds.

d. Recommendations from Woodard & Curran of obvious wastewater system improvements

The Board discussed recommendations by Woodard & Curran in a memorandum dated 28 October 2022, examining capacity of the wastewater treatment plant to handle I&I. In the long term, if the Town is unable to reduce I&I enough, then it will have to be treated and there may be times when it is difficult to stay in permit compliance with the additional loads.

One proposed project at the wastewater treatment plant, estimated to cost \$930,000, would remove approximately 50,000 gallons of I&I, but it would not address the source of the problem. The Conservation Commission has approved this project from their end.

Woodard & Curran will provide its final report later in the spring, and there is an expectation that the report will help identify low hanging fruit for which we might apply for ARPA funds. It will also give a better understanding of what flow we are trying to plan for. C. Carpenter noted that the current list of ARPA projects includes the projects that are easiest to accomplish. For Harding Street, there are three options for projects.

e. Update on water meter MXU board replacement status

Approximately 1,500 MXUs have been installed. The Town is waiting for the last delivery of units, which has been delayed. The vendor has not provided an estimate for delivery.

f. Well 1 & 2 valve replacement status

The injection for the chemical feed at Wells 1 and 2 had to be repaired, and DPW discovered that two valves need to be replaced. The replacement was completed.

g. Status on wastewater treatment supervisor recruitment

The Town has received three resumes, but the Town would like to continue to look for other candidates. M. Goulet noted that Sean from Weston and Sampson has been doing a very good job at bringing the system back into compliance.

h. Annual review of permits: Permits that need action in 2023

The Town has a Water Management Act Order to Complete that must be finished by mid-March. The Town applied to Norfolk County for ARPA funds, but the County did not approve funding because it is a compliance issue, rather than an infrastructure improvement project. Finalizing the Order to Complete will be done by Environmental Partners at the cost of \$31,500. F. Gervasio noted that there is another category of County ARPA funding, revenue replacement. B. Harvey requested that the Board of Selectmen consider this project via revenue replacement. F. Gervasio will bring this topic to Board of Selectmen and report back to the Board.

5. Update from Assistant Town Administrator

a. Securing perimeters from foot traffic and animal waste around Wells 3 & 4: (routing of trail, signage, soft fencing, public campaign, Board of Health update)

The BOH has not had a specific agenda item on this topic, but it might have been included in the open discussion. BOH and the Town Planner will be invited to the next meeting.

b. Status of ARPA application for water and wastewater capital projects and expected response time

The Town has a list of projects that have been submitted to the County for ARPA funding. There is a tiered review process by the County, and most of our projects are in the first step of review, which is the most intensive. The rate study is not an infrastructure upgrade, and the Town will apply for that funding via revenue replacement.

B. Harvey requested that, in the future, the Board receive a monthly update on the balance for all approved capital projects, because this information will give a sense of retained earnings. He requested that the list include status of each project (started, not yet started, completed) and surplus funds. F. Gervasio will provide this update monthly.

The Board approved completion of the Water Management Act Order to Complete project, regardless of source of funding.

B. Harvey and F. Gervasio will meet to discuss the rate study.

6. Discussion of changing water fines during water restrictions

The Board discussed possible options for changing water fines during water restrictions (e.g., increasing fines). Currently, a homeowner receives a warning for the first offense, a \$50 fine for the second, and a \$200 fine for each subsequent offense. However, it is difficult to collect these fines, and they are not part of the water bill. Once the rate study is complete and the MXUs are installed, the Board will have more information on which to base any further decision making related to changing the fines.

7. Board annual report items

B. Harvey will compile an annual report that will includes progress on the water treatment plant, lowering of unaccounted for water, fiscal considerations, and other updates on key projects.

8. Other new business

A warrant article on groundwater protection

There is a citizen petition to establish a groundwater committee. This article will be considered by the Board of Selectmen at their meeting on 21 February 2023. B. Harvey noted that several other boards have some jurisdiction over groundwater.

Water and sewer spending

M. Goulet commented on water and sewer spending to date. For water, if the Water Management Act Order to Complete does not receive ARAP funding, some of the emergency funds can be used. On the sewer side, we are about 10% over where we expect to be, and some other costs are expected to be high over the rest of the year (e.g., electricity, chemical costs). Those costs would be covered by the reserve and should be considered in the upcoming rate model.

9. Adjustment sheets for signature by Chairman

B. Harvey will review adjustment sheets. M. Rodgers is preparing the memos.

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

Meeting adjourned at 10:14am.