

Attendance Roster

Board Members		
Bill Harvey	Christian Carpenter	Randy Karg
Others		
Maurice Goulet	Nick Milano	Eric Kelley, EPG

Agenda

- Approval of outstanding meeting minutes
- Review of status of Board Holdover Actions List
- Report from DPW Director
 - Report by EPG on filtration project review and next steps
 - Wastewater plant operations due to high inflow and infiltration
- Review of water and sewerage permits timeline
- Review of operating budget and capital requests for FY 2022
- Review of YTD water pumping and YTD water and sewerage expenses
- Preparation for joint meeting with Board of Selectman and Warrant Committee
- Executive Session: To approve previous executive session meeting minutes
- Adjourn

Agreements

1. Agreed to have a additional meeting in February to prepare for a joint meeting with the Select Board and Warrant Committee to gain support for the water treatment plant at Wells#3 & #4.

New Action Items

#	Item	Responsible	Due
1.	Schedule a Board meeting to prepare for the joint meeting with the Select Board and Warrant Committee	B. Harvey	Done
2.	Create a summary of the Town's water withdrawal regulatory environment.	E. Kelley	Done
3.	Obtain background briefing on current rate setting tool from W. Peligian.	K. Trierweiler	11 Feb
4.	Distribute capital requests for FY 2022 to Board	M. Goulet	Done

Summary Notes

Meeting began: 09:03

Meeting concluded: 10:40

B. Harvey opened the meeting by making the following statement for remote meetings.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield State Hospital Development Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice. This meeting is being recorded.

Approval of outstanding meeting minutes -

Meeting minutes for 14 Jan 21 were reviewed. Following a grammatical correction, a motion to approve was made and approved by unanimous roll call.

Motion: C. Carpenter

Second: R. Karg

Holdover Action Item Review –

The holdover action item to create a summary of water supply alternatives led to a discussion of how to best prepare for an upcoming joint meeting with the Select Board and the Warrant Committee. The meeting's purpose is to review the Wells #3 and #4 water treatment project to gain their support for approval of the warrant article at Annual Town Meeting. This meeting is tentatively scheduled for 02 March.

Sourcing water from MWRA is an alternate approach for supplying water to Medfield versus construction of a treatment plant. The meeting with MWRA and town officials needs to be summarized and "memorialized" for inclusion in the project review.

The Board agreed to have an additional meeting in the next couple of weeks to prepare for the joint meeting with the Select Board and Warrant Committee. An action item was taken to schedule the meeting.

Filtration Project Review and next steps –

E. Kelley distributed the latest construction cost estimate prior to the meeting. The probable construction cost at 75% of design is \$9.3 million, approximately 1 million less than previous estimates. Design is proceeding through to the 100% stage. Three additional inputs will be completed to move the design to the final bid set. These include town input, feedback from DEP on the design and input from the future OPM.

N. Milano reviewed the status of obtaining OPM services. Currently a request for services has been issued and proposals are due next week. Approval of a contract is anticipated by 02 March. The contract will be structured to cover design/bid phase oversight with an option to extend the contract into the construction phase if the Town elects to do so.

The proposed archeological review study is at Mass Historical Commission for review. Fieldwork will begin in April as soon as ground conditions allow.

The project timeline anticipates advertising for construction contract proposals by 17 March and opening the bid responses on 28 April. This is about one month sooner than the previous timeline. This is a better fit with the timing of four other projects being bid by construction contractors this Spring for other communities, and this timeline delivers a final bid price prior to Annual Town Meeting.

E. Kelley is monitoring the opportunity for financial support from the State Revolving Fund. Our project did not make the current list of supported projects, but there is a chance that higher priority projects may be delayed and move us into the approved list.

Review of water and sewerage permits timeline –

E. Kelley reviewed the status of Town water withdrawal permits. Wells #3 and #4 and the re-assigned well field at the former State Hospital are grandfathered under 'Registered Sources' authorizations. These authorizations have no additional restrictions attached to them. By contrast, water withdrawal permits issued under the Water Management Act typically have restrictions for seasonality, stream flows, etc. State agencies (Mass Waterworks and Mass DEP) are reviewing the overall approach for water withdrawal approvals and may potentially add restrictions to the Registered Source permits. E. Kelley is monitoring this situation and will advise of any impact to our permit structure.

The Town's registrations are due for renewal in June. The Town's Water Management Act permit was originally due for renewal in 2019 but was extended.

Due to the complexity of the Town's water withdrawal regulatory environment and potential changes, E. Kelley took an action item to summarize our situation with a timeline of key activities and deliverables.

The Town's NPDES permit renewal was submitted to the Federal EPA in 2016. The agency has not responded to the renewal application.

I & I Update –

M. Goulet reported that flows into the wastewater plant are back to normal levels.

No testing has been conducted since our last meeting. Prior smoke testing of sub sections 1 & 2 did not discover any substantive integrity breaches.

The plan forward is to conduct CCTV inspection of selected sewer lines and inspect 130 manholes in the high flow rate spring season. A summary report is anticipated in June after this work is complete. Definition of the next steps for I&I mitigation will be possible once this report is complete.

C. Carpenter and W. Harvey expressed concern that the annual operating expense for I/I investigation has not yielded as much result as expected.

Rate-setting software procurement –

M. Goulet met with the Select Board to gain approval for the proposal submitted by Tighe & Bond. Unfortunately they were not willing to approve the proposal. They are seeking a better understanding of our need for this service and tool. In addition, Town Counsel raised concerns over changes in the terms and conditions of the contract submitted by Tighe & Bond.

An action item was taken to contact Willis Peligian to gain a more comprehensive understanding of the utility and limitations of the spreadsheet tool that we are currently using to support rate-setting decisions. In reflecting on the past use of the Excel tool developed by Peligian, W. Harvey and C. Carpenter expressed discomfort in having the W&S Board or the Town to continue using it due to its complexity. The W&S Board also offered to provide support to him during follow up meetings with the Select Board. This topic could be included in the joint meeting with Select Board and Warrant Committee, but no decision was made.

Operating Budget request for FY 2022 –

M. Goulet reviewed the operating budget requests that were distributed prior to the meeting. Water Department operational expenses are flat with the exception of salary increases due to step increases and longevity.

Sewer operating expenses will increase by approximately \$32 k for salaries, contract services, sewer chemicals and lab fees.

Capital request forms were not available prior to the meeting. M. Goulet highlighted several continuing projects in the request.

The SCADA upgrade project will continue; Completion is anticipated for 1 Q 2022. The critical path task is replacement of meter MXU's that are located indoors, 40% of the total MXU's. Once this infrastructure is in place, customers will be enabled to monitor water consumption more readily. More frequent billing will also be practicable.

Preparation for joint meeting with the Select Board and Warrant Committee –

Deferred to a separate special meeting to be scheduled within two weeks.

Executive Session -

B. Harvey, as Chair, announced that the Medfield Board of Water and Sewerage needs to meet in executive session to review and approve Executive Session meeting minutes for the 10 Nov 20 meeting.

A motion was made by R. Karg and seconded by C. Carpenter to go into Executive Session to review and approve Executive Session meeting minutes for the 10 Nov 20 meeting and to adjourn the open session because the open session will not reconvene at the conclusion of the executive session.

Then Roll Call Vote

Roll Call: R. Karg – Aye; C. Carpenter – Aye; B. Harvey - Aye